



Las Positas College

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

Online: [LPC Facility Rentals](#)

PRELIMINARY REQUEST FOR USE OF COLLEGE FACILITIES

Does Organization have a 501(c)(3) from IRS? YES NO

Organization responsible for the contract, as noted on 501(c)(3), if applicable

Organization Name: _____

Primary Contact: _____ Title: _____

Address: _____

Day Phone: _____ Mobile Phone: _____

Email: _____ Website: _____

EVENT DETAILS

Title of Event: _____ Type of Event: _____

Brief Description of Event: _____

Event Date(s): _____ Set Up Date(s)/Rehearsal Date(s): _____

Rental Set-Up Time: _____ Event Start Time: _____ Rental Exit Time: _____

RENTAL TIME MUST INCLUDE SET-UP, EVENT, AND BREAKDOWN TIME

Number of Participants/Performers: _____ Coaches/Staff: _____ Audience/Attendees: _____

Public or Private Event? YES NO Will you be selling concessions? YES NO

FACILITIES

Select the space you are requesting: _____ Building Locations: [LPC CAMPUS MAP](#)

ROOM(S) PREFERENCES: _____ **ROOM(S) PREFERENCES:** _____

EQUIPMENT & STAFFING REQUIREMENTS

Athletic Equipment Needs: _____

Furniture Needs: _____

Audio/Visual Needs: _____

Theatre Needs: _____

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 need, 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.