

Los Angeles Valley College  
Office of Student Life  
Event Request

Attach the following to this form: (Your request will not be processed without these items)

☐ "Application for Use of College Facilities"

☐ Diagram of Set-Up

Department/Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Contact# \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Purpose of Event:

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**FOOD:** Is food being sold or given away? \_\_\_\_\_ Will you be using a caterer? \_\_\_\_\_  
List the items below. (Food can only be **sold** during club days). You must have a fundraising form approved.

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**MUSIC:** (music is only allowed from 12:45-1:45pm)  
Is music involved? \_\_\_\_\_ Will performers be invited? (i.e. band, DJ, dancers, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

**Club Advisor Acknowledgment (This section is for Clubs Only-Must be signed by club advisor)**

I approve this event. I understand that I am required to attend this event or have an alternate faculty member attend.

Name of Club Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If an alternate faculty is attending in your place they must sign below:

Name of Faculty Alternate: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*(by signing above you acknowledge you are responsible for attending and supervising this event)*