

**Rooms/Capacity:**     *Girvin Family Student Activities Center (SAC), Rm. 4608, capacity: 134*  
                                  *(Dimensions are 54'x28' with stage at 26'x12')*  
                                  *Rotary Center for Student Leadership (CSL), Rm. 4643, capacity: 88*  
                                  *Senate Chambers (SC), Rm. 4638, capacity: 66*  
                                  *Craig Dining Commons (DC)\*, Rm. 4612, capacity: 277*  
                                  *Weller Associates Dining Room (ADR)\*, Rm. 4614, capacity: 60*  
                                  *Bertolini Quad (BQ)*

**Step one:**     **Event Application:** If you are a program or student group *within* Student Life, Equity & Engagement Programs (SLEE), you must complete a [Special Event Application](#). This includes Dances/Live Performances, Off-Campus Speakers, Fundraising, and events where the public is invited. The completed form is submitted to Student Life for review and approval.

**Step two:**     **Room Availability & Scheduling:**

- A. [Go online and request your reservation with Event Management System \(EMS\)](#) for all events and activities. You must have a @santarosa.edu email address, so please check in with your Advisor. [Browse in EMS Events or Locations](#) to see if available.
- B. If available, follow steps to reserve the room and add any services such as Custodial, Warehouse or Media Services. Email Student Life, Equity & Engagement at [ssigala@santarosa.edu](mailto:ssigala@santarosa.edu) or call at (707) 535-3746 if you have any questions.
- C. For other groups needing a room in Bertolini for an evening or weekend event that requires major set-up or other District needs, email Facilities Planning & Operations (FPO) at [guser120@santarosa.edu](mailto:guser120@santarosa.edu) or call (707) 527-4231 if you have questions.
- D. For questions regarding co-sponsoring events, contact Facilities Planning & Operations at (707) 527-4231.

*Remember rooms are not scheduled more than one semester in advance except for special situations; scheduling priority is given to student groups/activities for use of the SAC or CSL. Final approval for all Bertolini Reservation Requests are forwarded to Student Life, Equity & Engagement.*

**Step three:**     **Custodial, Equipment & Set-Up:** If you need event equipment set-up (chairs/tables/backdrops/stages, etc.) and/or special cleaning instructions,\*\* complete the Custodial and Warehouse fields within EMS. You may also email [guser120@santarosa.edu](mailto:guser120@santarosa.edu) and [mgebre@santarosa.edu](mailto:mgebre@santarosa.edu) or call the Manager, Custodial Services at (707) 527-4205 if you have questions. You may also contact (707) 527-4231 with questions about any charges that may be incurred during weekends or off-hours. Please send your request three (3) weeks in advance for mid-sized events and two (2) weeks in advance for small events; include the following in your request and please write clearly:

___ Date and time of event	___ Set-up and break-down time requested**
___ Layout of set-up	___ Number of tables/chairs needed
___ Any special equipment needs***	

**Step four:**     **Warehouse:** For events that require more chairs/tables than are available in Bertolini, complete the Warehouse fields within EMS. You may also contact [sghebre@santarosa.edu](mailto:sghebre@santarosa.edu) or call (707) 521-7964.

**Step five: Media – Audio/Visual:** If you need Media Services assistance or a set-up, complete the Media Request fields within EMS. You may also contact Daniel Klempner in Media Services at [dklempner@santarosa.edu](mailto:dklempner@santarosa.edu) or call (707) 527-4556. Please make your request at least two (2) weeks in advance. For urgent assistance from a Media Technician, call (707) 527-4771.

**Step six: Security & Doors:** If you need special (outside of normal business hours) door opening and/or closures with the District CCure Access Control system, contact the District Police Access Control Administrator at [ccure@santarosa.edu](mailto:ccure@santarosa.edu). For any urgent needs, other security related concerns or questions, contact District Police at (707) 527-1000.

**Step seven: Food Service:** If you need food service, contact Andy or Jenny Chhay in Fresh & Natural (F&N) at [guser67@santarosa.edu](mailto:guser67@santarosa.edu) or call at (707) 527-4355; cell (209) 639-2422. If you need a waiver of the requirement to use F&N, please contact F&N to get a waiver to these 1<sup>st</sup> contract rights or student leaders and their Advisors can complete the [Special Event Application](#).

**Step eight: Public Relations:** Please submit details of your announcement or event at least one month in advance. You can request a press release at [PR Press Release Form](#). You can also make a [PR general request](#). Check the web site for other information.

**Step nine: Online Marketing:**

- A. If you would like to publicize your announcement or event in the BearFacts Student eNewsletter, which is sent weekly, send a .jpg or .png file to [bearfacts@santarosa.edu](mailto:bearfacts@santarosa.edu).
- B. If you would like to publish in SRJC's social media, contact the Coordinator, Marketing & Social Media at [sstefanescu@santarosa.edu](mailto:sstefanescu@santarosa.edu).
- C. If you would like to be included in the Bertolini Digital display monitors, send a 16x9 .ppt slide to Student Life at [gbertone@santarosa.edu](mailto:gbertone@santarosa.edu).
- D. If you would like to be included in the [SRJC Calendar of Events](#), send details to [zmiranda@santarosa.edu](mailto:zmiranda@santarosa.edu) and it will be added to the online calendar.

**Step ten: LED Electronic Sign:** If you would like to be included in the red dotted electronic sign in Bertolini Quad and along Elliott Avenue, contact Student Life at [gbertone@santarosa.edu](mailto:gbertone@santarosa.edu). The text parameters are 13 characters wide x 4 lines high.

\* The Dining Commons can only be reserved in special circumstances.

\*\* Cleaning schedules can be modified if needed; contact Custodial Services at (707) 524-1564. Custodial staff are not available Monday – Thursday, 1:30 pm – 3:10 pm for set-up or break-down.

\*\*\* Reserve any special equipment (coolers, canopies, etc.) through Student Life, Equity & Engagement Front Desk, Bertolini, 1<sup>st</sup> Floor.