



Southwestern College  
**OFFICIAL ACTIVITY REQUEST**  
Associated Student Organization

Activity Request No.

A0604

**Directions:**

- Complete all required fields.
- Submit this at least two (2) weeks prior to the planned date of activity/event.
- Large scale events, weekend, and evening events, please refer to the requirements on page two (2) of this form.
- Off-campus field trips/events/activities require the "Excursion Liability Release & Agreement Form" and must be submitted to the Office of Student Activities (Rm. 601C), no less than 48 hours prior to the actual date of trip/event/activity.

<b>Student Club/Organization Name:</b>			<b>Expected Number of Attendees:</b>	
<b>Title of Activity/Event:</b>			<b>Date of Activity</b>	
<b>Type of Activity: Check one below</b>			<b>For Multiple Dates:</b>	
<input type="checkbox"/>	Fundraiser-Food Sale	(Specify foods)		
<input type="checkbox"/>	Fundraiser-Opportunity Drawing	(Specify Prize)		
<input type="checkbox"/>	Fundraiser-Other	(Specify)		
<input type="checkbox"/>	Meeting	Room No.		
<input type="checkbox"/>	Activity (On-Campus)	(Specify)		
<input type="checkbox"/>	Solicitation/Donation	(Specify)		
<input type="checkbox"/>	Conference/Retreat/Field Trips (Complete required Off-Campus Activity info below)			
<b>Location:</b>			<b>Time of Activity:</b>	
<input type="checkbox"/>	Amphitheater	Mayan Hall*		Classrooms
<input type="checkbox"/>	Veterans Glen	Mayan Hall Patio		South Bay Botanical Garden*
<input type="checkbox"/>	Student Union East*	Board Room Room 204*		Gym*
<input type="checkbox"/>	Student Union Patio	DeVore Stadium		Other:
<input type="checkbox"/>	Student Union Lobby	L 238 MSC*		*will require additional time to check availability and approval
<input type="checkbox"/>	Student Union Mall	L 246*		
<input type="checkbox"/>	Dance Classrooms	501		
<b>Equipment Requirements:</b>				
<input type="checkbox"/>	Number of Chairs	Microphone		Cash Box
<input type="checkbox"/>	Number of Tables	Speakers		Grill
<input type="checkbox"/>	Podium	Sound System		Cooler
<input type="checkbox"/>	Projector	Laptop		
Equipment is reserved on a first come, first serve basis and upon availability. If special set-up is required, a Diagram for this activity MUST be attached.				
<b>Off-Campus Activity:</b> (Field Trips, Conference, Retreat)			<b>REQUIRED: ***Excursion Liability Release &amp; Agreement Form***</b>	
Name of Venue/Location:				
Address:				
<b>Name of Club/Organization REPRESENTATIVE:</b>		(Print Name)	(Signature)	(Email Address)
<b>Name of Club/Organization PRESIDENT:</b>		(Print Name)	(Signature)	(Email Address)
<b>Name of Club/Organization ADVISOR:</b> (If different from Attending Advisor)		(Print Name)	(Signature)	(Email Address)
<b>Name of Club/Organization ATTENDING ADVISOR:</b>		(Print Name)	(Signature)	(Email Address)
<b>APPROVAL:</b> Director of Student Development		(Signature)		Date:
<b>DO NOT WRITE BELOW (For Department Use only)</b>				
Work Ordered by		Work Order #	Date	
Office of Student Activities • Room 601C • www.swccd.edu • swcstudentactivities@swccd.edu • ☎ 619.482.6568 • 📠 619.482.6493 • RevisedFA2015				

### IMPORTANT REMINDERS:

- Changes or Cancellations for large scale events must be submitted in writing or via email to the Office of Student Activities, five (5) days prior to the event.
- A new Activity Request must be submitted for any CHANGE of date, time, or location. All deadlines will not carry over to the new Activity Request form.
- All Contracts must be signed by Advisors. Students are not authorized by the district to sign agreements or contracts.
- The Activity must be approved first prior to advertising the event.
- All for-profit (businesses who sell products or services) and not-for-profit (organizations identified by the State or Federal Government) must have all documents submitted to the Office of Student Activities no less than 10 working days prior to the scheduled event.

