**The Office of Student Life *Special Events Request Form***

**Important Things to Know**

**Please use this form to notify the Office of Student Life of any activity that your club will be hosting or participating in if…**

* Attendance is expected to exceed 75 people
* Your event is held after 5:00pm on Friday or on Weekends
* Your event is held after 9:00pm any night
* Your event is held off campus

In the case of all Special Events, a pre-event meeting will be held with the Student Life Coordinator, Club Advisor, Student Club Representative, and Police Supervisor. All Special Events must be approved before advertising begins.

**Reserving Facilities**

Student clubs can initiate use of campus facilities through their advisor. The Staff Use of Facilities form can be retrieved from the Office of Student Life and must be submitted to the Business Office by your advisor.

**Use of Campus Services**

Please note that costs may be charged and may vary for

* Central Services- duplication of materials
* Media Services- Use of staff to run equipment ordered
* Maintenance/Custodial- Use of staff to set up/clean up for events
* Police Services- Use of staff for event security

*(ICC Funds may be requested to cover these costs)*

**Audio Visual Equipment**

A 24 hour notice is required to reserve audio and visual equipment. To request this services, your advisor must submit a ticket to the IT help desk at <https://contracosta.sysaidit.com/EndUserPortal.jsp>

A confirmation email will be sent to your advisor once approved.

**LMC Dance Policy**

The College seeks to promote enjoyable dances for students in a safe environment. Failure to comply with campus regulations and policies pertaining to dances may result in the cancellation of the dance by appropriate campus officials. Please review *Page 20* in *The Guide: the Handbook for Student Leaders* to review specific information about the LMC dance policy.

**Off-Campus Events & Field Trips**

Any field trip or activity involving off-campus student participation that is sponsored and/or coordinated by a student club must be approved by the Office of Student Life, and all students participating must complete and sign both an Excursion/Field Trip Notice and LMC Code of Conduct Agreement.  After your club has submitted the Special Events Request Form and received approval for your off-campus event, the necessary forms will be provided to your Advisor by the Office of Student Life.  Two copies should be made of each signed form, one for the advisor and the other for the Office of Student Life.  Lastly, the advisor of the club is required to be present for the duration of any off-campus activity.

\* Please note that the Special Events Request Form should be submitted to the Office of Student Life at least 30 days prior to the scheduled event.

**Special Events Request Form**

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Officer Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Officer Contact Phone #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Officer Contact Phone #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Officer Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Attendees Expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the Event on Campus? Yes No Is the Event a Dance? Yes No

*(Circle One) (Circle One)*

Location of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Time: \_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_

**Advisor Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Club Advisor Signature) (Date)**

Brief Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please complete this form and turn into John Nguyen, in the Office of Student Life, GA Building. Once this form has been received, you will be contacted within 7 days to facilitate your application request. For more information, you may contact John at 925-473-7553 or by email knguyen@losmedanos.edu

**FOR OFFICE USE ONLY**

Office of Student Life Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Life Coordinator Signature) (Date)

\*Police Services Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Police Services Lieutenant Signature) (Date)

*Pre-Event Meeting Dates:*

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ ***\*If Necessary***