

# Riverside Community College District Facilities Utilization Office

Riverside City College  
4800 Magnolia Ave.  
Riverside, CA 92506-1299  
(951)222-8498

Norco College  
2001 Third Street  
Norco, CA 92860-2600  
(951)372-7089

Moreno Valley College  
16130 Lasselle Street  
Moreno Valley, CA 92551-2045  
(951)571-6351

## REQUEST FOR USE OF COLLEGE FACILITIES

Please fill out all fields before submitting. Incomplete requests will not be processed.

Facility Requested \_\_\_\_\_

Date(s) of Use \_\_\_\_\_

Time(s) Facility Must Be Opened	Actual Time of Event	Actual Time Event Ends	Time(s) Facility Must Be Closed
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Description of  
Activity  
(Attach if needed)

Will admission fees, contributions or membership dues be collected?  Yes  No Anticipated Attendance \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Representative Name  
and Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Please Note:**  
 1. APPROVAL IS NOT GRANTED UNTIL SIGNED COPY STAMPED 'APPROVED' IS RETURNED TO THE REQUESTOR.  
 2. Please submit this form at least 2 weeks prior to event, changes accepted until 7 days prior to event.  
 3. Cancellation must be made 48 hrs prior to event to avoid penalties.  
 4. Deposit due five days prior to use. (Prices subject to change each year.)

### Equipment/ Setup Requested (Include number of all pertinent items) REQUEST WILL NOT BE ACCEPTED WITHOUT SETUP DETAIL

# Of Chairs \_\_\_\_\_ # Of Tables \_\_\_\_\_ Lectern/ Podium \_\_\_\_\_ Parking Spaces \_\_\_\_\_ Canopies \_\_\_\_\_

Setup Description  
(Attach if needed)

Signed By \_\_\_\_\_

The above signed is subject to all the conditions and fees set forth by Administrative Procedure (AP) 6700 governing the use of Riverside Community College District Facilities and to any special conditions stated below:

INTERNAL USE ONLY (Signature does not indicate event approval )

\_\_\_\_\_  
Facilities Date \_\_\_\_\_

\_\_\_\_\_  
Business Services Date \_\_\_\_\_

RIVERSIDE COMMUNITY COLLEGE DISTRICT