

# Rock Creek Student Activities Request Form

Event Date: \_\_\_\_\_ Today's Date \_\_\_\_\_

Event Title: \_\_\_\_\_ Event Start Time \_\_\_\_\_ End \_\_\_\_\_

Setup/Cleanup Time Start: \_\_\_\_\_ End: \_\_\_\_\_

Number Expected: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

Campus Space Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

MyPCC Email: \_\_\_\_\_

Are you requesting the Free Speech Area? Yes \_\_\_\_\_ No \_\_\_\_\_

A/V Needs (e.g., Microphone, podium, projector etc.) \_\_\_\_\_

\_\_\_\_\_

Additional tables, chairs, furniture or other fixtures requested \_\_\_\_\_

Will you be serving food? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, have you contacted PCC Food Services? (503-977-4316 or jsanchez@pcc.edu)

Is this a Chartered PCC Student Club? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide PCC Program Staff Advisor name \_\_\_\_\_

Advisor Email \_\_\_\_\_ Advisor Phone \_\_\_\_\_

Advisor Approval Signature: \_\_\_\_\_

**All requests must be submitted no sooner than 10 business days before the event.**  
You will receive a response to your request within one business day regarding space availability.  
We may also contact you for additional information.