

Los Angeles City College Administrative Services “ How To” Book	Use of Campus (LACC) Property	VII J-3
<b>How Do I Process A Campus Activity Request Form?</b>		

### A. Brief Description

These procedures are established to guide staff and students through the requesting of campus facility. The form must be submitted two weeks in advance of the requested date.

### B. How To

1. The Campus Activity Request Form is used for faculty, staff, students or student organizations requesting the use of any facility on campus.
2. In order to use the campus facilities, the Requestor completes the Campus Activity Request Form and submits the form to the Administrative Aide in the Purchasing Department after obtaining all the signatures of approval (see below). The form can be picked-up from the Campus Purchasing Department or filled-out online at [www.lacitycollege.edu](http://www.lacitycollege.edu) (Section VII-A-5). A completed sample form can be found at Section VII-B-5. Instructions on the completion of the form can be found on the form online as comments in the respective cells or fields to be filled.
3. The completed Campus Activity Request Form must be approved by the Faculty/Staff in charge, Department Chairperson, Vice President of Administration or the Associate Vice President of Administration. If the requestor is a student or student organization, the Associate Dean of Student Life must provide a signature of approval also.
4. If the date requested by the requestor is not available, an alternative date will be recommended by the Administrative Aide based on the available dates in the booking log.
5. Once the date and the availability of the facility have been established and agreed upon, the facility (space, room, etc.) is booked and the Administrative Aide notifies the requestor.
6. The custodial cost can be waived if the Requestor or Permittee agrees to return the facility to its original state upon completion or use of the facility. Failure to restore the facility to its original state will necessitate payment of the custodial fee within forty-eight (48) hours after the event ends.
7. If a public address system is needed by faculty or staff and the activity is not a regular instructional activity, the faculty or staff must contact the Senior Instructional Media Specialist at the Multimedia Center at ext 2872 (LRC218) for assistance.
8. If technical assistance is needed by faculty or staff and the activity is not a regular instructional activity, the faculty or staff must contact the Plant Facilities office at ext. 2083 or 2093 for assistance.

9. If any activity parking is needed by faculty and staff, reservation must be made with the Sheriff's office at AD 115, tel. 323-662-5276.
10. Any technical assistance or any other assistance to be requested by any student or student's organization must be channeled through the Associate Dean of Student Life.
11. The Administrative Services Department publishes a weekly calendar of events. All approved requests are listed on the calendar.