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| **Los Medanos College** | **Staff Use of Facilities** |

**Request must be submitted 7 days before activity date for campus service notifications.**

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| **Requestor (LMC Employees Only):** | **Extension:** |
| **Department:** | **Area:** |

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| **Name of Event/Activity/Performance:** | **Estimated Attendance:** |
| **Day(s) of the Week & Date(s) Requested:** | **Time(s) Requested (exact time span of event/meeting)**: |
| **Building Name(s):** | **Room(s):** |

**Set-up Required:** [ ] **None** [ ] **Yes, SEE BELOW:**

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| **To help the Campus Facilities Assistant plan, please list Exact Start Time below:** | **Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):****NOTE: *For all IT-related requests for this meeting/event, please submit an action ticket; 1 week notice required. Link:*** <http://10.39.9.14/EventScheduler>**I’ve order Media through Event Scheduler:** [ ] **Yes** [ ] **Not Applicable** |

**Recycling bins (50 gallon drums):** [ ] **Yes** [ ] **No Extra garbage bins needed:** [ ] **Yes** [ ] **No**

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| **GL Number for set-up involving student help or extra staffing:** |
| **Approval of Dean/Manager/Supervisor for set-up expenditure:** | **Approval Date:** |

**Distribution below:**

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| This form is scanned to:SwitchboardBuildings & GroundsCustodial Police ServicesInformation Technology & ServicesInformation DeskRequesterDepartment notification as needed | Other Department Approvals as listed in the Room Book: [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Special notification(s): [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office Use only: [ ]  Entered in Room Book/Filed | [ ]  Police Services prior approval for large scale events: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**StaffUseofFacilities.docx Dated December 2014**