


Los Angeles Valley College  
Office of Student Life  
Event Request

Attach the following to this form: (Your request will not be processed without these items)

"Application for Use of College Facilities"       Diagram of Set-Up

Department/Club Name: _____	Date: _____	
Name & Title: _____	Contact# _____	
Event Name _____	Event Date: _____	Event Time: _____
Purpose of Event: _____ _____ _____ _____ _____		

<p><b>FOOD:</b> Is food being sold or given away? _____ Will you be using a caterer? _____ List the items below. (Food can only be <b>sold</b> during club days). You must have a fundraising form approved.</p> <p>_____ _____ _____</p>
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<p><b>ASU Advisor Acknowledgement (This section is only for ASU Advisors)</b></p> <p>I approve of this event. I understand that I am required to be at this event.</p> <p>Name: _____ Signature: _____</p> <p>Date: _____</p>	
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<p><b>Club Advisor Acknowledgment (This section is for Clubs Only-Must be signed by club advisor)</b></p> <p>I approve this event. I understand that I am required to attend this event or have an alternate faculty member attend.</p> <p>Name of Club Advisor: _____ Phone: _____</p> <p>Signature: _____ Date: _____</p> <p>If an alternate faculty is attending in your place they must sign below:</p> <p>Name of Faculty Alternate: _____ Phone: _____</p> <p>Alternate's Signature _____ Date: _____</p> <p><i>(by signing above you acknowledge you are responsible for attending and supervising this event)</i></p>
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