

Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Jorge Cea	Extension: 3383
Department or Area: Student Services / Outreach	Dean/Manager/Supervisor:

Name of Event/Activity/Performance: Summer Bridge Seminars	Estimated Attendance: 50
Day(s) of the Week & Date(s) Requested: Wednesday, June 26 2013 Tuesday, July 16 2013	Time(s) Requested: 10:30 -11:30 am <i>Extension</i> 9:00 am - 12:30 pm <i>extension Change</i>
Building Name(s): Library	Room(s): L 109 (community room)

Set-up Required: None Yes, see below

Exact Start Time:	Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):
Set-up Request Time:	
<p>NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.</p>	

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

Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study:

Approval of Dean/Manager/Supervisor: <i>Jorge Cea</i>	Approval Date: <i>6/24/13</i>
---	-------------------------------

Check Desired Distribution below: **RETURN TO KATHY GRIFFIN, BUSINESS OFFICE.**

<input type="checkbox"/> Originator <input type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

Los Medanos College


Staff Use of Facilities

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

Requestor (LMC Employees Only): Delina Rodriguez	Extension: 3276
Department or Area: Office of Instruction-CTE Special Prjs.	Dean/Manager/Supervisor: David Wahl/Kiran Kamath

Name of Event/Activity/Performance: Career Advancement Academy Informational Sessions (Note: If Student Club, list Advisor's name)	Estimated Attendance: 30
Day(s) of the Week & Date(s) Requested: Monday, June 17th, 2013 & Tuesday, June 18th, 2013	Time(s) Requested (exact time span of event/meeting): 5:00-7:00pm
Building Name(s): Library	Room(s): L109

Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW:

To help the Campus Facilities Assistant plan, please list <u>Exact Start Time</u> below:	Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment): <div style="text-align: center;">  </div> <p>NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.</p>
--	--

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

MANDATORY - Budget GL # for possible classified overtime or student assistants:
12-21-3010000-1019004-52300

Approval of Dean/Manager/Supervisor: <i>[Signature]</i>	Approval Date: 05/30/13
--	-----------------------------------

Check Desired Distribution below:

<input type="checkbox"/> Originator <input checked="" type="checkbox"/> Switchboard <input checked="" type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

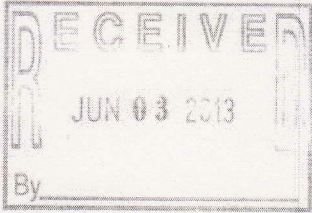
Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Jorge Cea	Extension: 3383
Department or Area: Student Services / Outreach	Dean/Manager/Supervisor: <i>Jorge Cea</i>
Name of Event/Activity/Performance: Summer Bridge Seminars	Estimated Attendance: 50
Day(s) of the Week & Date(s) Requested: Monday June 24 '13 ✓ Tuesday June 25 '13 ✓ Weds. June 26 '13 ✓	Time(s) Requested: 8³⁰ - 10⁰⁰ AM ✓ 8⁰⁰ AM - 12³⁰ PM ✓ 8³⁰ - 10⁰⁰ AM ✓
Building Name(s): Library	Room(s): L 109

Set-up Required: None Yes, see below

Exact Start Time:	Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):
Set-up Request Time:	
<p>NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.</p>	

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

Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study:

Approval of Dean/Manager/Supervisor: *Jorge Cea* Approval Date: **5/29/13**

Check Desired Distribution below: **RETURN TO KATHY GRIFFIN, BUSINESS OFFICE.**

<input type="checkbox"/> Originator <input type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

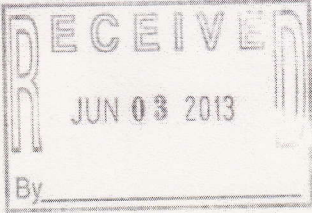
Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Jorge Cea	Extension: 3383
Department or Area: Student Services / Outreach	Dean/Manager/Supervisor: <i>Jorge Cea</i>
Name of Event/Activity/Performance: Summer Breakfast Seminars	Estimated Attendance: 50
Day(s) of the Week & Date(s) Requested: Monday, July 1 Monday, July 8 Monday, July 9 Monday, July 15 Tuesday, July 16	Time(s) Requested: 8³⁰ - 10⁰⁰ AM 8³⁰ - 10⁰⁰ AM 8⁰⁰ am - 3⁰⁰ PM 8³⁰ - 10⁰⁰ AM 12 noon - 3 PM
Building Name(s): Library	Room(s): L 109

Set-up Required: None Yes, see below

Exact Start Time:	Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):
Set-up Request Time:	
<p>NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.</p>	

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

Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study:

Approval of Dean/Manager/Supervisor:

Approval Date:

Check Desired Distribution below:

RETURN TO KATHY GRIFFIN, BUSINESS OFFICE.

