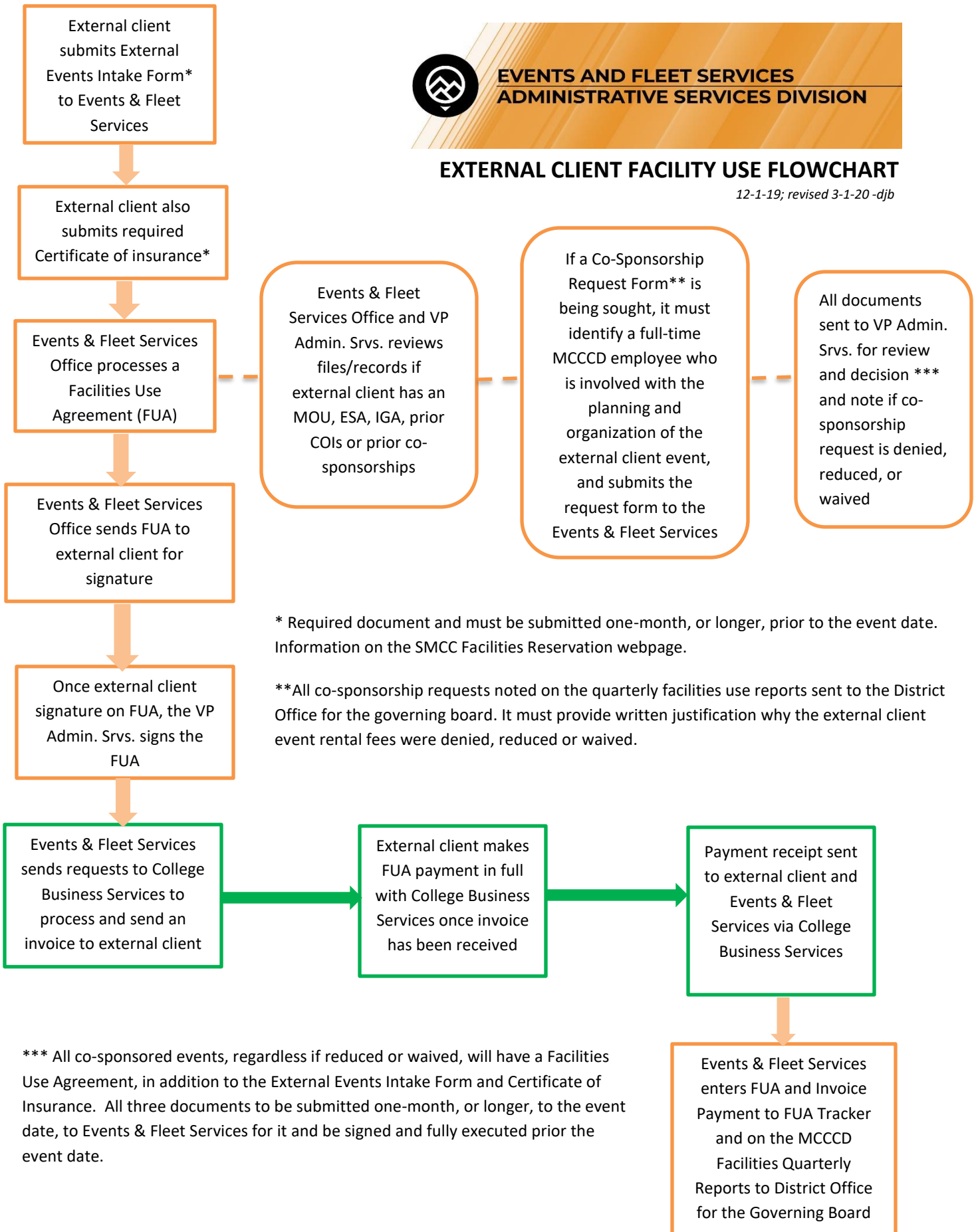




EVENTS AND FLEET SERVICES ADMINISTRATIVE SERVICES DIVISION

EXTERNAL CLIENT FACILITY USE FLOWCHART

12-1-19; revised 3-1-20 -djb



* Required document and must be submitted one-month, or longer, prior to the event date. Information on the SMCC Facilities Reservation webpage.

**All co-sponsorship requests noted on the quarterly facilities use reports sent to the District Office for the governing board. It must provide written justification why the external client event rental fees were denied, reduced or waived.

*** All co-sponsored events, regardless if reduced or waived, will have a Facilities Use Agreement, in addition to the External Events Intake Form and Certificate of Insurance. All three documents to be submitted one-month, or longer, to the event date, to Events & Fleet Services for it and be signed and fully executed prior the event date.