Facility Use Request Procedure
for College-sponsored events

To minimize conflicts of college facility scheduling, allow timely scheduling of event staff and assure that College-sponsored events have priority over outside events, the following general guidelines must be followed for requesting all events:

1. Two week notice in advance of event is required.
2. Fill out the facility use request form online at: http://college.lattc.edu/events
3. All requirements for the event must be included in the request, including:
   IT, audio visual, parking and electrical.
4. Submit a diagram of the set up along with the facility use form.
5. Provide your own signage. If frames are needed, please include the number needed in the facility use request.
6. All requests from ASO-related organizations, must be submitted by the ASO Advisor.
7. Although custodial services are usually available, please be kind and pick up all excess materials used during your event. All left over materials will be discarded.