



**Johnson County Community College (JCCC)
Student Organization Event Request Form**

Please fill out this form completely. **All information is required.** Advisors are required to be in attendance for the duration of any planned events. For questions on hosting events, please contact the Center for Student Involvement at 913.469.7657 or visit the office in COM 309.

In order to ensure all clubs and organizations are given proper facilities and equipment, no events will be scheduled without the full completion of all Center for Student Involvement forms. This includes all required signatures. Upon completion of this form, please return the form to the Center for Student Involvement in COM 309. Once processed, the CSI will send a confirmation email and schedule an appointment for a planning meeting.

Sponsoring Organization: _____

Event Name: _____

Event Date: _____ **Event Time (ex. 10a.m.-3p.m.):** _____

Set-up Time: _____ **Teardown Time:** _____

Expected attendance: _____

Organization Advisor: _____

Person in Charge of Event: _____

Phone Number: _____ **Email:** _____

Please briefly describe the event planned.

Room Scheduled: _____

Notes: _____

Please take a moment to review what you may need for the event:

1) Space/Room Reservation

Please briefly describe the type of room you will need for the event. If requesting a specific room, please provide one or two backup possibilities.

2) Audio/Visual

Please briefly describe multimedia equipment needed. This includes requests for TV, DVD, VCR, LCD, internet connection, projectors, sound equipment, etc.

Date reserved (CSI) _____ AV Contact person(CSI) _____

3) Cash Box

Cash boxes are reserved on a first-come, first-served basis. The initial amount of cash in the box will be \$30, and the cash box, including any funds raised, must be returned the same day to the Student Life office, COM 100, or Student Information Desk, SC 106, for deposit into the organization's agency account via the college business office. Two people must accompany the cash box at all times. For events concluding after normal business hours, please contact the JCCC Police Department at ext. 4112 to provide an escort to the Business Office night deposit.

___ Yes ___ No

4) Food Service

Will you need food and beverages for your event? If so, this will need to be ordered through the CSI. On campus events **require** the use of JCCC Catering Services. Any changes or cancellations must be made 48 hours prior to the event to avoid charges. The student organization is responsible for any catering charges.

___ Yes ___ N/A

5) Publicity/Promotion

All materials to be posted on campus must comply with college posting guidelines. Student Activities staff will post all materials for a maximum of 30 days. **The CSI must review your publicity/promotional materials. Do not begin advertising your event until your event has been approved by the CSI.**

Which of the following will your organization use for your event? All information must be submitted at least 2 weeks prior to event.

___ Flyers ___ My JCCC ___ TV bulletin

6) Security/Moderator

In order to adequately cover special needs, contact the JCCC Police Department at 913-469-8500 x4112, location CC 115, at least one month prior to the event. A need for private security will be determined by the JCCC Police Department and those charges will be the responsibility of the Student Organization. If a moderator is needed for the event, it is the responsibility of the Student Organization to secure one. The CSI may be able to help with this process. **Will you need security?**

___ Yes ___ No

7) Safety

Some events require Hold Harmless Agreements. These events include, but are not limited to, activities/events held in the Fieldhouse, gym or athletic facilities.

I will need ___ copies of the Hold Harmless Agreement.

8) Parking Pass(es)

Some events require outside guests to visit campus. Parking is available for special events Monday-Friday from 8am-5pm. A permit can be requested for each vehicle driven by guests. Parking Passes are available in the Student Life Office (COM 100).

I will need ___ parking pass(es).

I understand that if any of the above requirements are not met, the possibility of having the event on or off campus may be withheld. All JCCC guidelines must be followed in addition to the above requirements. I am also aware that by signing this I have knowledge of the event, am responsible for the event, and will be present at the event.

Advisor Signature _____ Date _____