OFF CAMPUS ORGANIZATION SOUND REQUEST

Date of request
a.m. to p.m.

Group holding event

Event date

Day of week

Time event takes place

Where event is to be held

Expected attendance

Purpose or name of event

Request for:

☐ Stadium PA
  ☐ 1 hard-wired microphone on tabletop stand
  ☐ 1 wireless microphone
  ☐ Mixer for field level microphone use
  ☐ Headsets

☐ Gymnasium PA
  ☐ 1 hard-wired microphone on tabletop stand

☐ Technician on hand during entire event

The group/organization shall be responsible for damage or unnecessary abuse of school building, grounds or equipment growing out of occupancy of said premises. The group/organization agrees to abide by and enforce the Rules and Regulations of the Antelope Valley Community College District governing the use of the buildings, grounds and equipment.

Print name of requester

Signature

Day phone number

Evening phone number

FOR IMC USE ONLY

Estimated cost of IMC staff for event:

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<tr>
<th>Name</th>
<th>Position</th>
<th>Estimated number of hours</th>
<th>Rate per hour</th>
<th>Estimated subtotal</th>
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Date request received in IMC

By

IMC Technician available? ☐ Yes ☐ No

Event scheduled and approved by Facilities?

date called
facilities staff approving

IMC staff initials

Coordinator’s approval? ☐ Yes ☐ No

Notations

Phone (661) 722-6451

FAX (661) 722-6452