



SOUTHWESTERN COLLEGE
STUDENT CENTER
Facility Request

SCReq No. 001

Name of Requestor:		Date:	
Telephone No. or Extension No.:			
Department/Organization:			
Co-Sponsored by:			
Proposed Activity:			
Brief Description:			
Day of Activity:		Date of Activity:	
Time of Activity: Set-up Time:		Start Time:	End Time:
Number of Attendees:			
Set-up Requirements: ☐ Lounge ☐ Amphitheater ☐ Kitchen ☐ Set-up Diagram Attached ☐ Video Equipment ☐ Podium/Microphone ☐ Furniture Removal No. of chairs _____ No. of tables _____			
Additional requirements not listed above: _____ _____			
Budget Manager's Signature:		Budget Number:	
DO NOT WRITE BELOW			
ACTION TAKEN : ☐ APPROVED ☐ DENIED			
Director of Student Activities:		Date:	
ASO President/Student Trustee:		Date:	
Director of Facilities, Operations, & Planning:		Date:	

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Facility Requests Procedures

- 1) The Student Center Facility Request Form may be obtained from the Student Activities Office in the Student Center. Requests must be submitted at least four (4) weeks in advance of the actual date of the event. Associated Student Organization (ASO) and chartered clubs activities are given priority approval. District schools, departments, and/or organizations are eligible to use the student center. The student center is not available for non-district events.
- 2) The Student Activities staff member will check the activity calendar for availability of the requested facility, time and date. If there is a conflict of locations and/or date and time, you will be notified 48 hours of the receipt of the facility request form to request an alternative time/day.
- 3) If there are any setup costs to be incurred due to custodial staff overtime, furniture removal, a budget manager's signature and budget number will be required.
- 4) Depending on the time/date of the event, some furniture removal requires the closing of the student center during normal business hours. Total furniture removal costs are approximately \$650.00 and the center must be closed at noon of the previous day. These factors will be taken in consideration for approval of the event.
- 5) The ASO President and the Director of Student Activities will discuss and approve all facility request forms. The request may be forwarded to the Student Center Planning Committee for unusual circumstances. The requestor will be notified within 10 days for the submitted request.
- 6) After approval, the Student Activities staff will make the appropriate arrangements with campus departments involved with the student center set-up. (i.e. custodial, maintenance, audio/visual etc.)
- 7) If the student center furniture is to be rearranged and/or removed from the student center, the Director of Facilities, Operations, and Planning will also be required to approve the request.
- 8) No foggers are permitted in the Student Center.

If you have any questions, please feel free to contact the Office of Students Activities at 619-482-6568 or stop by the Student Center.