

Butte-Glenn Community College District Facility and Equipment Use Application (FUR) Informational Sheet

Facility and Equipment Use Application (FUR) is used to request rooms, spaces and equipment.

Event organizers should first reserve classrooms and space through the appropriate room managers before submitting a FUR. However, reservation should not prevent or delay a FUR from being submitted. FUR needs to be submitted as much in advance as possible, especially if the event involves food or set ups. The forms can be submitted simultaneously while pending reservation of a room. A list of contacts can be found on MyBC under the Facilities Planning and Management (FPM) page. **FURs should be submitted at least 15 days prior to the first event date** with all the appropriate signatures or FPM may not be able to accommodate and/or process the request.

The onsite person listed on the request must be onsite at the event during the entire time and for space to be unlocked. Not being on site may result in the event not taking place. Doors will only open on dates and times indicated on the FUR. If there are multiple rooms being used and/or the event is occurring during multiple days, the Butte College employee onsite person may check out a key from FPM. It will be the responsibility of the Butte College onsite person to open and lock rooms and return the key back to FPM.

To minimize confusion, changes and cancellations to the FUR will only be accepted when submitted by the person listed a Person Requesting on the request. **Cancellation and revisions must be made at least 48 hours prior to the event.**

For Butte College activities and events, the originator of the FUR will need to contact their department office to place the activity on the District's Calendar of Events.

Student club requests must go through Student Life. FPM can assist student clubs in facility selection, request and processing; however, the FUR must first be submitted to Student Life and must have the club advisor and/or Associated Students Advisor and the Vice President for Student Services' signatures before submitting it to FPM.

Equipment Availability - Availability is established on a first come first serve basis. The quantity provided below will vary based on availability. **Enter in section 5 on the FUR the quantity needed for each item and attach a detailed map indicating where the items will be set up.** One map can be used to indicate where the equipment, vendors, etc. will set up. Floor plans and area maps can be found on MyBC under the FPM page.

- 40 tables (Main Campus); 10 tables (Chico Center)
- 300 chairs (Main Campus); 40 chairs (Chico Center)
- 1 stage - 4 pieces at 6' x 8' for a total of 12'x16'. If the event is only for speakers, a maximum of 2 pieces will be provided, unless otherwise pre-approved by FPM. Ramps and steps will be setup when using the full stage.
- 2 podiums that are not equipped with a built-in media system and is mobile.
- 1 podium in the Campus Center that is equipped with a media system. It cannot be removed from this location.
- 2 table top lecterns
- Trash Cans/Recycle bins
- 2 - 20x20 tents and 1 - 20x40 tent. Event organizers must contract with "In-Tents Events" at garytents@gmail.com or 530-321-4639 to setup and tear down the tents. Indicate in section 5 on

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the FUR the dates and times when “In-Tents Events” will arrive on campus so that FPM can deliver the tents to the event site.

- 1 BBQ pit on the Campus Center Lawn. The District does not have a portable BBQ. All events with a BBQ must be on the CC Lawn.
- Tablecloths and skirts are available but at a cost. Please contact Butte College Dining Services in advance at demaggiost@butte.edu and flesherto@butte.edu for availability and cost.
- Extension cords – FPM does not provide extension cords. Event organizers will need to provide their own cords and use only commercial rated extension cords. Do not over plug. Extension cords must not cross walkways for safety reasons and ADA compliance. If your event requires use of electricity, first place your vendors who require an outlet nearest to an outlet. FPM can assist with identifying available outlets and load capacity.
- Barricades and directional signage - FPM will provide the barricades and place the signage in the approved locations within the parking lots and/or on Butte Campus Drive. Indicate in section 5 on the FUR when the signs need to be set up and when it needs to be taken down and include a map noting where the signs are to be placed. A map template can be found on SharePoint under the FPM page. Signs and map must be delivered to FPM no later than 48 hours prior to the event. FPM does not create or print signage. Butte College Maker Space can be contacted for options and cost. Signs should be printed with the following criteria:
 - Make your signs on a 28" H x 24" W poster size sheet.
 - Keep your information minimal and concise.
 - Use bold and black fonts. Minimum font size 200 pt.

Media Needs - For media equipment (projectors, video cameras, etc.), audio or visual support (microphones, speakers, screens, etc.), or to use the smart classroom system, please send your request to User Support Services by sending an email to usersupportservices@butte.edu. Include in the email the date and time of the event, the name of the event, the event organizer contact information and your media needs. Attach a copy of the email to the FUR or indicate your media request on the FUR and attach a map to the FUR indicating where setup will take place. One map can be used to indicate where the equipment, vendors, etc. will set up.

Music, Speakers, Performers - All amplified bands will be setup in the Amphitheater, Quad Lawn Mini-Amphitheater, Quad Lawn under Solar Panels or the Campus Center Dining. Speakers, DJ's, dancers and musicians may also be placed on the Campus Center Lawn. Attach a map to the FUR indicating where this will take place. One map can be used to indicate where the equipment, vendors, etc. will set up.

Food and Beverages – Butte College Dining Services **shall** be given first consideration to provide catering services for all college-sponsored events, both on and off campus, to include other district owned, leased, or rented property (Butte College Board Policy 6905).