<input checked="" type="checkbox"/> Originator <input checked="" type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

Los Medanos College

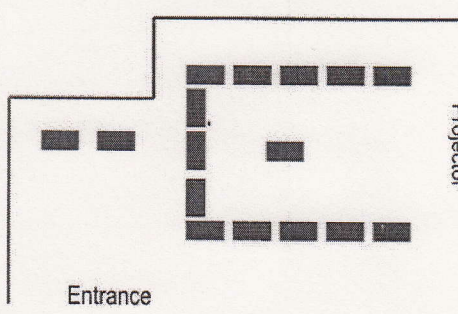
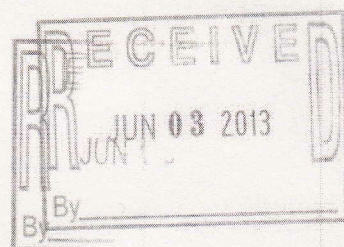
Staff Use of Facilities

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

Requestor (LMC Employees Only): Jamila Stewart	Extension: 3144
Department or Area: Academic Senate	Dean/Manager/Supervisor: A'kilah Moore

Name of Event/Activity/Performance: Academic Senate Meetings for Fall 2013	Estimated Attendance: 20-30
Day(s) of the Week & Date(s) Requested: Mondays: August 26 th , September 16 th & 30 th , October 14 th & 28 th , November 18 th & 25 th .	Time(s) Requested: 1:00pm - 5:00pm
Building Name(s): Library	Room(s): 109 (Community Room)

Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW:

<p>To help the Campus Facilities Assistant plan, please list <u>Exact Start Time</u> below:</p>	<p>Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):</p>  <p style="text-align: center;">Entrance</p> <p style="text-align: right;">Projector</p> <p>NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.</p>	
---	---	--

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

Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study:

Approval of Dean/Manager/Supervisor:	Approval Date:
--------------------------------------	----------------

Check Desired Distribution below:

<input type="checkbox"/> Originator <input type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	<input type="checkbox"/> Other Department Approvals as listed in the Room Book: _____ _____ <input type="checkbox"/> Special notification(s): _____ _____ <input type="checkbox"/> Office Use only: Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Tara Dale Sanders	Extension: 3312
Department or Area: Transfer Center	Dean/Manager/Supervisor: Dave Belman

Name of Event/Activity/Performance: Transfer Academy First Friday Seminar	Estimated Attendance: 90
<i>(Note: If Student Club, list Advisor's name)</i>	
Day(s) of the Week & Date(s) Requested: Friday, 9/6, 10/4, 11/1, 12/6.	Time(s) Requested (exact time span of event/meeting): 10:30 am - 12:00pm
Building Name(s): Library	Room(s): 109

Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW:

<p>To help the Campus Facilities Assistant plan, please list <u>Exact Start Time</u> below:</p>	<p>Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):</p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;"> <p style="font-size: 2em; letter-spacing: 0.5em;">RECEIVED</p> <p style="font-size: 1.2em;">JUN 03 2013</p> <p>By _____</p> </div> <p style="text-align: center; font-size: 0.8em; margin-top: 20px;">NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.</p>
---	--

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

MANDATORY - Budget GL # for possible classified overtime or student assistants:

11 05 30110 619915 54100

Approval of Dean/Manager/Supervisor: 	Approval Date: 6/3/13
--	------------------------------

Check Desired Distribution below:

<input type="checkbox"/> Originator <input type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

