

Facility Application Form

Contact: Annie Guthrie, Special Events Coordinator

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ORGANIZATION:

Name: _____ Name of Event: _____ Non-Profit: ☐ Yes ☐ No

Address: _____ City: _____

_____ State: ☐ Zip Code: _____

Main Contact: _____ Email: _____ Phone Number: _____

Supervisor and/or Day of Contact: _____ Email: _____ Phone Number: _____

DESCRIPTION OF ACTIVITY:

Activity Open to the Public: ☐ Yes ☐ No Admission Fee Charged \$: _____ Estimated Guest Count: _____

LOCATION/ VENUE REQUESTED:

ADDITIONAL EVENT INFORMATION:

DATE OF EVENT	ACCESS TIME	EVENT START TIME	EVENT END TIME	VACATE TIME	LOCATION	ACTIVITY

AV Equipment: ☐ Yes ☐ No

Custodian Services: ☐ Yes ☐ No

Requested AV Equipment/ Support:

Requested Custodian Services:

ITEMS REQUIRED TO BE PROVIDED AND ATTACHED:

- Timeline
- Vendor List with Contact Information
- Schematic
- Insurance

Parking options are available. Hourly parking fees may apply. Emergency phone SBCC Security (805) 730-4200 ****Notify Campus Safety immediately of any accident or emergency****

By: _____ Date: _____ (PLEASE SIGN & DATE)