



OFFICE OF COLLEGE LIFE

408-864-8756

collegelife@deanza.edu

www.deanza.edu/collegelife

SPECIAL EVENT FACILITY REQUEST FORM

- Request must be submitted to La Donna Yumori-Kaku, College Life Advisor, and meet with her to discuss special event.
Request will not be accepted without advisor's approval signature.
Allow at least twelve (12) working days prior to event.
Confirmation of request will be sent to the Club's/Organization's, Submitter's, and Advisor's email addresses.

PLEASE PRINT CLEARLY INFORMATION

1. Organization:

2. Organization Email:

3. Name:

Cell Phone: ()

Email:

4. Advisor:

Day Phone: ()

Email:

5. Purpose of Use:

6. Is any equipment required for this event? YES NO If yes, complete the College Life Equipment Checkout Form on the back.

7. Will this event be co-sponsored with an off-campus organization? YES NO If yes, complete the College Life Co-Sponsorship Form.

8. Will this event be advertised off-campus? YES NO If yes, complete # 6 on the College Life Co-Sponsorship Form.

9. Will money be collected at this event? YES NO If yes, complete the College Life Money Collection Form.

10. Estimated Attendance:

11. Day(s) and Date(s) of Use:

(List ALL Day(s) and Date(s))

(Example: Fridays 4/11, 18, 25, 5/2 ...)

Alternate Choice(s) for Day(s) and Date(s):

12. Start Time:

AM / PM

End Time:

AM / PM

Complete if Necessary

Set-up Time:

AM / PM

To:

AM / PM

Clean-up Time:

AM / PM

To:

AM / PM

13. Facility Any Room (write description in the comments section)

Alternate Choice(s):

For any potential staffing charges see Direct Cost Fees at https://www.deanza.edu/facilities/facilityrentalfees.html

COMMENTS

14. Any service requests (i.e. tables, chairs, canopy tents, parking permits, electricity, etc.) and facility specifications should be indicated here.
Equipment needs (i.e. PA System, LCD projector, etc.) should be requested using the College Life Equipment Checkout Form on the back.

of Tables

of Chairs

of Canopy Tents

Parking Permit(s) Required

Electricity Required

* Form Reviewed

(Office Use Only)

Date

Initials

ADVISOR APPROVAL

As advisor, I approve this activity and will advise the members of their obligation to uphold college rules and regulations, and I will be present throughout this event, including set-up and clean-up.

15. Advisor's Signature:

Date:

OFFICE USE ONLY

Confirmation/Contract #

Date

Time

Facility

Date

Time

Facility

Processed By:

Date:

Office of College Life Equipment Checkout Form

www.deanza.edu/collegelife

PLEASE HAVE CLUB OR DASB OFFICER WHO WILL PICK UP THE EQUIPMENT COMPLETE THIS FORM.

Submit form at least ten days prior to event to the Office of College Life Front Desk.
Return all equipment as originally received. Also, let us know if there is a problem with the equipment.
Equipment must be returned during normal business hours, Monday – Friday 9:00 AM – 4:00 PM.

Name of Organization: _____

Pickup Date: _____ Pickup Time: _____ Return Date: _____ Return Time: _____

Name _____
(_____)
Home Phone # _____

(_____)
Cell Phone # _____
E-Mail Address _____

Confirmation of Equipment Checkout

Approved by (Office of College Life Staff Signature)

Date

*** Sign below when you pick up equipment (NOT BEFORE)**

I have received the following equipment from the Office of College Life. I understand that I am responsible for any loss, theft or damage occurring while I am in possession of this equipment. I understand I will be responsible for the cost of replacement (Purchase cost is as listed) and or cost of repairs if needed. Failure to return equipment or reimburse the DASB/ICC/College Life for any needed repairs or replacement, by the agreed upon date and time, may result in a hold being placed on my De Anza College record and/or referred to the appropriate De Anza College Manager. I have read and agree with the above statement. All clubs must adhere to the ICC Equipment Guidelines in the ICC Code. Equipment must be returned during normal business hours, Monday – Friday 9:00 AM – 4:00 PM.

Signature

Date

For Office Use Only

Date and Time Returned

Received By (Office of College Life Staff Signature)



ICC Equipment

Quantity	Equipment	Estimated Value
<input type="checkbox"/>	A-Frame, Large, 24" x 36" (8 available, 4 maximum)	\$80
<input type="checkbox"/>	Button Maker and up to 50 Blank Buttons	\$150
<input type="checkbox"/>	Drink Tubs	\$50
<input type="checkbox"/>	1 DVD Player, Portable (10" screen)	\$350
<input type="checkbox"/>	1 DVD Player/VCR and	\$100
<input type="checkbox"/>	2 Speakers, Portable	\$400
<input type="checkbox"/>	Extension Cord(s)	\$10
<input type="checkbox"/>	Power Strip(s)	\$15
<input type="checkbox"/>	Only 1 at a time Game * Title: _____	\$10 - \$15
<input type="checkbox"/>	1 LCD Projector (3 available)	\$800
<input type="checkbox"/>	1 Markers, Dry Erase	\$7
<input type="checkbox"/>	1 Markers, Regular	\$7
<input type="checkbox"/>	1 PA System	\$1,000
<input type="checkbox"/>	1 PA System, Mini	\$300
<input type="checkbox"/>	1 Stereo, Portable, CD/Radio/iPod Dock	\$85
<input type="checkbox"/>	Table, Portable Folding (3 available)	\$40
<input type="checkbox"/>	Tent, Canopy (7 available)	\$550
<input type="checkbox"/>	1 Wheel Of Fortune	\$300
<input type="checkbox"/>	Other: List item(s)	



Office of College Life Equipment

Quantity	Equipment	Estimated Value
<input type="checkbox"/>	Balloons (up to 20, only 5 on Club Day)	N/A
<input type="checkbox"/>	Banner, Velcro, Black	\$100
<input type="checkbox"/>	Banner, Velcro, Red	\$100
<input type="checkbox"/>	Banner, Velcro, Yellow	\$100
<input type="checkbox"/>	Banner, Velcro Letters, Red	\$100
<input type="checkbox"/>	Banner, Velcro Letters, White and Yellow	\$100
<input type="checkbox"/>	Only 1 at a time Cart (2 available)	\$200
<input type="checkbox"/>	1 Computer Speakers	\$25
<input type="checkbox"/>	Only 1 at a time Easel/Portable White Board (2 available)	\$100
<input type="checkbox"/>	1 Hand Truck	\$50
<input type="checkbox"/>	1 Laptop (Fujitsu Netbook)	\$1,700
<input type="checkbox"/>	Microphone for SCC (2 available)	\$250
<input type="checkbox"/>	Other: List item(s)	

* See Reverse or College Life for List of Games