

APPLICATION FOR USE OF STUDENT LIFE FACILITIES

LOS ANGELES VALLEY COLLEGE

OFFICE OF STUDENT LIFE

5800 FULTON AVENUE

VALLEY GLEN, CA 91401

Phone (818) 778-5516

Email this form to asu@lavc.edu two weeks prior to your event.

Application Date: _____

Club/Organization/Department: _____

Person Requesting Permit: _____

Contact Phone #: _____

E-mail: _____

Alternate Contact Person Name: _____ Phone #: _____

Facility Requested: _____

Note: The Lion's Lair and The Lion's Den are reserved for LAVC students, therefore, use of these two rooms is extremely limited.

Date(s) of Use: 1st choice: _____ 2nd choice: _____

(If you need more space for additional dates/facilities attach them on a separate paper)

Request Time: From: _____ To: _____

Event Time: From: _____ To: _____

Nature (Title) of Activity: _____

Projected Attendance: Is the Meeting Open to the Public? Yes: _____ No: _____

Requestor Signature: _____ Title/Date: _____

(If you are a club, your club advisor must sign)

Dean of Student Life Signature: _____

Date Approved: _____

WHO MAY APPLY

Any ASU Chartered Club, ASU Officer, and College Department/Program.

RESTRICTIONS AND PROHIBITIONS

1. The applicant is responsible for making sure that **NO FOOD OR DRINK** is brought into the Lion’s Den, Lion’s Lair, or Skybox Conference Room.
2. Los Angeles Valley College **does not permit** the use of any adhesive materials (e.g., masking tape, scotch tape, glues, etc.) on walls, ceilings, or floors.
3. The Office of Student Life premises shall not be used later than 7:00pm on Monday-Thursday, and 1:00pm on Friday; except upon special permission from the Dean of Student Life.
4. College premises shall not be used by any person, group, or organization as political campaign headquarters for any purpose.
5. Requests shall not be made in such manner as would constitute a monopoly for the benefit of any person or organization, or when such use would be an unfair share of the use of a particular facility.
6. Meetings shall be non-exclusive and shall be open to the public and shall be conducted in the English language; provided, however, that for a good cause shown, meeting may be conducted in a foreign language if an interpreter will be present to may any interpretations requested during the meeting.
7. College equipment may be used if available, only upon approval of the Office of Student Life.

Signature of Applicant

Title or Office

Date