



FACILITIES OPERATIONS  
 Santa Rosa Junior College  
 1501 Mendocino Avenue, Santa Rosa, CA 95401  
 (707) 527-4231, Fax: (707) 524-1668  
 E-mail: districtfacilitiesuse@santarosa.edu

SRJC ASSOCIATED STUDENTS

CLUB AND ORGANIZATIONS USE OF FACILITY APPLICATION FORM

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

Name of Advisor: \_\_\_\_\_

Advisor's email: \_\_\_\_\_

Advisor's phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

NOTE: Advisor must be in attendance at weekend, evening and special events for the duration of the use.

Name of club representative in charge of event: \_\_\_\_\_

Representative's Email: \_\_\_\_\_

Representative's phone number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Number of people (participants and spectators): \_\_\_\_\_

Room	Building	Day	Date	Entry Time	Exit Time	Event Time

If room requested is not available, do you want us to select an alternate room? Please check, if yes.

Purpose of Use: \_\_\_\_\_

Proceeds used for: \_\_\_\_\_

Special arrangements/equipment needed beyond normal room furniture and facilities: See Page 4.

By signing this application, I acknowledge that I have read the requirements for use listed on the back of this form and agree to follow all of the District's rules and regulations.

Student Representative:

Club/Organization Advisor:

Student Affairs Office:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Date

*Please complete information on back.*

Once this application has been completed and approved by Student Affairs, Student Affairs will submit it to the Facilities Operations Office, 1990 Armory Drive, Santa Rosa, so a room can be assigned. FAX (707) 522-2731