



**Berkeley City College**  
**CAMPUS EVENT PROPOSAL FORM**  
**Community or Business group**

**Return materials to:** Berkeley City College - Business Office (Room 141)  
2050 Center St., Berkeley, CA 94704  
Contact: Roger Toliver (510) 981-5035 or rtoliver@peralta.edu

- Event co-sponsorship requires approval from BCC Administration. (Note: Event co-sponsorship does not necessarily mean facility fees and insurance requirement are waived)
- All events requiring AV and or custodial set up must be submitted at least 3 (three) weeks in advance or the event may not be approved.

**Date Submitted:** \_\_\_\_\_

**Event Proposed:** \_\_\_\_\_

**Day and Date for Event:** \_\_\_\_\_

**Time (includes time needed for set up and takes down)**

From \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date of signature** \_\_\_\_\_ **Contact info** \_\_\_\_\_

**Person Applying:** \_\_\_\_\_

**Best way(s) to contact:** \_\_\_\_\_

**Campus Sponsor:** \_\_\_\_\_

**Rooms:** Auditorium \_\_\_\_\_ Atrium \_\_\_\_\_ Classrooms \_\_\_\_\_  
Other \_\_\_\_\_

**1) Please attach a short description of the event and who will be attending**

**2) If this event is designed to be a fundraiser, please attach a description** (If this is a fundraiser the college may charge for your facilities use)

**3) Please attach a description of what provisions you have made for disability-related accommodations, including who will be listed as contact person to receive requests, by what date requests for accommodation must be submitted to be met.** (Plan on at least 3 weeks in advance if you need to hire sign language interpreters and make sure you have the funds to pay for them. You may contact Nancy Cayton for advice, ncayton@peralta.edu)

**4) Will you need custodial set up? If yes please fill out the attached custodial set up form and if using atrium also fill out the diagram**

**5) Will you need AV or IT support? If yes please fill out the attached IT form and diagram. Please make sure you allow time for set up and take down. And if it is a complicated set up, it probably requires a meeting with IT ahead of time.**

**Attachments (please check):**

- Atrium Set-up Request
- Auditorium Event Set-up Request
- Request for A/V Set-up

**FOR OFFICE USE ONLY**

**Approved**

**Facility Fees Waived**

**Insurance Waived**

**Not Approved**

**Application Fee \$25 Waived**

\_\_\_\_\_  
**Business Manager Signature**

**Date:** \_\_\_\_\_