Event Scheduling/Distribution Of Literature Procedures

1. NOTIFICATION REGARDING THE SCHEDULING OF EVENTS / DISTRIBUTION OF LITERATURE MUST BE PROVIDED TO THE OFFICE OF STUDENT LIFE A MINIMUM OF 3 WEEKS IN ADVANCE OF THE ACTIVITY.

2. Groups/Organizations may hold events or distribute materials from only the following locations: Friendship Plaza, Campus Center Patio, and West Campus Walk Way. Campus Center Lobby will be used only in the event of rain with a maximum of one table per day. First to show served first.

3. Approved vendors selling products or services and “for profit” educational institutions will be charged $100 per day (8am-3pm) or $150 per day (8am-9pm).

4. Tables may be requested for the event. A minimum of 3 weeks advance notification is required to guarantee table availability.

5. Scheduling will be determined on a ‘first come - first serve’ basis.

6. Materials must be distributed from behind the table (students must approach the vendor).

7. Tables must not disrupt traffic or block entrances or exits. Publicity stunts must be approved in advance.

8. Tables should not be left unattended with materials on them.

9. Individuals disseminating materials must pick up after themselves and the individuals receiving the materials.

10. Materials should be consistent with generally accepted standards of good taste as appropriate to college community. Questions of interpretation shall be referred to the appropriate Vice President (or designee).

11. The name of the sponsoring individual or group must be clearly displayed on the table.

12. All tables, chairs and other materials must be returned to their designated areas.

13. Approved non-college individuals/groups will be limited to no more than one event per week.

14. Credit Card Companies are prohibited from offering gifts to students for filling out credit card applications.

15. Santa Barbara City College is a Smoke Free Campus and smoking is only allowed in the Designated Smoking Areas. Failure to comply will result in loss of campus privileges. Designated Smoking Areas are clearly marked with signs and or red benches.

16. NO ANIMALS

17. WARNING: Parking on campus is by permit dispensers in lower lots. $5 per day. No Exceptions.

(Please complete other side)
Please complete the following and mail or FAX to:
Santa Barbara City College
Office of Student Life CC217
721 Cliff Drive – Santa Barbara, Ca. 93109
(805) 730-4062
FAX (805) 965-7221

Group/Individual Scheduling Event/Distributing Materials:

__________________________________________________________________________________

Address: ________________________________ Phone: ________________________________

Email Address: _____________________________________________________________________

Proposed Date of Event: _________________ Hours: ________________________________

Type of Event/Materials: _____________________________________________________________

Number of Tables Requested: _____

Food? _______ Type: ______________________________________________________________

Director of Food Service’s Signature _________________________________________________

Area Requested:
Friendship Plaza______ Campus Center Patio______ West Campus Walk Way______

Request Submitted by (please print): ________________________________

Signature: __________________________ Date: __________________

Signature signifies willingness to comply with all of the attached guidelines.

SBCC Club Advisor’s Signature: Career Center ______________________ Date:____________

Signature signifies agreement to supervise event

For Office Use Only:

Reviewed: ______________________________ Date Approved: __________________

Director – Office of Student Life (or Designee)

Date Group Notified: __________ Date of Work Order: __________

Office Calendar By: ____________ Pipeline Calendar By: ____________