



## ASO Organizations Application for Use of College Facilities

Event Date:

<b>Today's Date:</b>	<b>**NOTE: For multiple dates, please attach a separate list to this application.</b>	<b>Time of Event:</b>
<b>Name of Event:</b>		Amount of time to Setup: _____ To Breakdown: _____ <b>hr</b>
<b>Describe the benefit to the college for holding this event:</b>		<b>Day of Week:</b>
<b>ASO Club:</b>		<b># of Participants:</b> _____
<b>Requestor's Name :</b>		<b>Spectators:</b> _____
		<b>Vehicles:</b> _____
<b>Requestor's Email:</b>	<b>Club Advisor's Name:</b>	<b>Club Advisor's Approval:</b>
<b>Requestor's phone number:</b>	<b>ASO Advisor's Name:</b>	<b>ASO Advisor's Approval:</b>

**Facility Requested:**      **Student Community Center**      **Other (Please indicate location below)**

**Event Description:**

**\*\*NOTE\*\* If specific setup requirements are needed, please attach a sketch and/or details.**

**Are you charging admission? Yes:      No:      If yes, how much:**

**Will non-Pierce students be attending this event? Yes:      No:**

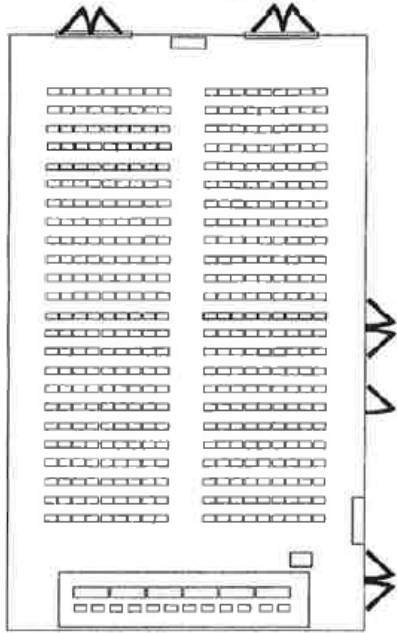
**Is this a fundraiser? Yes:      No:**

(For any on or off-campus fundraiser, an Application for Fundraising Activity located on the college website must also be attached to this request.)

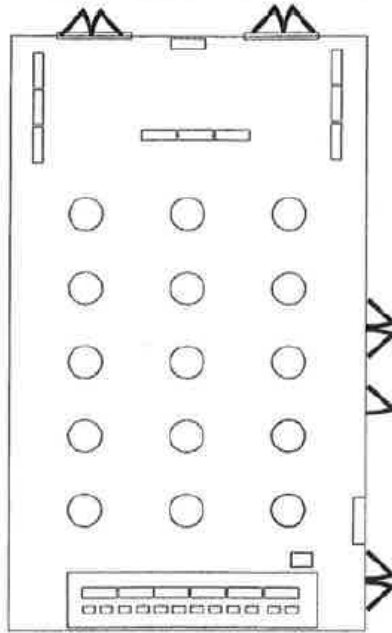
**For Great Hall requests, please complete reverse side for setup requirements.  
Coordinate all audio/visual requirements through the ASO Office.  
The campus does not provide free parking. Parking is available for \$3.00 day per vehicle.**

"All multimedia used on the college campus by outside organizations must be accessible as mandated by Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2009. Multimedia must be captioned and includes all media broadcasted, webcast material, video broadcasts, video tapes, and DVDs."

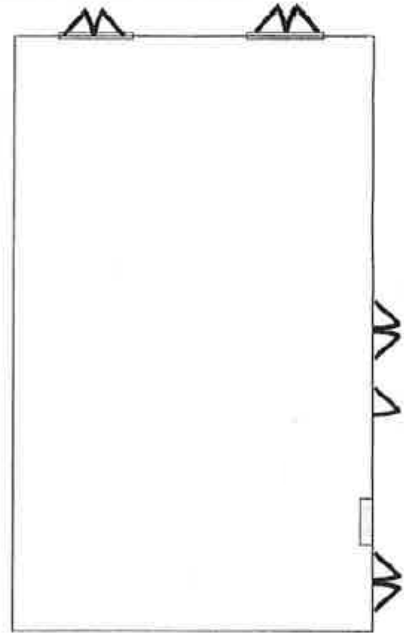
# LAYOUT GUIDE FOR THE GREAT HALL



**Sample Theatre Style or Presentation Format Setup**



**Sample Dining Room with Dais**



**Please outline your setup using the samples provided.**

**Indicate Equipment Needed:**

Sample size of the fixtures  
 Round table    chairs    6X2.5 Table

a. Number of Chairs:

b. Number of Tables:



# LAYOUT GUIDE FOR THE 600 BUILDING