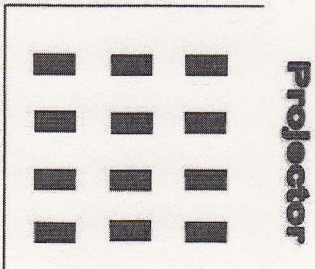
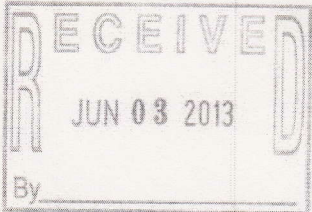
Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Jamila Stewart/A'kilah Moore	Extension: 3432
Department or Area: Umoja Scholars Program	Dean/Manager/Supervisor: A'kilah Moore
Name of Event/Activity/Performance: Umoja Winter Celebration	Estimated Attendance: 40-80
Day(s) of the Week & Date(s) Requested: Thursday, December 5 th , 2013	Time(s) Requested: 3:00pm - 9pm
Building Name(s): Library	Room(s): Community Room (Rm. 109)

Set-up Required: None Yes, see below

Exact Start Time: 5:00 pm	Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment): We can use the same setup at the Holiday Luncheon if it's on this day. Please put 6 chairs at each table. <div style="text-align: center;">  <p>Projector</p> </div>	
Set-up Request Time: 3:00 pm		

NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.

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

Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study: 12-36-301090-702068-54100

Approval of Dean/Manager/Supervisor:	Approval Date:
---	-----------------------

Check Desired Distribution below: RETURN TO KATHY GRIFFIN, BUSINESS OFFICE.

Originator Switchboard Campus Police Custodial Manager Buildings & Grounds Manager Campus Facilities Assistant President's Office Cafeteria	Other Department Approvals as listed in the Room Book: _____ _____ Special notification(s): _____ _____ Office Use only: Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	--	---

Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Nicole Almassey	Extension: 3423
Department or Area: HSI	Dean/Manager/Supervisor: Dave Belman

Name of Event/Activity/Performance: Sac State Trans Reception #1	Estimated Attendance: 48
(Note: If Student Club, list Advisor's name)	
Day(s) of the Week & Date(s) Requested: Tuesday, April 23, 2013	Time(s) Requested (exact time span of event/meeting): 2pm to 5pm
Building Name(s): Library	Room(s): L-109

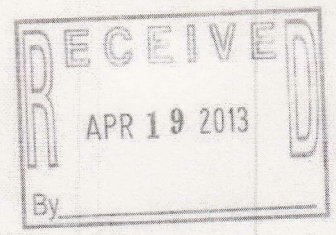
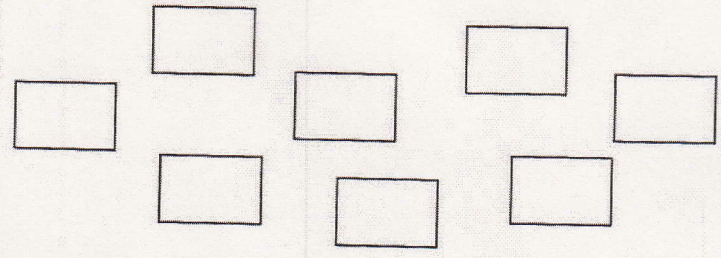
Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW:

To help the Campus Facilities Assistant plan, please list Exact Start Time below:

2:30pm

Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):

Eight tables with six chairs (no chairs with their back to the projector screen). Position of tables doesn't matter.



NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.

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

MANDATORY - Budget GL # for possible classified overtime or student assistants:
12-25-304334-633010

Approval of Dean/Manager/Supervisor: *[Signature]* Approval Date: **4-18-13**

Check Desired Distribution below:

<input checked="" type="checkbox"/> Originator <input checked="" type="checkbox"/> Switchboard <input checked="" type="checkbox"/> Campus Police <input checked="" type="checkbox"/> Custodial Manager <input checked="" type="checkbox"/> Buildings & Grounds Manager <input checked="" type="checkbox"/> Campus Facilities Assistant <input checked="" type="checkbox"/> President's Office <input checked="" type="checkbox"/> Cafeteria	Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

