

RESERVATION FORM
(Administrative Regulation 8000: Speech and Advocacy)

Pursuant to AR 8000, Section II. C. 1, no reservations are needed to use the Student Services Center areas at Saddleback College and/or Irvine Valley College as long as there is no conflict with a prior reservation as provided within Section II. E. 1-3. Please consult AR 8000 for specific procedures and definitions. Pursuant to AR 8000, Section II. E. 1-3, a speaker/person/group may reserve any Student Services Center area by submitting the reservation form below to the Master Calendar Office at Saddleback College or Irvine Valley College.

Pursuant to AR 8000, Section IV. all interior portions of District facilities (non Student Services Center areas) at Saddleback College and/or Irvine Valley College must be reserved by submitting the form below.

Name of Sponsoring Person or Group
(Please Print)

Date Submitted

Contact Information: Email Address
(Master Calendar will confirm your request by an email; the email will serve as your confirmation)

Telephone

Date of Event
(No more than 60 days in advance of use but no less than 72 hours prior to the event)

Time of Event
(Start time and End time)

Proposed Type of Event
(Meeting, speech, presentation; designation of content not required)

Area (1st Choice)
(See AR-8000, Section II and IV)

Area (2nd Choice)
(See AR-8000, Section II and IV)

For Office Use Only

Date Received: Master Calendar

Date Received: Office of President

Date Reviewed: Office of President

Date Denied: Office of President (State Section)

Revised: 6-5-07