

**Barstow College**  
**Request for Use of College Facilities**  
 by Campus Departments or Organizations

**Instructions:**

- ▶ Forward request to A&R Front Desk.
- ▶ Note that requests for facility setup require 72-hour advance notice.

Facility: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Times Requested

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|             |         |           |         |
|-------------|---------|-----------|---------|
| From: _____ | AM / PM | To: _____ | AM / PM |
|-------------|---------|-----------|---------|

Activity: \_\_\_\_\_

|                                |              |
|--------------------------------|--------------|
| Contact Person: _____          | Phone: _____ |
| Department/Organization: _____ |              |

Special Instructions, Set-up or Equipment Needed (Please provide a floor layout on back of page):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Audio-Video Equipment Needed (Please specify above.)

I, the undersigned, understand that there may be fees incurred as a result of maintenance charges or room rental fees. Notification will be forwarded by A&R.

|   |             |
|---|-------------|
| Signature (Club requests must be signed by club advisor): _____ | Date: _____ |
|---|-------------|

| For Office Use Only   |  |
|---|--|
| Administrator Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>_____<br>Dean of Students<br><br>Date _____ | Classroom Availability _____<br><div style="text-align: right; font-size: small;">Initials</div> Facility Available? <input type="checkbox"/> Yes <input type="checkbox"/> No _____<br><div style="text-align: right; font-size: small;">Initials</div> M&O Clearance _____<br><div style="text-align: right; font-size: small;">Initials</div> Posted _____ Date _____<br><div style="text-align: center; font-size: small;">Initials</div> |