

ON SITE EVENT REQUEST

Event Name: _____

Event Date(s): _____

Event Time: _____

Organizer Name & Department: _____

Organizer Contact Phone No. and Email _____

Site: Santa Rosa Petaluma SWC PSTC Shone Farm

Event Location/Building- room number(s): _____

Attendees: Employees Students Public

Estimated Number of Attendees: _____

Employees On Site: _____

Warehouse (Folding tables, chairs, BBQ.): _____

Custodial Needs (Setup help, canopies, garbage, sanitization, etc.): _____

Media Needs (Media techs, PA, lectern, mic, video, etc.): _____

District Police Needs (Gate, Doors, Traffic Control, Security, etc.): _____

Parking Needs: _____, District Police contacted? Yes No

Health & Safety Needs (Safety Monitor, AED, PPE, etc.): _____

Other Services (IT- computer/network, PR- photographer, etc.): _____

Additional Information: _____

All event applications must be made at least two-weeks in advance and approvals must be given before event can occur.

Required District Event Request Protocols

Anyone requesting any on-site event must complete the On-Site Event Request Form and submit for review and approval through cabinet.

- “Event” is defined as a planned activity that involves students, the public, or more than one employee.
- Please contact Angela Hamilton (Petaluma) and Javier Rodriguez Aguilera (all other sites) for any on site event needs. They will collect all the required information and ensure the appropriate reviews take place.

Departments who can carry out their event remotely are encouraged to do so. Approval will be granted only after showing how it will meet district protocols. All activities may be limited by the availability of district resources.

	PETALUMA	ALL OTHER SITES
PRIMARY/FIRST CONTACT	Angela Hamilton	Javier Rodriguez Aguilera
Safety Monitors - PPE Review	Stephanie Jarrett	Stephanie Jarrett
Custodial Review (if applicable)	Mengi Gebre	Mengi Gebre
Signage Review	Angela Hamilton	Javier Rodriguez Aguilera
Set Up Review (if applicable)	Art Jahnsen	Mengi Gebre
Media Review (if applicable)	Theo Chatneuf	Theo Chatneuf
District Police Review (including parking)	Sergeant James & Sergeant Fleetwood	Sergeant James & Sergeant Fleetwood
Warehouse	Art Jahnsen	Solomon Ghebretensae
FINAL APPROVAL	President’s Cabinet	President’s Cabinet

All reviews and approvals must be obtained before event can occur.

Please refer to the *SRJC Plan for a Safe Return to Campus* for General Access Protocols at <https://covid.santarosa.edu/srjc-plan-safe-return-campus>