

STUDENT EVENT REQUEST FORM

30 Days advanced notice required

Any event that alters the normal use of the space and/ or exceeds the space capacity requires an event plan be submitted to the Public Safety supervisor who will then determine whether it additionally needs approval by the Fire Marshal.

Please help us ensure your event success by providing the following information:

Name of event: _____ Date of event: _____

Location: _____ Time of event: _____

Designated contact: _____ Set-up time needed: _____

For student events - which staff member (s) will be on site supervising? _____

Short description of event: _____

Estimated # of people attending (please include event staff/organizers): _____

Please check one or more boxes related to your event:

- High profile guests (well-known business, political, activists, media and entertainment, etc...)**
- High numbers of guests (estimate: _____)**
- Controversial topics (abortion, civil rights, war, gay rights, religion, global business, etc...)**
- Elevated media attention (anything more than local write up)**
- Open or non-ticketed admission**
- Animals, special effects, fireworks (circle one)**
- Military or police or veterans' event**
- Sporting or competitive event**
- Alcohol use**
- Fire (Outdoor cooking, propane lighting, bon fire, etc)**
- First Aid Station if necessary**
- Hazmat (Will any toxic chemicals be part of this event?)**

EVENT SET-UP INFO:

Will you be using media equipment NOT ALREADY IN THE SPACE? YES NO
(i.e. microphone, boom boxes, projectors, etc.) COCC EQUIPMENT MUST BE CHECKED OUT BY A STAFF/FACULTY MEMBER.

Will you be requesting a stage set up? YES NO (submit additional instructions)

Will you need tables, chairs, and/or garbage receptacles? YES NO

Will there be physical activity at the event? YES NO (do you have appropriate Liability waivers) YES NO
(i.e. dancing, gymnastics, tai chi, etc.) **Liability waivers required must be provided by the students' instructional department.**

Will electrical appliances be brought in/used? YES NO
*If so, what kind(s) and for what purpose? _____
(i.e. food warmers, lighting, etc.) **MUST HAVE PRIOR APPROVAL.**

Will refreshments be provided? YES NO
*If so, will food be heated on site? _____ If yes, first contact Sodexo 541-330-4389 for first right of refusal. **Approval from appropriate dean required for food.**

Will live music or a DJ be at your event? YES NO

*If music is provided, what genre of music will be played? (i.e. rap, classical, etc.) _____

Music/sound cannot disrupt normal COCC classes/activities or neighbors

For all questions marked **YES**, please provide a location on the attached **floor plan**, including quantity of items. (i.e. how many tables and where, location of music/stage/podium, etc.)

Will you need assistance with set up for your event? YES NO

Would you like to reserve the sandwich-board signs? YES NO

What should the sign say? _____

Please explain in further detail any information that may be helpful to our event crew:

FORM MUST BE RETURNED WITH ROOM LAYOUT TO CAMPUS SERVICES BY _____ VIA CAMPUS MAIL OR FAX (x7297).
BOTH FORMS ARE REQUIRED EVEN IF YOU DON'T NEED ASSISTANCE WITH SET UP.

APPROVAL FOR FIRE/LIFE/SAFETY

NOTES: _____

Checklist:

Once an instructor has assigned a group project/event that will require a facility reservation in a COCC location Please:

1. Students – submit a plan to the instructor _____
2. Instructor – present the plan to the appropriate chair/dean for approval _____
3. Students – if the event is a fundraiser seek additional approval from the Office of Public Relations _____
4. Students – if there is to be a flier seek approval from the Office of Public Relations _____
5. Instructor - submit the reservation request to appropriate administrative assistant _____
6. Students – submit event request form/checklist to Campus Services _____
7. Campus Services – forwards information to Public Safety if necessary _____
8. Campus Services – makes reservation _____
9. Campus Services – submits Helpdesk tickets _____