### REQUIREMENTS FOR: DANCE/MUSICAL PERFORMERS/PRESENTERS/OFF-CAMPUS GUESTS

- ☐ Activity Request form must be submitted for approval.
- ☐ A **signed Contractor Agreement** must be submitted to the Office of Student Activities, Rm 601C, five (5) working days prior to the event.

### REQUIREMENTS FOR LARGE SCALE EVENTS, WEEKEND, AND EVENING EVENTS: (To be submitted at the Office of Student Activities, Rm. 601C)

All location requests are dependent on the availability of the facility. The following requirements **MUST** be completed prior to receiving confirmation of availability:

- ☐ Activity Request submitted no less than 6 weeks (or approx. 45 days) prior to event
- ☐ Diagram of Venue Set-up (must be submitted 5 business days prior to the event)
- ☐ Approval of Vendors (see Vendor requirements below)
- ☐ Mandatory Meeting to be scheduled by Student Activities and Facilities with Student Organizer, Club Advisor, and all appropriate parties involved, no less than 30 days prior to event.

### FOOD VENDOR REQUIREMENTS

(To be submitted at the Office of Student Activities, Rm. 601C)

- ☐ Health Permit
- ☐ Food handlers card
- ☐ Catering or Mobile Food License
- ☐ Certificate of Liability Insurance
- ☐ Valid Letter of Endorsement (from Insurance Company)
- ☐ State business license(s)

### VENDOR REQUIREMENTS: (NO FOOD)

(To be submitted at the Office of Student Activities, Rm. 601C)

- ☐ Certificate of Liability Insurance
- ☐ Valid Letter of Endorsement (from Insurance Company)
- ☐ State business license(s)

**VENDOR FEES** will apply for events with **for-profit vendor(s)** who will sell goods or services while on campus:

- \$ 150.00 – One (1) to five (5) vendors per event
- \$ 300.00 – Six (6) or more vendors per event

**PERSONNEL FEES** associated with large scale events, weekend, and evening events, are an estimate. Actual cost will be provided via a written quote from Facilities. Fees may be subject to change without notice.

- Campus Police – approx. \$55 to \$65 per hour
- Public Safety Attendant– approx. \$8 to \$8.50 per hour
- Dispatch – approx. \$37 - \$40 per hour for Sunday events
- Custodial fees – approx. \$35 - \$45 per hour
- Mayan Theater Technician – approx. \$57 per hour
- Facility Aid – approx. \$14 per hour

### MOVIE SHOWINGS

- It is the intent of the college to adhere to the provisions of the United States Copyright Law.
- The rental or purchase of a movie does not carry with it the right to “perform the copyrighted work publicly.”
- Organizations must receive explicit permission from the copyright owner for “public performance” rights in order to show the movie as part of a program.

**A copy of Permit** must be submitted to the Office of Student Activities three (3) days prior to the date of showing.

- Obtaining a public performance license is relatively simple and usually requires no more than a phone call. However, the average cost of a movie is between \$400 - \$800.
- Three major firms handle these licenses.
  - Swank Motion Pictures, Inc. 800-876-5577  
[www.swank.com](http://www.swank.com)
  - Criterion Pictures 800-890-9494  
[www.criterionpicusa.com](http://www.criterionpicusa.com)
  - Motion Picture Licensing Corp. 800-338-3870  
[www.mplc.com](http://www.mplc.com)

### POSTING/ADVERTISING/PUBLICIZING POLICY

- The Activity must be approved first prior to advertising the event.
- Posters/Flyers/Banners must include the following information: Title of event, location, date, time, and contact info.
- The Office of Student Activities will stamp all approved posters/flyers/banners. Any form of advertising without the stamp is prohibited and will be taken down.
- All unapproved publicity will be removed.
- Advertising is prohibited doors, painted walls, pillars, stairways, railings, windows, and parked cars.
- Posting over existing materials is prohibited.
- Office of Student Activities is not responsible for posters/flyers/banners lost, stolen, or damaged while on display or discarded when the posting deadline has expired.

### CONTACT US:

**Office of Student Activities**

Room 601C

Email: [swcstudentactivities@swccd.edu](mailto:swcstudentactivities@swccd.edu)

Telephone: 619.482.6568 or 619.421.6700 ext. 6568

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