

▶ Adopted Date 03/01/04
 ▶ Amended Date _____
 ▶ Review Cycle _____

Attachments: _____

FACILITIES DEPARTMENT FACILITIES USE REQUEST

PURPOSE:

The Facilities Use Request Form is an internal campus document that enables the faculty and staff to reserve a public room or area for meetings, special events, and **non-instructional functions**. Specially Funded Program (SFP) is charged for room and/or area usage. Two weeks should be allowed between requesting the use of a room or area and the actual date of use.

INITIATOR

- The initiator completes the Facilities Use Request Form and submits it to the Master Calendar Scheduler, Facilities Department. This form is on the Internet at www.lamission.edu/forms. Scroll the list to look for the form. The form is also available in the Facilities Department.
- The initiator has the option to call the Master Calendar Scheduler to check on the availability of the room or area prior to filling out the form. The Master Calendar Scheduler will check availability and reserve the room or area. If no specific room or area is required, this step can be eliminated.
- The following information is needed to hold the room or area:
 - Day, date, and time (start to finish) of the event
 - General Ledger Account Number, 569300(Rental of Buildings) or 589000 (Other Expense) if payment is required
 - Description of the event
 - Expected attendance
 - Set-up requirements, if any
 - Audio/visual requirement, if any
 - Food service requirements, if any
 - Parking permit requirements, if any
- The completed form is sent to the Facilities Department by campus mail, e-mail, or hand delivery.
- SFPs will be expected to cover all salary costs associated with the use of the room or area. On the Facilities Use Request Form the initiator should indicate the general ledger account to charge. **Funds must be budgeted in the general ledger account prior to submitting the facilities use request.**

APPROVED: _____

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Los Angeles Mission College
Administrative Services
Facilities Use Request

AUTHORIZATION

- Student organizations must have the approval of their advisor and the Student Services Vice President on the Facilities Use Request Form before submitting to the Facilities Department.
- SFP directors must authorize facilities use requests.
- Faculty and staff requesting use of the facilities during regular school hours for meetings, events, and non-instructional functions do not need authorization.

RESPONSIBILITY

- The Facilities Use Request Form is reviewed by the Master Calendar Scheduler and is checked for special requirements such as:
 - Set-ups
 - Audio/visual needs
 - Food service
 - Parking permits
- The Master Calendar Scheduler distributes the Facilities Use Request Form to the pertinent departments such as:
 - Custodial
 - Audio/visual
 - Culinary Arts
 - Sheriff's Department
- The Master Calendar Scheduler prepares an invoice for all facilities use requests that are to be charged. The invoice is sent to the SFP Director.
- The SFP Director prepares a journal voucher transferring the funds. The journal voucher is attached to the invoice and is returned to the Master Calendar Scheduler. This form is on the Internet at www.lamission.edu/forms. Scroll the list to look for the form.
- The Master Calendar Scheduler forwards the journal voucher and the invoice to the Business Office for processing.
- A copy is returned to the initiator marked, "Confirmation." Follow-up on the status of an event can be made to the individual facilities department involved.
- If the request is received via e-mail, the Master Calendar Scheduler sends an e-mail reply as soon as the room is booked.

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