



INTERNAL - REQUEST FOR USE OF COLLEGE FACILITIES

CHABOT COLLEGE
25555 HESPERIAN BLVD., HAYWARD, CA 94545
510.723.6994

Note: Do not use this form for Request for Use of Performing Arts Center or Little Theatre.

Name _____ Email _____

Program/Division/Club _____

Number expected _____ Purpose of use _____

Materials to be sold? Yes No If yes, list materials to be sold _____

Will there be an Admission/Registration/Tuition fee? Yes No Amount \$ _____

If yes, what will the proceeds be used for? _____

RESERVATION DATE(S)	REQUIRED ENTRY TIME	ACTUAL START TIME	ACTUAL EXIT TIME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE CHECK YOUR CHOICE FOR USE OF ONE OF THE FOLLOWING FACILITIES:

Classroom room number(s) _____ Tennis Courts (#) _____

Board Room (restricted use) _____ Event Center _____ Handball Courts (#) _____

Student Center/Cafeteria _____ Swimming pool _____ Main gymnasium _____ Mini Gym _____

Athletic Fields _____ Other _____

Audio Visual equipment/assistance required? List the equipment you plan to use: _____

THE APPLICANT AGREES THAT THE USE OF COLLEGE FACILITIES SHALL BE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE DISTRICT AS STIPULATED IN GOVERNING BOARD POLICY 6700. NOTICE TO APPLICANT: This is an application for use only. You will receive confirmation of use and invoice under separate cover.

Signature of Applicant _____ Phone _____

Division Dean/Program Manager/Club Advisor _____ Phone _____

FOR OFFICE USE ONLY: Service fee _____ Security Fee _____ Revenue acct: 132006 - 21711 or 21713 - 880000 Permit number _____	TOTAL FEES:
Banner Code _____ Signature _____	Date _____