



FACILITY REQUEST FORM

This is an internal form for non-instructional events only – requestor must be a college/district employee. This form must be completed at least two weeks prior to the event. Requests may take 2-3 business days to process. Requestor will receive confirmation once dates and times have been reserved by scheduler. Requestor is responsible for coordination of additional needed services.

Date of Request: _____

REQUESTOR INFORMATION:

Requestor Name: _____ Department/Area: _____

EVENT INFORMATION:

Event Name: _____ Expected Attendance: _____

Event Description: _____

Event Type: Internal Event (part of college/district/district foundation)
 Sponsored Event* (internal department/office hosting external organization)

**If sponsored event, please state organization the department is hosting on campus. (Organization will be required to provide proof of insurance, W-9, and sign a Facilities Use Agreement prior to event.)*

Room(s) Desired: _____

Day(s)/Date(s) Needed: _____

Time Requested: From: _____ To: _____

Special Instructions: _____

ADDITIONAL SERVICES - Please check any additional requirements that apply:

Reminder: Requestor is responsible for all coordination of needed services directly with department(s) concerned.

Parking Services (Parking Permits/Waiver) - Complete [Event Parking Request Form](#)**
***Email form to Office of Administrative Services- Program Specialist Brian Shively at brian.shively@missioncollege.edu.*

Custodial Services (Room set up, clean up, etc.) – Submit [Facilities Work Order](#)***
**** Specific/detailed set-up instructions must accompany work order by diagram to custodial.*

Educational Technology Services (Classroom Projector, A/V, etc.) – Submit [ETS Work Order](#)

Other: _____

Required Signatures – Requestors route completed form via DocuSign. Do not forget to copy room scheduler.

Dean/Director/Administrator Signature Date

Admin Services Signature Date

For Scheduler Only:
Date Received: _____
Received by: _____
Processed Date: _____
Room(s) Assigned: _____