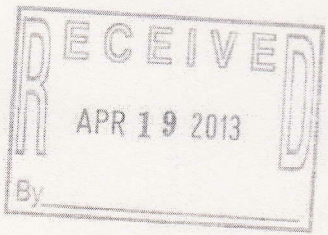
Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Jorge Cea	Extension: 3383
Department or Area: Student Services/Outreach	Dean/Manager/Supervisor: <i>Jorge Cea</i>
Name of Event/Activity/Performance: Deer Valley Campus Tour	Estimated Attendance: 40-50
(Note: If Student Club, list Advisor's name)	
Day(s) of the Week & Date(s) Requested: Tuesday, April 30	Time(s) Requested (exact time span of event/meeting): 9:00 am - 12 noon
Building Name(s): Library	Room(s): 109 (community room)

Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW:

<p>To help the Campus Facilities Assistant plan, please list <u>Exact Start Time</u> below:</p>	<p>Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment):</p> <div style="text-align: center;">  </div> <p>NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.</p>
---	---

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

MANDATORY - Budget GL # for possible classified overtime or student assistants:
L1050-M62 *L1050-51*

Approval of Dean/Manager/Supervisor: *Jorge Cea* Approval Date: *4/19/13*

Check Desired Distribution below:

<input type="checkbox"/> Originator <input type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	<input type="checkbox"/> Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	--	---

Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): <i>Nicole Amassery</i>	Extension: <i>3423</i>
Department or Area: <i>HSI</i>	Dean/Manager/Supervisor: <i>Dave Belman</i>

Name of Event/Activity/Performance: <i>Sac State Trans Rec. #2</i> <small>(Note: If Student Club, list Advisor's name)</small>	Estimated Attendance: <i>90</i>
Day(s) of the Week & Date(s) Requested: <i>Tues. April 30, 13</i>	Time(s) Requested (exact time span of event/meeting): <i>5-8pm</i>
Building Name(s): <i>Library L-109</i>	Room(s): <i>→</i>

Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW:

To help the Campus Facilities Assistant plan, please list <u>Exact Start Time</u> below: <i>5:30pm</i>	Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment): <i>Theater style for 90</i>
---	--

NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.

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

MANDATORY - Budget GL # for possible classified overtime or student assistants:

12-35-304334-633010-XXXXX

Approval of Dean/Manager/Supervisor: <i>[Signature]</i>	Approval Date: <i>4/19/13</i>
--	----------------------------------

Check Desired Distribution below:

<input type="checkbox"/> Originator <input type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	Other Department Approvals as listed in the Room Book: <input type="checkbox"/> _____ <input type="checkbox"/> _____ Special notification(s): <input type="checkbox"/> _____ <input type="checkbox"/> _____ Office Use only: <input type="checkbox"/> Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---

Los Medanos College

Staff Use of Facilities

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

Requestor (LMC Employees Only): Tennille McEwen	Extension: 3263
Department or Area: Alpha Gamma Sigma, Student Life	Dean/Manager/Supervisor: Dave Belman/ Demetria Lawrence
Name of Event/Activity/Performance: AGS Weekly Meetings	Estimated Attendance: 20-30
Day(s) of the Week & Date(s) Requested: August 23rd Sept. 13, 20, 27 Oct. 11, 25 Nov 8, 15, 22 Dec 13, 20	Time(s) Requested: 10 am - 11am Sept 13th 9:30 - 11:30
Building Name(s): Library	Room(s): L 109

RECEIVED
JUL 23 13
LMC BUSINESS OFFICE

Set-up Required: None Yes, see below

Exact Start Time:	Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment): Theater Style Set up
Set-up Request Time:	NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.

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

Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study:
Please Contact Student Life Office **invoice student club**

Approval of Dean/Manager/Supervisor: _____ Approval Date: _____

Check Desired Distribution below: **RETURN TO KATHY GRIFFIN, BUSINESS OFFICE.**

<input type="checkbox"/> Originator <input type="checkbox"/> Switchboard <input type="checkbox"/> Campus Police <input type="checkbox"/> Custodial Manager <input type="checkbox"/> Buildings & Grounds Manager <input type="checkbox"/> Campus Facilities Assistant <input type="checkbox"/> President's Office <input type="checkbox"/> Cafeteria	<input type="checkbox"/> Other Department Approvals as listed in the Room Book: _____ <input type="checkbox"/> Special notification(s): _____ <input type="checkbox"/> Office Use only: Entered in Room Book/Filed	<input type="checkbox"/> Police Services prior approval for large scale events: _____ <input type="checkbox"/> Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: _____
--	---	---