

The Office of Student Life *Special Events Request Form*

Important Things to Know

LMC On Campus Event Policy

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

You must 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**
- Event is **held after 9:00pm any night**
- Event is held **after 5:00pm on Friday or on a weekend**
- Your event is **held off campus**

In the case of a Special Event, a pre-event meeting may be held **with the Director of Student Life, Club Advisor, and Student Club Representative**. All Special Events must be approved by the Director of Student Life or designated Student Life staff member before advertising can begin.

Reserving Facilities

Student clubs can initiate use of campus facilities through their advisor access of 25LIVE. A Staff Use of Facilities form can be retrieved from the Office of Student Life or facilities and must be submitted to Buildings and Grounds **by your advisor** prior to event for set up of equipment, furniture, space, and staff (if required or requested).

Use of Campus Services

Please note that costs may be charged and may vary for (*ICC Funds may be requested to cover these costs*)

- 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

Audio Visual Equipment

Five (5) day notice is required to reserve audio and visual equipment. To request these services, your advisor must submit a ticket to the IT help desk through Insite Portal.

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

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, LMC Code of Conduct Agreement, and a Medical Liability Form**. 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 **or** other designated permanent employee is **required** to be present for the duration of any off-campus activity.

Special Events Request Form

Requests MUST be submitted to Office of Student Life at least 30 days prior to the scheduled event

Date Submitted: _____

Club/Organization Name: _____

Primary Officer Contact Name: _____

Primary Officer Contact Phone #1: _____

Primary Officer Contact Email: _____

Date of Event: _____

of Attendees Expected at Event: _____

Is the Event on Campus? Yes No
(Circle One)

Is the Event a Dance? Yes No
(Circle One)

Location of Event: _____

Set Up Time: _____ Start Time: _____ End Time: _____

Brief Description of Event (Attach Sheet if needed)

Club Advisor or their designee must be present for event as described above.

Club Advisor Approval: _____
(Club Advisor Signature) (Date)

*Please complete this form and submit it to the **Office of Student Life**. Once this form has been received, you will be contacted within **7 days** to facilitate your application request. For more information, you may contact the Office of Student Life at 925-473-7554 or by email at studentlife@losmedanos.edu

FOR OFFICE USE ONLY

Office of Student Life Approval

(Student Life Coordinator/Director Signature)

(Date)

If necessary:

*Police Services Approval

(Police Services Signature)

(Date)