



INTERNAL ORGANIZATIONS
FACILITY & EQUIPMENT USE APPLICATION

FORM MUST BE COMPLETE AND SUBMITTED 15 WORKING DAYS PRIOR TO USE DATE.

Department _____ Originator _____

- a. Supervisor Signature (required) _____ phone no. _____
b. AS/Club Advisor Signature (if applicable) _____ phone no. _____
c. Area Dean/Vice President's signature (required) _____ phone no. _____
d. Budget classification no. _____

1. Description of activity to be conducted (Be specific. Use back side if necessary) _____

2. a. Is the event open to the public? Yes No b. Attendance Expected _____

3. Will there be any external vendors and/or participants selling and/or serving food? Yes No
All vendors and participants must supply proof of a valid Butte County Health Permit and must contact Food Services.

4. Will there be any external organizations participating in the event, services, and setup? Yes No
(If yes, please list on attached "Externals List" sheet. Refer to District Procedure 4.42, 3a and 4e)

5. Date(s) Requesting _____ Time: _____ to _____

Actual time of event (if different): _____ Date & Time to be setup & returned: _____

6. Requesting use of the following Butte College property (please check):

- _____ Gymnasium _____ Football Field _____ Cafeteria/Dining
_____ Tennis Courts _____ Large Practice Field _____ Campus Center Lobby
_____ Volleyball Courts _____ Small Practice Field _____ Campus Center Lounge
_____ Baseball Field _____ Locker room ___M___W _____ Ivy Hill Lawn
_____ Softball Field _____ Classroom(s) _____ Campus Center Lawn
_____ Soccer Field _____ Boardroom/Conference room _____ Amphitheatre
_____ Other _____ Career Training Center (call 530-897-6230) Chico Center (call 530-895-1352)

7. Requesting use of the following Butte College equipment(s): (PLEASE NOTE: BE SPECIFIC. Anything not listed will not be provided. Attach a list if necessary. —See back side for equipment available)

8. Special Services

- Do you need rooms opened? ___ NO ___ YES
• Do you need air conditioning/heat programmed? ___ NO ___ YES
• Do you need an onsite media technician? ___ NO ___ YES If yes, budget classification no. _____
• Do you need onsite maintenance personnel? ___ NO ___ YES If yes, budget classification no. _____
• Special request: _____

9. Cancellation and revisions must be made at least 48 hours in advance or full fees will be charged. Call Facilities Planning & Management at (530) 895-2381.

10. Contact numbers

- For catering, call Food Services at (530) 895-2466.
• For media support, call Media for Distance Learning Center at (530) 895-2341.
• For set-ups & cleaning, call Custodial at (530) 895-2244.
• For security & after-hour event problems, call Campus Police at (530) 895-2351.
• For ground services, call (530) 895-2298.
• For maintenance services, call (530) 895-2381.

15. Responsible party entering into agreement: I hereby certify that the organization listed above shall assume all responsibility for any damage sustained to the school premises, furniture or equipment because of the occupancy of said premises by my organization.

Authorized Person Signature/Title/Phone no. _____ Date _____

Onsite Contact Person Signature/Title/Phone no. _____ Date _____
(Must be present and responsible for conduct and compliance with agreement)

Contact Person/Title/Phone no _____ Date _____

