

Los Angeles Valley College  
Office of Student Life  
Event Request

Attach the following to this form: (Your request will not be processed without these items)

- "Application for Use of College Facilities"       Diagram of Set-Up

|  |                   |                   |
|--|-------------------|-------------------|
| Department/Club Name: _____                                    | Date: _____       |                   |
| Name & Title: _____  | Contact# _____    |                   |
| Event Name _____   | Event Date: _____ | Event Time: _____ |
| Purpose of Event:<br>_____<br>_____<br>_____<br>_____<br>_____ |                   |                   |

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| <p><b>FOOD:</b> Is food being sold or given away? _____ Will you be using a caterer? _____<br/>List the items below. (Food can only be <b>sold</b> during club days). You must have a fundraising form approved.</p> <p>_____<br/>_____<br/>_____</p> |
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| <p><b>MUSIC:</b> (music is only allowed from 12:45-1:45pm)<br/>Is music involved? _____ Will performers be invited? (i.e. band, DJ, dancers, etc.) Yes _____ No _____</p> |
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| <p><b>Club Advisor Acknowledgment (This section is for Clubs Only-Must be signed by club advisor)</b><br/>I approve this event. I understand that I am required to attend this event or have and alternate faculty member attend.</p> <p>Name of Club Advisor: _____ Phone: _____</p> <p>Signature: _____ Date: _____</p> <p>If an alternate faculty is attending in your place they must sign below:</p> <p>Name of Faculty Alternate: _____ Phone: _____</p> <p>Alternate's Signature _____ Date: _____</p> <p><i>(by signing above you acknowledge you are responsible for attending and supervising this event)</i></p> |
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