

HOW TO RESERVE A ROOM IN THE CAMPUS CENTER AND GUIDELINES FOR USE

There are two rooms available in the Campus Center – CC 225 and CC 226. Please refer to the Room Reservation form for a list and for times available. Use of these facilities is on a first-come/first-serve basis as determined by date and time received by the Office of Student Life. Priority use is given to student groups and student activities. The Office of Student Life is located in room CC-217, 805-730-4062.

1. All events must have an approved College Supervisor present at the activity. Request must be submitted 5 working days in advance of event. Requests submitted late may be approved, subject to space availability. Reservations during non-instruction days and weekends must be made with Business Services/Community Services.
2. Food and beverages in CC-226 and CC-225 are permitted by **PRIOR APPROVAL ONLY**.
3. Groups are required to clean up after the event, secure materials and equipment provided, and return tables and chairs to their original set-up or location. **GROUPS MAY BE REQUIRED TO PAY A \$25 FEE IF FACILITIES ARE NOT LEFT IN PROPER ORDER.**
4. Cancellation notice should be given to the Office of Student Life a minimum of 1 day prior to the event.
5. The sound level of these events is to be controlled by the Advisor/College Supervisor so that it will not interfere with other activities and/or classes. Amplification of live music is not acceptable.
6. **SIGNATURE OF THE STUDENT AND ADVISOR/COLLEGE SUPERVISOR INDICATES AGREEMENT TO FOLLOW THESE GUIDELINES** and failure to do so will result in punitive action, including but not limited to, being charged a clean up fee, termination of the program in progress, and/or, denial of further use of the facilities or equipment.

ROOM RESERVATION

THIS FORM NEEDS TO BE COMPLETED AND HANDED IN AT LEAST 5 WORKING
DAYS PRIOR TO USE

CLUB/DEPARTMENT _____

AREA REQUESTED:

CC-225 Club Room - this room is to be used for **Club Meetings only** with a max of 3 hours per club, per week unless otherwise scheduled with the Office of Student Life _____

CC-226 ***Instruction Room _____

DATE(S) TO BE USED _____

HOURS _____

PURPOSE

The signature of Faculty, Staff and Students supervising this activity signifies acceptance of the terms on the previous page.

SUBMITTED BY _____ PHONE _____

EMAIL ADDRESS _____ DATE
SUBMITTED _____

ADVISOR/STAFF _____ PHONE _____
(Please Print)

ADVISOR/STAFF SIGNATURE _____
(Signature signifies agreement to terms on reverse side)

FINAL APPROVAL _____ DATE _____
Student Program Advisor, Office of Student Life (or Designee)

Calendared: _____

***This room may be scheduled Monday-Thursday, 12:30pm – 5pm and anytime on Friday.