

APPLICATION FOR USE OF COLLEGE FACILITIES

**LOS ANGELES VALLEY COLLEGE
MASTER CALENDAR OFFICE**

5800 FULTON AVENUE
VALLEY GLEN, CA 91401
Phone (818) 947-2421
Fax (818) 778-5530

OFFICE USE ONLY	DATE
Application Submitted	
Authorized	
Set-Up Provided	
Documents Submitted	
Entered in Calendar	
Processed (PAID)	

Application Date: _____ Fax (818) 778-5530

Organization or Sponsor: _____

Person Requesting Permit: _____

Business Phone (____) _____ Alternate Phone (____) _____

Address: _____

_____ E-mail (optional) _____

Alternate Officer or Leader: _____ Phone (____) _____

Facility Requested: _____

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

Will Food/Drinks be served? () Yes () No Do you Need Parking Space? () Yes () No

Will admission be charged, donations, solicitations, or collection be made? () Yes () No

***APPLICANT MUST CALL MEDIA SERVICES DIRECTLY (Ext. 2406/2485/2405)
TO ARRANGE FOR ANY AV EQUIPMENT (EX: Projector, DVD/VCR Player, Laptop, Microphone, etc)**

College Equipment Requested (see page 2 for conditions)

Notes/Special Instructions (SUBMIT DIAGRAM IF SET-UP REQUIRED): _____

Signature of Applicant

Signature of Approval

Signature of Approval

Title or Office/Date

Title or Office/Date

Title or Office/Date

ATTENTION: If you need set-up or assistance for your event (Ex: Custodian, Sheriff, etc.), the Office of Master Calendar needs **AT LEAST 10 WORKING DAYS OF PRIOR NOTICE** to ensure resources will be available. If an event needs set up or assistance with less than 10 days prior notice, the application needs to be approved by the area Vice-President before the Office of Master Calendar can make the reservation.

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WHO MAY APPLY

The use of college activities, when such use will not interfere with the conduct of the college program, may be granted for non-college purposes to citizen groups or organizations who may engage in supervised recreational activities, or may meet and discuss subjects and questions which relate to the educational, political, economical, cultural, artistic, and moral interests of the citizens of the community in which they reside.

RESTRICTIONS AND PROHIBITIONS

1. College premises shall not be used later than 11 p.m., or by non-college groups during the hours that school is in session, except upon special permission of the Office of Administrative Services.
2. College premises shall not be used by any person, group, or organization as political campaign headquarters for any purpose.
3. 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.
4. Social dances, sponsored by non-college groups shall not be permitted except those sponsored by the Community Services Department of the College or specifically authorized by the Chancellor.
5. Meetings shall be non-exclusive and shall be open to the general public, and shall be conducted in the English language; provided, however, that for good cause shown, meetings may be conducted in a foreign language if an interpreter will be present to make any interpretations requested during the course of the meeting.
6. Any use of college facilities for non-college purposes shall comply with all state and local fire, health and safety laws and The American with Disabilities Act (ADA). To request an accommodation for the event or an alternate format for any printed material contact the Master Calendar Office at 818-947-2421 at least ten days before the scheduled event.
7. College equipment may be used if available, only upon approval of the office of Administrative Services. Payment for such use is made directly to Los Angeles Valley College.
8. Los Angeles Valley College does not permit the use of any adhesive materials (e.g. masking tape, scotch tape, glues, etc.) on the gymnasium floors. Please use existing lines as boundaries or markers, or obtain approval from the Office of Administrative Services for the use of other methods to mark boundaries or activity areas.
9. The college is committed to equal access. Sponsoring individuals or organizations are responsible for providing access to individuals with disabilities, such as "sign language" interpreters and other special accommodations as requested.
10. Non-college programs/organizations will receive a Civic Center Permit once their event is approved. A copy of the Civic Center Permit must be carried during the approved event(s). The Permit must be presented to LAVC personnel upon request.

Signature of Applicant

Title or Office

Date