Any time there is going to be food and beverages being sold, served and/or offered, regardless if it is from Butte College Dining Services or from an outside organization, FPM should be notified with a FUR. Event organizers should make sure to request tables for the food to be served from and extra trash bins. Work with FPM on identifying a location for food trucks and vendors. **A map should be**

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attached to the FUR indicating where the equipment or organization will set up. One map can be used to indicate where the equipment, vendors, etc. will set up.

Bake Sale:

- Indicate in section 17 on the FUR who is hosting the bake sale, what the sale is for and who is providing the baked goods. For example, BCIS 50 class is holding a bake sale to raise funds for their graduation. Baker's Dozen in Chico is supplying the food for this event.
- Event organizers should read the "Organizer Packet".
- Bakers should read the "Vendor Packet".
- Bakers and event organizers should read the "Event Resource Guide".
- On the day of the event:
 - Make sure all the baked goods are individually labeled with the ingredients or a sign listing the ingredients is placed in front of the baked goods. This is a requirement from Butte County Public Health for food allergy purposes.
 - Display a sign that shows the bake sale is for a club or class fundraiser and that all proceeds go to them. Butte County Public Health will exempt Butte College student clubs and classes from requiring an event permit if all proceeds go to a Butte College student club or class.

Food/beverages sold, catered, served and/or offered onsite by outside vendors:

- List the outside food vendors in section 17 on the FUR.
- Provide FPM with a copy of the vendor(s) food permit.
- Event organizers should read the "Organizer Packet".
- Food vendor(s) and event organizers should read the "Event Resource Guide".
- Food vendor(s) should read the "Vendor Packet".
- Display a sign at the food vendor booths that indicate all proceeds are for a club or class fundraiser. Butte County Public Health will exempt food vendors from requiring an event permit if all proceeds go to a Butte College student club or class.

Parking on Campus

Reserving Parking Spaces:

- Only request the number of spaces needed.
- Parking Lot 1C or 3C are the most easily accessible parking lots to the center of campus. Other parking lots can be requested.
- Fuel efficient or electric parking spots will not be reserved for events. Some carpool spaces may be reserved, but not all. Vice president approval is needed to block off staff parking spaces. Leadership approval is needed to block off 15 or more staff parking spaces. FPM will coordinate obtaining Leadership approval. Please allow 1 to 3 weeks for a response.
- Departments requesting parking spaces to use must have a designated staff member to attend to the reserved parking spaces. If the department does not have staff available, FPM can assist at a cost. FPM will provide an orange vest to parking attendant(s).
- **One hour after the event starts, attendant(s) will release any unused parking spaces by moving the barricades back so others can utilize the space.**
- To request for reserve parking approval, provide the items below in section 16 on the FUR. Attach a map if necessary.
 - Requested Location
 - Number of parking spaces

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- Date
- Start/end time
- Name(s) of the parking lot attendant(s)

Temporary Driving/Parking on Sidewalks:

- Driving or parking on sidewalks is not allowed. If there is a special circumstance requiring a vehicle to be driven on the sidewalk, permission via a permit must be granted beforehand by the Chief of College Police, the Director of Facilities Planning and Management or Supervisor of Technical Services. A minimum of one week's notice is needed as only three individuals can sign the permit. If they are not available, the permit will not be issued. The idea of this permit is for short-term parking only (less than 1 hour). They can park to un/load their supplies and equipment.
- To request approval, provide the items below in section 16 on the FUR.
 - Who needs the permit
 - What is their contact information (cell and/or email)
 - When are they asking to drive/park on the sidewalk (date/time)
 - Where are they asking to drive/park on the sidewalk
 - Reason(s) why they need to drive/park on the sidewalk

Buses and Vans:

- The approved locations for buses/vans to un/load and park are at FPM and in Parking Lot 1E. Special permission can be granted beforehand for buses/vans to un/load in the Administration Drive bus loop area; however, the times must not conflict with Butte College buses loading and/or unloading. The buses/vans must park in FPM or Lot 1E after unloading.
- Notify FPM by providing the items below in section 16 on the FUR.
 - Whose buses/vans will be arriving (Example: Name of school district)
 - The arrival and departure day and time for each bus/van
 - The location where the buses/vans will un/load and park.

Signature Requirements

- The Dean's signature should come from the Dean responsible for the department or group organizing the activity, not the Dean overseeing the building where the activity will take place.
- A Vice President's signature is only required if the activity occurs outside of regular building hours or involves abnormal or high-risk activities. When required, the signature must come from the Vice President overseeing the department or group hosting the activity—not the vice president overseeing the programs in the building where the activity will take place.

Contacts

- Xee Xai Xiong, xiongxe@butte.edu, 530-895-2859 (direct); 530-895-2381 (office)
- Christie Lee, leech@butte.edu, 530-895-2574 (direct); 530-895-2381 (office)

Send completed application to xiongxe@butte.edu or leech@butte.edu.

