



# Request for FC Club/Organization Meeting or Event

## Student Life and Leadership

Student Center, Room 214 | 321 E. Chapman Avenue | Fullerton, CA 92832-2095

Office: (714) 992-7095 | Email: [studentlife@fullcoll.edu](mailto:studentlife@fullcoll.edu) | Visit us: [studentlife.fullcoll.edu](http://studentlife.fullcoll.edu)

### Meeting/Event Information

Name of Meeting/Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Day of the Week: SUN MON TUE WED THU FRI SAT

Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Location: \_\_\_\_\_ Room # or Area: \_\_\_\_\_

Detailed Description of Event or Activity (Attach a separate sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contact Information

Club/Organization Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Person Requesting: \_\_\_\_\_ Club Officer Title: \_\_\_\_\_

Email of Person Requesting: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_ Advisor's Dept.: \_\_\_\_\_ Ext.: \_\_\_\_\_

Advisor's Email: \_\_\_\_\_

**Please note:** All materials and/or paperwork must be submitted to Student Life and Leadership at least **10 working days** prior to the request date.

1. Advisor (responsible Fullerton College faculty/staff) must be present for the duration of the event when equipment, contracts, conferences, field trips, and off-campus activities are requested.
2. Approval will be granted provided that your club or organization is in good standing and all necessary paperwork is submitted with this request (please see back of this sheet for checklist).
3. Student Life and Leadership reserves the right to cancel your request if one or more of the following occurs: club/organization is no longer in good standing, required paperwork is missing, and/or advisor is not present during club or organization event and/or activity.
4. Upon approval of your event and/or activity, you will receive a confirmation email from Student Life and Leadership to enter your request on Master Calendar (this requires at least 6 days lead time).
5. All events serving food must obtain approval (or "first right of refusal") from Fullerton College Dining Services (Sodexo). Food trucks are not allowed on our premises.
6. Absolutely NO drones are permitted on or around campus grounds.
7. NO signs or banners are allowed to be posted or hung on any campus fences. Please follow current campus posting policies.

\_\_\_\_\_  
*Signature of Club/Organization Advisor*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Director, Student Life and Leadership*

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Good Standing: \_\_\_\_\_ SLL Staff: \_\_\_\_\_ Approved by Director: \_\_\_\_\_

Sent Email Confirmation: \_\_\_\_\_ SLL Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Master Calendar Request Received: \_\_\_\_\_

## Use of Facilities Guide for Club/Organization Meeting/Event

Please consider the following when entering your event or activity request into the Fullerton College **MASTER CALENDAR**:

- ✓ Be ready to enter contact information for your club/organization advisor and the person requesting
- ✓ Time needed before and after the event for set up and tear down
- ✓ No changes allowed within a 72-hour period before event starts

### Audio/Visual Equipment (Advisor must be present for entire event)

TV		Laptop	
Digital Projector		Overhead Projector	
DVD		Screen	
TV/VCR Combo		Hand-held Microphone	
Lavalier (Wireless Mic)		CD Player	

### Room/Quad/Set-Up Needs (Please provide diagram; due 1 week prior to event)

Extra Chairs (Qty.)		Extra Tables (Qty.)	
Specific Room Set-Up (Classroom style, U-shape, Conference, etc.)			

### Additional Needs (Advisor must be present for entire event)

Associated Students (A.S.) Podium PA		Canopy (permit required)	
Stage		Trash Cans(Qty.)	

Please use this checklist to guide you in determining which paperwork must be submitted **WITH THIS REQUEST**:

	<p><b>Is your club/organization in good standing for this semester?</b> FC Club &amp; Organization Roster Form submitted to Student Life and Leadership Consistent Inter-Club Council (ICC) meeting attendance</p>
	<p><b>Master Calendar Request (online)</b> Once you have approval from Student Life and Leadership, you may enter your request on the Fullerton College Master Calendar.</p>
	<p><b>Distribution of Printed materials or Social Media Posts</b> Due 10 working days prior to desired date. All flyers, memos, and/or promotional items are to be approved by Student Life and Leadership</p>
	<p><b>Fundraiser-Accounting Form</b> This form must be used for all fundraising activities, submitted BEFORE your event (with estimates only) and AFTER your event with actual totals. Form must be signed by person requesting event/activity and advisor. Monies must be turned in within two weeks after fundraising event. No exceptions!</p>
	<p><b>Bursar's Office Deposit Slip</b> This form must be used to accompany all fundraising activities, recording any cash or check deposits from your fundraising event or activity.</p>
	<p><b>President's Hospitality Approval</b> The Hospitality Approval by College President or NOCCCD Board of Trustees is needed for any funds to purchase any food and gift related items for any club/organization. Due to Student Life &amp; Leadership 14 working days before event/activity for hospitality expenses up to \$1,000. For any requests over \$5,000, plan for 4-6 weeks of approval process. *Food requests must go through the Fullerton College Dining Services (Sodexo) for "First Right of Refusal" process.</p>
	<p><b>Fullerton College Catering Services Form (First Right of Refusal)</b> Place catering orders through Sodexo, which is the Fullerton College food service provider. Sodexo has "first right of refusal consideration" which means that they must sign off on any catering requests to go off site. Manager of Sodexo must sign off on this form.</p>
	<p><b>Independent Contractor Agreement</b> Place catering orders through Sodexo, which is the Fullerton College food service provider. Sodexo has "first right of refusal consideration" which means that they must sign off on any catering requests to go off site. Manager of Sodexo must sign off on this form.</p>
	<p><b>Pro-Bono Service Form</b> This form must be filled out and be submitted for the approval process at least 3 weeks before your event or activity, for any performer(s), presenter(s) or vendor(s) have agreed to provide their service(s) at no cost.</p>
	<p><b>Canopy Permit/Fire Permit</b> No charge if canopy use is pre-approved and sponsored by Associated Students or Inter-Club Council and Facilities staff is able to set up and take down. Otherwise, a fire permit will be needed.</p>
	<p><b>Field Trip Authorization/Student Waivers</b> 3 Forms required for any club/organization field trip: NOCCCD Field Trip Authorization, NOCCCD Student Participant Agreement &amp; NOCCCD Student and Other Participant in Voluntary Field Trip Release of Liability, Assumption of Risk and Medical Treatment Authorization. Advisor keeps on file for one year</p>
	<p><b>Orange County Department of Health Permit</b> Only needed if licensed food provider (other than FC Food Services Provider) prepares food for fundraiser and event is funded by District, College, Associated Students, and/or any club accounts where advisor and/or department dean signs Health Permit and letter</p>
	<p><b>Associated Students (A.S.) Purchase Request, A.S. Purchase Order or Bursar's Requisition</b> Please see Student Life and Leadership regarding which form to use for any expenses or advances for your event or activity.</p>
	<p><b>Movie/Video/DVD/Viewing Event Request</b> Student Life and Leadership must approve any movie, video, DVD viewing requests in order to comply with legal mandates.</p>