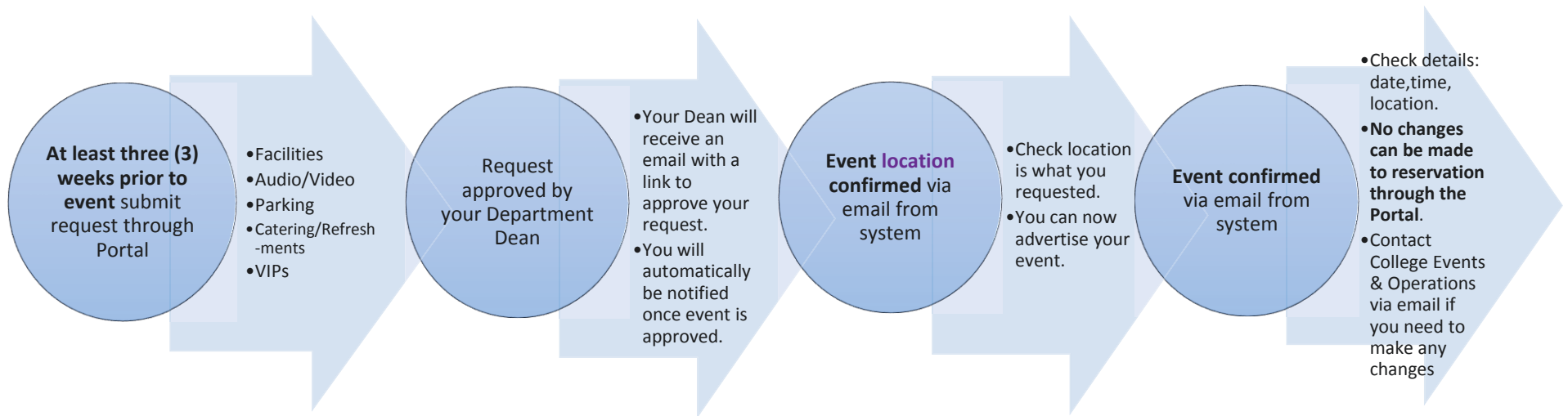


SD MESA COLLEGE EVENT AND RESERVATION PORTAL

GUIDE FOR SUBMITTING YOUR REQUESTS THROUGH EVENTS AND RESERVATIONS PORTAL



Facility Requests Include

- Room/Space
- A-Frames
- Tables (set-up)
- Chairs (set-up)
- Tents (set-up)
- Trash cans
- Recycle bins
- HVAC

Audio/Video Requests Include

- Projector & Computer
- Laptop(s)
- Mic/Speakers
- Videographer
- Show Film
- Podium
- Power Source/ Cables

Parking Request Includes

- Parking Permit (Individual)
- Parking Permit (Group 10+)
- Group Permit
- Reserved Spots(s)
- Reserve Lot

Catering/Refreshments

- Requestor is responsible for coordinating with the caterer/ vendor.
- Include form and any set-up documents as part of set up.

Inviting President or VIPs

- Requestor is responsible for coordinating President/VIPs participation in the event.
- Include request and any set-up documents as part of set up.

SD MESA COLLEGE EVENT AND RESERVATION PORTAL FAQs

Public Use of District Facilities – Overview

The public use of District facilities is governed by *Board Policy 7325 – PUBLIC USE OF DISTRICT PROPERTY*. This Policy complies with Education Code 82537(a) and governs the use of any District or College building. The primary use of District properties is to carry out educational programs. All other purposes are secondary. The policy also governs when charges may occur for facility rentals. Refer to Board Policy for more information and education at: <http://www.sdccd.edu/docs/policies/Facilities%20and%20Equipment%20Services/BP%207325.pdf>

- 1. WHAT IS AN “EVENT”?** – Mesa College defines an “**event**” as any College activity that requires College resources, is held to benefit students, to improve student success, and/or directly supports the “free use” categories as identified in Board Policy 7325. Activities that do not meet the criteria as “free use” per Board Policy are handled through the “Civic Center/Facility Rental Process”. Some examples of events at Mesa College include (but are not limited to): fundraising events, room reservations which require facilities or AV needs, college activities which include college or external members, activities which require the President to speak, and other related activities. Events are basically all activities that are not an official class with a CRN.
- 2. WHY IS SUBMISSION OF A RESERVATION THROUGH THE PORTAL REQUIRED?** – Reservations submitted through the Portal are required so we can manage the resources of the college efficiently, to ensure requests are processed accurately, and to help your event be successful. Please do not advertise your event until the location has been confirmed. Late and/or critical reservations will be handled on a case by case basis. Questions about the Portal process can be emailed to Jacqueline Collins at jcollins001@sdccd.edu
- 3. WHEN IS MY REQUEST DUE?** – Requests are due at least **three (3)** weeks from the intended reservation date to allow sufficient time to review and coordinate. If the request is a larger event or outside of regular hours, please allow for additional time.
- 4. HOW DOES MY DEAN APPROVE MY REQUEST?** – Your Dean will receive an email from the system with a link to approve your request. The system will automatically notify you via email when the request is approved.
- 5. MY REQUEST HAS INFORMATION THAT IS NOT INCLUDED ON THE FORM, OR IS A LITTLE DIFFERENT. WHAT SHOULD I DO?** – If you have information which the Portal does not have a category for, please use the comments boxes to describe what you need, or submit attachments. You can also email Jacqueline Collins for assistance.
- 6. HOW DO I REQUEST THE ROOM TO BE SET UP A CERTAIN WAY, OR IF I NEED THE RESERVATION OVER MULTIPLE OCCURENCES?** – The Portal permits you to request a specific set-up and to reserve multiple occurrences. Please put everything in as much detail as possible in the Portal and include supporting attachments i.e. schedules, calendars, etc.
- 7. WHO DO I CONTACT FOR AUDIO VISUAL SET-UPS?** – AV is a supported service through the Portal. AV requests require a minimum **three (3)** weeks’ notice.
- 8. I NEED TO CANCEL MY EVENT, OR HAVE SOME CHANGES TO THE RESERVATION AND THE EVENT HAS ALREADY BEEN CONFIRMED, WHAT SHOULD I DO?** – Contact College Events & Operations. If possible, please provide a 48hr notice if your event is canceled. If your Dean has requested changes after the reservation was confirmed, please contact Jacqueline Collins via email. If more than **two (2)** changes are needed to your event, please cancel it, and submit a new request.