

Facility Use and Event Request Form

Non-Alcoholic Events

This form must be completed for all events in which Pomona College facilities are to be used. Requests for facility use for non-alcoholic events should be filed in the Campus Center by Thursday the week preceding the event. **Completion of this form does not guarantee use of the requested space, a member of the Campus Center Staff will contact you if there is a space conflict or your event is not approved.**

Date of Event: _____ Starting Time: _____ am/pm Ending Time: _____ am/pm

How much time do you need to set up/tear-down? Before the event: _____ After: _____

Room/Space Requested: _____

Name of Event: _____

Sponsoring Group: _____

Individual Responsible for Event: _____ Phone # _____

Campus Address: _____ E-mail Address: _____

Expected Attendance: _____ Open to All 7 Colleges? Yes No

Please provide a brief description of the event: _____

Setup Needs (Tables, Chairs, etc.): _____

(if necessary, please draw a diagram and attach)

We, the undersigned affirm that we have read and understand the policies and regulations pertaining to events on the Pomona College campus (see the back of this form). We accept responsibility for damage, security, and cleanup charges which may be incurred as a result of this event.

Name: _____ Signature: _____ Phone: _____

Name: _____ Signature: _____ Phone: _____

Staff signature if less than one week notice: _____
(see back for appropriate staff member)

Event Approved _____ Not Approved _____ Reason _____

Campus Center Staff Member: _____ Reservation #: _____

Event Policies:

Publicity

Campus events are understood to be private events by virtue of their restriction to students, faculty or staff of any one or all of the seven colleges and their guests. No publicity of any kind is allowed outside the immediate boundaries of the seven colleges without permission from the Campus Center. For more information, refer to the Claremont Colleges Publicity regulations and guidelines available in the Campus Center, ASPC Office.

Guests

Event organizers will assume full responsibility for all guests. Each guest is to carry a completed guest pass. No individual at the event may bring more than two guests. Guest passes are available at the Smith Campus Center, ASPC Office or Residence Hall Desks. Outside contractors (i.e. bands, d.j.'s etc.) may provide a list of up to 10 guests to the event organizers. These guests must be at least 18 years of age (21 if they wish to consume alcohol) and provide proof of age to the event organizers at time of entrance. All guests will be held to the same rules and regulations as Pomona Students.

Security

The Campus Center will arrange for security, if necessary, and control number and placement of Security Officers at the event. Event organizers may be responsible for any financial costs incurred for these services.

Event Assistance

Technical Needs

Sound and A/V equipment can be arranged through Campus Center Audio Visual Event Services (CCAVERES). Fill out a CCAVERES request form at the Campus Center ASPC office or call x18610.

Approval Signatures

All events in Pomona College Dining Halls must be approved by the Director of Pomona Food Service.

All events in the Sontag Greek Theatre must be approved by the Associate Dean of Students and Director of the Smith Campus Center.

Events with less than one week's notice must be approved by the appropriate person as shown below:

Residence Halls:	R.A. Staff Member (Specific to Hall)
Residential Courtyards:	R.A. Staff Member (Specific to Hall)
Social Rooms:	R.A. Staff Member (Specific to Hall)
Walton Commons:	R.A. Staff Member for Norton Clark or Lawry Court
Smith Campus Center:	Director, Associate Director, or Assistant Director of the Smith Campus Center.