



INTER CLUB COUNCIL

Foothill College • 12345 El Monte Road • Los Altos Hills • CA 94022-4599 • Telephone: (650) 949-7060

Quarterly Club Meeting Room Request

This form must be filled out completely with all required signatures. Please request a classroom, as the Campus Center meeting rooms are not intended for weekly club use but for an emergency/one time per quarter or event room, unless your advisor is a Campus Center employee. Submit requests at the beginning of each quarter. Bookings are confirmed after week two (2) of the quarter after classrooms and classes are finalized. Requests for room reservations made later in the quarter typically take a few days. Please note there is no food allowed in the classrooms and advisors need to unlock and lock the door and clubs need to leave the room how they found it and tidy up after meetings. Clubs do not have to pay for facilities rentals. The Club Center, Campus Center Room 2010 is first com, first served.

A) Club Info. : _____ **Quarter/Year:** _____
Club Name

ICC Representative (please print)

Phone #

Email

B) Club Faculty/Staff Advisor Info. :

Agrees to be present on-campus for duration of meetings and in the the room the whole time, if in the 6000's and most rooms. For events, advisors are required to be present the entire time.

Print

Signature

Date

C) Meeting Room Info. :

Approx. # of Attendees

Day of the Week

Start Time

End Time

Schedule :
(Circle One)

Weekly

Bi-weekly

Monthly

Bi-monthly

Other:
(Specify)

Preferred Room: _____ **Alternate 1:** _____ **Alternate 2:** _____

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EMERGENCY ROOM REQUEST? *(allowed only once per quarter)*

If checked, please indicate why:

FOR ADMINISTRATIVE USE ONLY:

Student Activities Staff

Signature

Date

Room # Approved: _____