

Las Positas College

3000 Campus Hill Drive Livermore, CA 94551 (925) 424-1631

Online: <u>LPC Facility Rentals</u>

PRELIMINARY REQUEST FOR USE OF COLLEGE FACILITIES

Does Organization have a F01/s/(2) from			
Does Organization have a 501(c)(3) from Organization required to provide a corp			
Organization Name: Primary Contact:			
Address: Day Phone:		bile Phone:	
	Mobile Phone: Website:		
EVENT DETAILS			
Title of Event:	Type of Event:		
Brief Description of Event:			
Event Date(s):	Set Up Dat	e(s)/Rehearsal Date(s):	
Rental Set-Up Time:	Event Start Time:	Rental Exit Time:	
RENTAL TIME MUST INCLUDE SET-UP,	EVENT, AND BREAKDOWN T	<mark>IME</mark>	
Public or Private Event/Performance?	Public □ Private □	Will you be selling concessions?	YES □ NO □
ATHLETIC EVENTS ONLY			
Number of Teams:	Coaches/Staff:	Audience/Atte	ndees:
THEATRE EVENTS ONLY			
Number of Performers:	Staff:	Attendees:	
ALL OTHER EVENTS ONLY			
Staff:	Attendees:		
FACILITIES (Classrooms, Lectur	e Halls, Conference Ro	ooms, Cafeteria and Parkin	g Lot)
Check one option and list all other loca	ations below: Cafeteria	☐ Classroom	☐ Computer Lab
•	□Conference		□ Parking Lot
			-
Other Location Preferences:			



FACILITIES (Mertes Center for the Arts: Building	g 4000)
Check one option and list all other locations below: ☐Amp	phitheater □Black Box Theater □Main Stage Theater
Other Location Preferences:	
FACILITIES (Athletics: Building 2500)	
Check one option and list all other locations below: ☐ Activ☐ ☐ Men	's Locker Room □Swimming Pool □Synthetic Field
Other Location Preferences:	
EQUIPMENT & STAFFING REQUIREMENTS Athletic Equipment Needs:	
Furniture Needs:	
Audio/Visual Needs:	
Theatre Needs (Lighting, Audio, etc.):	

Thank you for submitting your Preliminary Request For Use of College Facilities.

Our office will review your submission and provide a detailed quote based on your requirements. If additional information is needed, we will contact you. If you have any additional questions in the meantime, please do not hesitate to reach out to our office at (925)424-1631 or lpc-externalfacilityrentals@laspositascollege.edu. We look forward to assisting you.