

Norco College Internal Event • v Procedures

Questions: Contact Facilities Administrative & Utilization Specialist, Sheri Cologgi 925-7089 or email: sheri.cologgi@norcocollege.edu

Section1:

1. Before you start planning your event check the Norco Events Calendar to make sure your event does not conflict with a currently scheduled event.
2. Submit a room/space reservation through 25 Live. Make sure you add your equipment (Resources) needs request at the same time for media equipment, tables, chairs, trash cans, canopies, etc.
3. Ensure the

- General Liability, W