

FACILITIES USE REQUEST FORM



SAN JOAQUIN
DELTA
COLLEGE

Facilities & Reservations Specialist
Holt 242, San Joaquin Delta College
5151 Pacific Ave
Stockton, California 95207
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Organization Name: _____

Primary Contact: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Email:** _____

Web URL: _____

Does Organization have 501(c)(3) form from IRS? Yes (If yes, submit a copy with this request) No

Is this a CO-Sponsored event? Yes No _____

(If yes, provide co-sponsor's name, and submit a copy of Co-sponsor Memorandum)

Title of event: _____

Date(s) of Event _____

In time: _____ **Out time:** _____ **Event time:** _____ **Number of expected attendees** _____

Brief Description of Booking: _____

Rehearsal: Yes No (If yes, write down your date and time)

Rehearsal Date: _____ **Time:** _____

Event Type:

- | | | |
|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Class | <input type="checkbox"/> Ceremony | <input type="checkbox"/> Club/Open house |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Meeting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Testing | _____ |

Venue:

- | | |
|---|--|
| <input type="checkbox"/> Atherton Auditorium (Capacity: 1428) | <input type="checkbox"/> DeRicco 273 (Capacity: 46) |
| <input type="checkbox"/> Tillie Lewis Theatre (Capacity: 393) | <input type="checkbox"/> DeRicco 274 (Capacity: 38) |
| <input type="checkbox"/> Mustang Room, DANN 107(Capacity: 40) | <input type="checkbox"/> DeRicco 275 (Capacity: 65) |
| <input type="checkbox"/> Forum 102 West (Capacity: 275) | <input type="checkbox"/> Dolores Huerta Plaza/Outdoor 100(Capacity: 400) |
| <input type="checkbox"/> Forum 103 North (Capacity:175) | <input type="checkbox"/> Quad/Outdoor 101 The Quad (Capacity: 100) |
| <input type="checkbox"/> Forum 107 South (Capacity: 175) | <input type="checkbox"/> Other _____ |

Will tickets be sold? Yes (If yes, please fill out the Ticket Request Form) No

Signature: _____ **Date:** _____ (Rev. April 2023)