



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

Meeting/Event Information

NAME OF MEETING/EVENT: _____

TYPE OF EVENT: Club General Meeting ☐ Fundraiser ☐ Speaker/Film Screening ☐ Special Event ☐: _____

DATE(S): _____ DAYS OF THE WEEK: SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT ☐

EVENT START TIME: _____ A.M. / P.M. EVENT END TIME: _____ A.M. / P.M. 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 **2 weeks prior** to the request date.

- (1) **Advisor (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.
- (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 25Live (this requires at least 2 weeks 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 _____

APPROVED: Director, Student Life and Leadership _____

DATE _____

DATE RECEIVED: _____ Check for: GOOD STANDING ☐ S.L.L. STAFF _____ APPROVED By DIRECTOR ☐

SENT EMAIL CONFIRMATION ☐ S.L.L. STAFF _____ DATE _____ MASTER CALENDAR REQUEST RECEIVED ☐ _____



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

Use of Facilities Guide for Advisors

Please consider the following when entering your event or activity request into the Fullerton College **25Live**:

- ✓ 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

Equipment & Set-Up Requests (Advisor must be present for entire event)

Note: If your event requires Audio/Visual equipment, special room or quad set-up, or additional equipment services (e.g., PA system, podium, canopy, etc.), these must be requested directly through 25Live. Please ensure that all set-up details and diagrams are submitted to Campus Communications at **least 2 weeks** prior to the event.

Advisor Acknowledgment

By signing below, I acknowledge and agree to the following:

- This form serves as an official record of club meetings and events submitted to Student Life and Leadership.
- I will not submit a reservation request through 25Live until I have received written confirmation and instructions from Student Life and Leadership.
- All information provided on this form is accurate, and all required advisor signatures have been obtained.
- An advisor must be present for the entire duration of all events (except those hosted by Student Life and Leadership).
- Student Life and Leadership reserves the right to cancel or deny any requests if the club is not in good standing or if this form is incomplete or inaccurate.

DATE

SIGNATURE OF CLUB/ORGANIZATION ADVISOR