



## REQUEST TO HOLD AN ACTIVITY FORM 2023-2024

Club or Student Organization Name: \_\_\_\_\_

This Form is for use by SCC student clubs and organizations only. Club Advisors **MUST** complete the Campus Reservation form and make the room/location reservation through the campus reservation system and attach the completed form to this Request. The campus reservation form requires a set up diagram, a list of items needed from facilities (tables, chairs, podiums, pop up canopies, etc.) The advisor **MUST** also contact the Help Desk if IT services are needed. A copy of the current Campus reservation form is attached. Failure to make the reservation prior to submission may result in denial of the requested activity.

Please **PRINT** the following information:

Club/Organization: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Student Chairperson: \_\_\_\_\_ (SCC ID#) \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Other Students Actively Involved in this activity-Names and Phone Numbers:

\_\_\_\_\_  
\_\_\_\_\_

Advisor who will be present at the activity \_\_\_\_\_ (Phone Ext #) \_\_\_\_\_

*Type of Activity (One Activity Per sheet) Please give specific details about events. Attach additional sheets if needed*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Location: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

List Materials/Supplies that you will need: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

be sure to complete a diagram on the attached ROOM RESERVATION FORM

This form must be received by the Office of Student Life in Room 1425 at least 8 days before the scheduled event.



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**Food Sales: Environmental Health Department Approval MUST be attached to this request.**

**Once the required activity has been approved, failure of the Club or organization to coordinate or manage the activity will result in cancellation of the event (No Exceptions).**

**Student Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For SLO Office Use Only	Staff Initial	Club's Food Sale	Approved	Denied
_____ Date Received by Student Life Office: _____ <div> <input type="checkbox"/> Scheduled on the  <input type="checkbox"/> Calendar           </div> <div> <input type="checkbox"/> Calendar Posted on  <input type="checkbox"/> Calendar           </div> <div> <input type="checkbox"/> Online  <input type="checkbox"/> Marked on Activity Log Master           </div> <div> <input type="checkbox"/> Facilities Form Completed _____  <input type="checkbox"/> Cash Box Requested           </div>		# _____ (4 food sale events allowed per year) Health Dept. contacted and approved by Club rep? Yes No <input type="checkbox"/> <input type="checkbox"/> Approval Attached	_____ _____ Approval Signature	