

Los Angeles City College Administrative Services "How To" Book	Use of Campus (LACC) Property Form	VII
		B-5
SAMPLE CAMPUS ACTIVITY REQUEST FORM		

**LOS ANGELES CITY COLLEGE
CAMPUS ACTIVITY REQUEST FORM**

DEPT./OFFICE Business Office Date 7/23/2008

CONTACT PERSON Linda Nash Tel # X2176

TITLE OF ACTIVITY Birthday Celebration

PURPOSE OF ACTIVITY Celebration of Birthdays

FACILITY REQUESTED Faculty & Staff Center

NUMBER OF PARTICIPANTS ANTICIPATED 15

REQUESTED DATE/S 08/05/08 Start time 1:00PM
End time 2:00PM

Admission Charged Yes No

Donation Solicited Yes No

General Public Invited Yes No

REQUIREMENTS:

Custodial _____ Cost \$ _____
 Security _____ Cost \$ _____
 Audio/Visual _____ Cost \$ _____
 Air/Heater _____ Cost \$ _____

Waiver of Custodial Costs (check if desired)

{ } Permittee agrees to return facilities to their original state in order to qualify for a waiver of custodial fees. Failure to restore facilities to their original state will necessitate payment of \$_____ payable to LACC, no later than 48 hours after

Signatures _____
 Faculty in Charge

 Department Chairperson

 Date

 Date

 VP Administration

 Associate Dean Student Life
 Signature Required for Student Use of facility Only

Note: Instructions of the completion of this form can be found on the actual form online as comments in the respective cell to be filled-in or completed.