

**Rooms/Capacity:** *Girvin Student Activities Center (SAC), Rm. 4608, capacity: 134*  
*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:** For any program or student group within Student Affairs & Engagement Programs (SA&EP), a [Special Event Application](#) must be filled out for all events and activities that are not meetings or group-only activities. This includes Dances/Live Performances, Off-Campus Speakers, Fundraising, and events where the public is invited.

**Step two:** **Room Availability:** Check in SIS Room Lookup, email Sandy Sigala at [ssigala@santarosa.edu](mailto:ssigala@santarosa.edu) or call at 535-3746 to check room availability. Remember that we do not schedule 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.

**Step three:** **Room Scheduling:**

a) If you are a club or organization then fill out the [Club & Organizations Use of Facility Application](#) form and send to Facilities Planning & Operations (FPO) by scanning and emailing to [guser120@santarosa.edu](mailto:guser120@santarosa.edu) or by campus mail; call 527-4231 if you have questions.

b) For other groups needing a room, not on a weekend, not charging a fee, and not requiring any services such as Custodial or Media Services, then fill out a [Room Request](#) form and send to Cheri Winter/Jane Hinchman in Scheduling; call at 527-4520 or 522-2715.

c) For all other groups needing a room for an evening or weekend event that requires major set-up or other District needs, fill out a [Use of Facilities Application](#) form and send to FPO by scanning and emailing to [guser120@santarosa.edu](mailto:guser120@santarosa.edu) or by campus mail; call 527-4231 if you have questions.

*All forms will then be forwarded to Student Affairs & Engagement Programs for final approval.*

**Step four:** **Media – Audio/Visual:** If you need Media Services assistance or set-up contact Pat Soran at [psoran@santarosa.edu](mailto:psoran@santarosa.edu) or call at 527-4556. Should you need urgent assistance from a Media Technician, call 527-4771.

**Step five:** **Security & Doors:** If you need special door opening and/or closures with the CCure system, contact Jeff Basham at District Police at [jbasham@santarosa.edu](mailto:jbasham@santarosa.edu) or call at 524-1504. For any other security related concerns or questions, contact District Police at 527-1000.

**Step six:** **Custodial, Equipment & Set-Up:** If you need event equipment set-up (chairs/tables/backdrops/stages, etc.)\*\* and/or special cleaning instructions,\*\*\* fill out a [Service Request](#) form and send to FPO by scanning and emailing to [guser120@santarosa.edu](mailto:guser120@santarosa.edu) or by campus mail; call Javier Rodriguez at 527-4205 if you have questions. You may also contact 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:

<input type="checkbox"/> Date and time of event	<input type="checkbox"/> Set-up and break-down time requested****
<input type="checkbox"/> Layout of set-up	<input type="checkbox"/> Number of tables/chairs needed
<input type="checkbox"/> Any special equipment needs	

**Step seven:** **Food Service:** If you need food service, contact Andy Chhay in Fresh & Natural (F&N) at [guser67@santarosa.edu](mailto:guser67@santarosa.edu) or call at 527-4355; cell 209.639.2422. If you need a waiver of the requirement to use F&N, go to this [form](#); if you are using a Special Event Application, it has its own waiver section.

\* The ADR can only be reserved in special circumstances.

\*\* Cleaning schedules can be modified if needed; contact Javier to request.

\*\*\* There are no custodial staff available Monday – Thursday, 1:30pm – 3:10pm for set-up or break-down.

\*\*\*\* Reserve any special equipment (coolers, canopies, etc.) through SA&EP.

For events that require more chairs/tables than are available in Bertolini, contact Solomon Ghebretensae in the Warehouse at [sghebretensae@santarosa.edu](mailto:sghebretensae@santarosa.edu) or call 521-7964.

For questions regarding co-sponsoring events without agencies/organizations, contact FPO at 527-4231.

Form URL: [http://www.santarosa.edu/for\\_students/student\\_affairs/forms/Steps%20to%20Scheduling%20Events%20in%20Bertolini.pdf](http://www.santarosa.edu/for_students/student_affairs/forms/Steps%20to%20Scheduling%20Events%20in%20Bertolini.pdf).