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Contact Information

Person Requesting

Name of Organization/Department:

First/Last Name:

E-mail:

Cell Number:

***Person Onsite at Event** (if other than requestor)

*The person must be onsite and present when the activity is taking place. For Butte College activities, the onsite person must be a Butte College employee.

First/Last Name:

E-mail:

Cell Number:

Event Details

1. Name of Activity: _____
2. Detailed Activity Description (attach a sheet if needed): _____

- | | | | |
|------------------------|------------------------|----------------------|---------------------|
| 3. Reservation Date(s) | Required Entry Time(s) | Actual Start Time(s) | Actual Exit Time(s) |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

4. Locations: ☐ Arts Theatre ☐ Center for Excellence ☐ Campus Center Dining ☐ Campus Center Lounge
☐ Campus Center Lawn ☐ CC Lawn under solar panel ☐ Quad Lawn Mini-amphitheater
☐ Quad Lawn under solar panel ☐ Other _____

5. Equipment/Media Needs (Enter quantity below): **Attach map(s) indicating where the equipment it to be set up. See FUR Informational Sheet for equipment availability and additional information.**

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|---|--|
| ☐ Folding tables (8 foot) _____ | ☐ Table top lecterns _____ |
| ☐ Folding chairs _____ | ☐ Trash cans _____ |
| ☐ Stages _____ | ☐ Recycle bins _____ |
| ☐ Ramps _____ | ☐ Access to electrical outlets |
| ☐ Podiums _____ | ☐ BBQ Pit on Campus Center Lawn |
| ☐ Tents: ☐ 20 x 40 ☐ 20 x 20 _____ Qty _____ Date/time In-Tents Events will setup/tear down: _____ | |

Other Details

6. Is this event for a fundraiser? ☐ Yes ☐ No If no, proceed to question 7.
- a. If yes, have your activity been approved by Foundation? ☐ Yes ☐ No
- i. If yes, please attached a copy of the approved External Fundraising Event Request then proceed to question 7.
- ii. If *no*, please do not proceed any further. Contact your club advisor, dean/director and/or VP for initial approval, forms, and explanation of process. An approved Foundation External Fundraising Event Request form must be submitted with this FUR for it to be considered complete. All requests are processed based on first completed request, first processed.

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7. Is it open to the public? ☐ Yes ☐ No What is the expected attendance number? _____
8. Is there an admission charge, donation, collection, dues or tuition fee required? ☐ Yes ☐ No
9. Do you need rooms open by College Police? ☐ Yes ☐ No
10. Any food and/or beverages at the activity? ☐ Yes ☐ No
- a. If no, proceed to question 11.
 - b. If yes, is it being provided by Dining Services? ☐ Yes ☐ No If yes, proceed to question 11
 - i. If no, has it been declined by Dining Services? ☐ Yes ☐ No
 - 1. If yes, attach a copy of the email from Dining Services with this information.
 - 2. And if yes, is food being provided by outside vendor ☐ Yes ☐ No Proceed to question 11.
 - 3. If no, have you contact Dining Services? ☐ Yes ☐ No
 - a. If no, do not proceed any further. Per BP6905, all events that require catering services are required to use Dining Services. Contact Dining Services, or your club advisor, dean/director and/or VP for initial explanation of process.
11. Do you have any media needs such as PA systems? ☐ Yes ☐ No If yes, please make sure you submit a ticket to User Support Services for your media needs as well. Attach a copy of your email to User Support Services and a map where the media it to be setup.
12. Do you plan to set up directional/promotional signs interior to campus? ☐ Yes ☐ No If yes, attach a map marking where you plan to set it up.
13. Do you need directional signage along Campus Drive or Parking Lots? ☐ Yes ☐ No If yes, attach a map where you would like FPM to set it up. Include the date and time to set it up and tear it down. Deliver the signage to FPM two business days before the event.
14. Will you have outside buses/vans arriving and/or parking on campus? ☐ Yes ☐ No
15. Any vehicles that will need to un/load on sidewalk where a permit will need to be issued? ☐ Yes ☐ No
16. Do you need a pre-event meeting with FPM? ☐ Yes ☐ No
17. Rain options (attach a sheet if needed):
18. Special requests (attach a sheet if needed):

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19. List participants, if any (attach a sheet if needed):

Name of organization/vendor/club/department		Description of activity to be conducted (be specific)	Indicate if any of the things below are being served, sold or offered (check all that apply)
1			☐ Food ☐ Materials ☐ Items ☐ Other _____
2			☐ Food ☐ Materials ☐ Items ☐ Other _____
3			☐ Food ☐ Materials ☐ Items ☐ Other _____
4			☐ Food ☐ Materials ☐ Items ☐ Other _____
			☐ Food ☐ Materials ☐ Items ☐ Other _____
			☐ Food ☐ Materials ☐ Items ☐ Other _____
			☐ Food ☐ Materials ☐ Items ☐ Other _____

Club Advisor/Supervisor Signature _____

Your Department Dean Signature _____

Your Vice President Signature (if applicable) _____

VP signature is only required if the activity takes place outside of regular building operating hours or is an abnormal or high-risk activity.

Recorded by Facilities Planning and Management Staff _____ on _____

Notes by Facilities Planning and Management staff: