

YUBA COLLEGE
ATTN: Purchasing Department
Phone: 530/634-7718
Fax: 530/741-7115

ON CAMPUS ORGANIZATION
Date of Application _____

**APPLICATION FOR
ACTIVITIES, FACILITIES AND/OR SERVICES**

REQUESTED BY _____
CONTACT PERSON: _____ TELEPHONE _____
ACTIVITY _____ NUMBER OF PARTICPANTS _____
DATE OF EVENT _____ TIME _____ TIME IN _____ TIME OUT _____
ROOM(S)/FACILITIES _____
EQUIPMENT/SERVICES _____

Please provide a diagram if special set up is needed.

_____ # TABLES LECTERN BOX OFFICE RESTROOMS
MEDIA SERVICES _____
MEDIA TECHNICIAN _____
THEATER TECHNICIAN _____
OTHER _____

***YUBA COLLEGE DOES NOT PROVIDE CHAIRS FOR ANY EVENT.**

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- Arrangements must be made at least 14 working days in advance of the event.
 - Cancellation notice must be submitted 48 hours prior to the event or 72 hours if food Services are requested.
 - Food service **MUST BE** requested first through Food Services 741-6933, if not available then through Chartwells 741-6806.
 - Applicant will be notified in writing of the acceptance/rejection of application.
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- ATHLETIC DEPARTMENT Must have prior approval of the Athletics Director, ext. 6838 or 6779.
Signature _____ Date _____
 - DINING FACILITIES Must have prior approval from Cafeteria Management, ext. 6806.
Signature _____ Date _____
 - THEATRE FACILITIES Must have prior approval from Theatre Department, ext. 6829 or 6984.
Signature _____ Date _____
 - FACULTY ADVISOR/BUDGET MANAGER Final Approval
Signature _____ Date _____