



Event Scheduling and Distribution of Literature Regulations

1. Notification regarding the scheduling of events and/or distribution of literature must be provided to the Office of Student Life a minimum of three (3) days in advance of the activity. Space availability is determined on a first come - first serve basis with SBCC organizations having priority placement.

Groups/Organizations may hold events or distribute materials only from the following locations: Main Campus Locations: Friendship Plaza, Campus Center Patio (across from the Cafeteria), and West Campus Walk Way (across from the Library). In the event of rain, dates will be rescheduled. Approved vendors selling products or services and "for profit" organizations will be charged \$100 per day (8am-4:30pm).

2. Tables may be requested for the event. At least one (1) week advance notification is required to guarantee table availability for placement on the West Campus.
3. Tables must not disrupt traffic or block entrances or exits. Any displays or materials must be on or behind the table due to space limitations.
4. Tables may not be left unattended. At the conclusion of the event, all tables, chairs and other materials must be returned to their designated areas.
5. Individuals disseminating materials must pick up after themselves and the individuals receiving the materials.
6. Materials that are obscene, libelous or slanderous according to current legal standards, or which so incite students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, are prohibited.
7. The name of the sponsoring individual or group must be clearly displayed on the table.
8. Publicity stunts must be approved in advance.
9. Approved non-college individuals/groups will be limited to no more than one (1) event per week.
10. Credit card companies are prohibited from offering gifts to students for filling out credit card applications. Credit counseling information must be available at the table.
11. Santa Barbara City College Main is a smoke-free, tobacco-free campus. We are committed to providing a healthy learning environment and are asking for your support. Please refrain from using any tobacco products while you are campus. Tobacco products include: cigar, cigarette, pipe, electronic cigarette or any other smoking equipment, smokeless and chewing tobacco is also prohibited.
12. No animals.
13. All food sales, except bake sales, require a permit from the Santa Barbara County Health Department. Go to: www.sbcphd.org/ehs and select "Temporary Food Facility". The "Temp. Food Booth Appl." The county permit application requires two (2) weeks for processing.
14. Parking on the SBCC Main campus is by permit only. Permit dispensers are on the lower lots of West Campus. The cost is \$5 per day. Vendor Permits will not be given out by the Office of Student Life. Parking permits are not required for the Wake and Schott Centers.
15. Noncompliance with the aforementioned regulations will result in revocation of privileges.

RULES SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE
(PLEASE COMPLETE OTHER SIDE)



Please complete the following and mail or FAX to:

Santa Barbara City College
Office of Student Life CC217
721 Cliff Drive – Santa Barbara, Ca. 93109
(805) 730-4062
FAX (805) 965-7221

Group/Individual Scheduling Event/Distributing Materials:

Address: _____ Phone _____

Email Address: _____

Proposed Date of Event: _____ Hours: _____

Type of Event/Materials: _____

Number of Tables Requested: _____ Number of Chairs _____

Will you have food? _____

If Yes, what type _____ (other than a bake sale – Health Permit required: www.sbcphd.org/ehs)

Director of Food Service Approval _____ Signature

Area Requested:

Campus Center Patio (across from Cafeteria) _____

Friendship Plaza (grassy area across from Campus Center) _____

West Campus Walk Way (across from Library) _____

Request Submitted by (please print): _____

Signature: _____ Date: _____

Signature signifies willingness to comply with all of the attached procedures.

If this is a club event - SBCC Club Advisor's or Designee

Signature: _____ Date: _____
Signature signifies agreement to supervise event

For Office Use Only:

Reviewed: _____ Date Approved: _____
Student Program Advisor – Office of Student Life (or Designee)

Date Group Notified: _____ Date of Work Order: _____ Work Order # _____

Office Calendar By: _____ Pipeline Calendar By: _____