SAN DIEGO MESA COLLEGE

Student Affairs Office H-501 7250 Mesa College Drive, San Diego ,CA 92111 (619) 388-2699/ Fax (619) 388-2971

CLUB SPONSORED ACTIVITY APPLICATION & PERMIT

NOTE: Ten (10) working days are required to process all applications. Please return completed application to the Student Affairs Office. **Monday through Thursday from 8:00 a.m. to 5:00 p.m. Approved Club permits will be placed in the appropriate club mail box in the Associated Students Office H-600.**

INSTRUCTIONS:

- 1. Your signature indicates acknowledgement and approval of the activity/event and intent to observe <u>all</u> rules, regulations and codes written or posted pertaining to the activity/event.
- 2. All personnel attending the table must remain behind the tables provided.
- 3. A copy of this permit must be kept in the possession of the club or advisor attending the event. It must be furnished upon the request of college officials. Failure to produce the permit may result in the immediate cancellation of the activity/event.

CLUB/CONTACT INFORMATION		
Club Name: Contact Name: Advisor's Name:	E-mail:Advisor's Signature:	Phone #:
	ACTIVITY INFORMATION	
	ram	
How many guests do you anticipa	ate?	
	RESERVATION INFORMATION	
☐ I need to reserve a room/Mesa qu	Please complete one of the sections belad/AS stage	low
Time:Audio/ Visual (AV) equipment ne	Room(s) Requested: Date(s): eded? Y N. If yes, what type? e an appropriate room. AV must be requested by	
☐ I need to reserve a space on the Q DATES	uad for Tabling TIME	# OF TABLES & CHAIRS
	FOR OFFICE USE ONLY (Special Activity Dates / Time Authorized)	
DATES	TIME	DESIGNATED SPACE
Received by:Date:	Approved: Yes / No Date:_	Denied: