

What is a Facility Request Form, and when do I need one?

The “Request for Reservation of College Facilities” form is used to reserve classrooms, rooms, buildings or areas **outside** of normal classroom instruction. The form is used internally by various campus departments and/or student clubs and externally by businesses, sports teams, and event coordinators.

Do I need a Facility Request Form?

If you are requesting to use a room, building, or area that is not part of a regularly scheduled class that students register for, then the answer is **yes**.

A completed and approved Facility Request Form does several things:

- Gives notice to Public Safety that a room or area can be unlocked and that your group is authorized to use the room. Details are provided on the form regarding dates, hours of use, expected attendance, and what areas are authorized for use.
- Allows Maintenance/Facilities and IT to schedule cleaning or repairs. The Maintenance/Facilities and IT departments schedule work in classrooms, buildings and areas based on classes that are scheduled in Web Advisor and approved Facility Requests.
- Provides info to Maintenance/Facilities to schedule delivery of items for set-up and tear-down, as well as cleaning an area before/after.

What do I do with this form?

Form needs to be completed/submitted as far in advance as possible.

- **Address:** fill it in, please – even if you’re on the Eureka Campus.
- **Contact info / Responsible party:** Who do we contact if we have questions?
- **Activity/Event/Meeting:** What will you be doing?
- **Description of the activity to be conducted:** Please add more detail here, if needed.
- **Dates of use, Days of Week, Hours of Use:** Please fill in these areas as accurately as possible. If this is for a re-occurring meeting or event (*Drop in counseling on Tuesdays, First Aid Training on Friday evenings*) –

You can list like the example(s) provided below:

Dates of Use	Day of Week	Hours of Use	
		From	To
01/21/2019-05/17/2019	Mondays*	4:30p	5:30p
02/01/2019-02/28/2019	Fridays**	1:30p	2:00p

To add even more detail, we can list the actual dates in the extra spaces, if available.

Or, if the room will not be used on a specific date, list that one.

	**no sign ups on 2/15	*no session on 2/18

- **Building, Room# or Field:** Please indicate which areas you are asking to use.
*If this is for a larger event where multiple rooms will be used, see box under “**additional info**”*
- **Additional info area:** -Review each of the areas, check the appropriate boxes, indicate amounts where requested and submit help ticket(s) as noted.
 - Is there a set-up needed? If your event requires tables and chairs from Maintenance, please check the boxes and indicate how many you need.
 - Is food being served? If you will be serving food, refreshments, etc. the Cafeteria should be contacted first for catering service and pricing information

”What do I do with this form? ...continued...”

- **Signature area** – There are **3** signature lines on this form.
 - **1)** If you are the responsible party / contact person, please sign on the first line.
 - **2)** The form will then need to be signed by a Vice President, Administrator/Director/Manager, Dean, Club Advisor, or the Academy of the Redwoods Principal. It is the responsibility of the person completing this form to get the signature of their supervisor before forwarding the request to Maintenance/Facilities. We have this process in place as a matter of checks/balances.
 - **3)** The final signature line is from a Manager/Director in Maintenance/Facilities, and comes after the “Request for Reservation of College Facilities” has been submitted to our office.

What’s next?

Form should be submitted to Maintenance/Facilities via e-mail or campus mail, to Tami Engman, Administrative Office Coordinator, @ tami-engman@redwoods.edu

Handwritten request forms **will not be accepted**. If you need assistance with completing the form, please work with the AOC, AOA, or AS in your area for assistance.

Once the form has been signed by Manager/Director in Maintenance/Facilities, it will be assigned a Permit #, loaded into our calendar, and distributed amongst the appropriate departments (via email) listed in the internal checklist. (*Example below*)

Internal Checklist	
Division Approval	_____
Scanned/ In File	_____
Calendar	_____
Originator	_____
Public Safety	_____
Custodians	_____
Gardeners	_____
Binder	_____

Do I need to submit a ticket for a facility request?

Not always! If your event requires set-up or tear down beyond what is normally in a classroom, then yes, please submit a ticket. This includes needing IT Support. Please call the Maintenance office, or send an email to Tami Engman, Administrative Office Coordinator, Maintenance/Facilities at 476-4381, or tami-engman@redwoods.edu for clarification.