



EVC POLICY FOR FACILITY USE (INTERNAL)

All facility use outside of regular instruction, must go through your Dean/Manager and Department Admin/Coordinator. All Dean/Manager and Department Admin/Coordinators have an internal Facilitron account to submit reservation requests. All facility use requires a Facilitron reservation request and approval of any costs by Division Dean and VP of Admin Services.

Required Items:

- Facilitron reservation request
- Paid reservation fees, **if after 5pm or on the weekend**
- Set-up Proposal Submitted
- CTSS work order submitted
- Event Summary
- Review of Rental Polices
- Campus Police Request Approval (If needed)
- Required documents for VENDORS signed and submitted

Once ALL items are received, Facilities will review and will notify via Facilitron if request was Denied or Approved. **If APPROVED**, the event can be promoted.

Important things to note:

- Reservation request must be submitted at least 14 business days in advance via Facilitron.
- Payment of invoice/fees and required items must be received 10 business days prior to event. If not, event will be canceled.
- Events without listed required items will not be approved.
- **For events/activities after 5pm Monday thru Friday or on weekends, Programs/Departments are responsible for facility and staffing fees (Internal Events)**
- EVC Facilities cannot guarantee any event set-up or logistic adjustments 72 hours prior to event.

*****Vendors on Campus:**

ALL GOODS/SERVICE VENDORS may be required to submit the following to Facilities/Business Services:

- W-9 Form
- Waiver of Liability Agreement
- Independent Contractor Agreement (ICA)
- Business Enterprise Certification (BEC) form
- Certificate of Insurance (COI)



More details can be found at:

<https://sjeccd.edu/district-services/general-services/purchasing-toolbox>

VENDORS PROVIDING INFORMATION may be required to submit the following to Student Affairs Office:

- [EVC Vendor Contract](#)
- [Free Speech: Time, Place, and Manner Registration Form](#)
- [SJECCD Volunteer Waiver and Agreement](#)

More details can be found at:

<https://www.evc.edu/student-life>

***** PROCESS IS SUBJECT TO CHANGE ON A QUARTERLY BASIS**