

**Checklist for Use of Public Spaces in
Santa Clara University's
Arts and Sciences Building (Building 804)**

I. Event Name: _____

II. SCU Event Sponsor (required for all non-SCU organizations)

Name: _____

E-mail: _____

Phone: _____

III. Event Date(s): _____

IV: Event Start Time: _____ **Event End Time:** _____

- Sign and return (a) "Contract," (b) "Use of Premises Agreement," and (b) \$100 check (made out to Santa Clara University) to Reservations, Office of the Dean, Ramos Center, Santa Clara University, 500 El Camino Real, Santa Clara, California 95053-0365.
- Complete "Facilities Event Support, Equipment Request Form" and fax it to the Office of the Dean at 408.554.5038.
- Contact Mr. Fern Silva (FSilva@scu.ed) about teleconferencing and other audio/visual requirements.
- Visit Web sites of the two official SCU caterers for menu options:
 - The Adobe Lodge at www.scu.edu/adobelodge/
 - Bon Appétit at www.scu.edu/hr/gettingthingsdone/diningservices.cfm
- If your event will be held after 5 p.m. on a weekday or on a weekend, notify Campus Safety (408.554.4441) about the time, date and number of participants you expect.
- If your event will be held on the Arts and Sciences Building patio and you plan to use amplified music, secure a permit from the City of Santa Clara.

If you have questions, please contact the Office of the Dean at 408.554.4455. Thank you.