

PASCO-HERNANDO STATE COLLEGE ACTIVITY FORM - WEST CAMPUS

This form **must be approved no less than 10 working days** in advance of an activity.

- If a room is required, it **must** be reserved **prior** to submitting this form. Call **(727) 816-3214** to reserve a room.
- This activity **must** be approved **before** advertising the event.
- Set-up/AV/Sound and Maintenance Request (BBG-5-W) form **must** accompany this form if any of these services are required.

PART I: ACTIVITY APPROVAL - (SEE INSTRUCTIONS ON BACK)

SET-UP/AV/SOUND AND MAINTENANCE SUPPORT SERVICES FORMS CHECKLIST

NO support services are needed for this activity.

Set-up/AV/sound and/or maintenance services is/are needed. Form BBG-5-W (Activity Set-Up/AV/Sound and Maintenance Request) is attached.

Money is to be raised and Form SSA-2 (Fund Raising Form) is attached.

The activity is not sponsored by PHSC. Form BGE-32 (Agreement for Temporary Use of College Facilities) is attached.

To request the services of Student Ambassadors, please contact the Office of Student Activities and Engagement (727-816-3356)

Title of Activity: _____

Brief Description of Activity (for posting on PHSC Website): _____

Would you like the activity posted on the Campus TV Monitors? Yes No

Building/Room or Location Request: _____ Estimated Attendance: _____
(am / pm) (am / pm)

Date(s) of Activity _____ Actual Time of Activity: Scheduled to Begin _____ Scheduled to End _____
(If activity is planned for multiple occurrences – Please attach a separate sheet listing days & times)

Organization, Club, or Dept/Div: _____

Responsible Staff or Sponsor (PHSC)
(Must attend if student activity) Name (Please print) Signature Date

Person Responsible (if not PHSC employee) _____

Contact Phone # _____ and/or ext# _____ Emergency Contact Phone #: _____

Supervisor's Signature (or designee) _____ Date _____ Signature: Associate Dean of Student Activities and Engagement* (or designee) (*required for all student activity events) _____ Date _____

(NOTE: If changes are required or if this activity is to be canceled, please contact the Office of Instructional Services at 727-816-3214.)
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PART II: ROOM CONFIRMATION – Required (SEE INSTRUCTIONS ON BACK)

Signature of Athletic Director (or designee) _____ Date _____
If requested room is the Physical Fitness Center (Gym)

Signature of the Appropriate Academic Dean (or designee) _____ Date _____
If requested room is a laboratory or the M-Building auditorium

PART III: APPROVAL – Required for all Activities

Approved Not Approved _____
Signature: VP of Academic Affairs and Faculty Development/ College Provost (or designee) _____ Date _____

Distribution: Original to: Originator: _____ Department _____

E-Mail	•Associate Dean, Student Enrollment & Retention	•Calendar Coordinator (Information Center)	•Safety/Risk Management Specialist
Copy To:	•Associate Dean, Student Activities & Engagement	•Campus Facilities Coordinator	•Production Engineer
	•Student Activities Coordinator	•Custodial Services	•Admissions & Student Records
	•Library (AV Equipment)	•Student Development	•Athletic Director/Associate Athletic Director (Gym Only)
	•Appropriate Room Confirmation Person	•Webmaster	

INSTRUCTIONS

PART I: ACTIVITY APPROVAL

1. If a room is required, it must be reserved prior to the submission of this form for approval.
2. Set-Up/AV/Sound and Maintenance Support Services Forms Checklist is/are provided to remind individuals of any additional forms that may be required to **complete** and **attach to this form**.
3. Supply the requested information about the activity.
4. The paper flow process is originator to appropriate room confirmation person, if necessary, then forward to the Vice President of Instruction/Provost, West Campus.

PART II: ROOM CONFIRMATION

1. Reserve your room with the Office of Instructional Services (727-816-3214) or if the Fitness Center (Gym) is required, contact the Athletics Department (727-847-2727) before submitting this form.
2. Appropriate signatures serve as confirmation that the room has been reserved.
3. The individuals to contact regarding rooms and the paper flow for this process are as follows:
 - A. Activity Forms containing requests for the use of the Auditorium (Performing Arts Center) must be sent to the Office of Instructional Services.
 - B. Activity Forms containing requests for the use of the Fitness Center must be sent to the Athletic Director and then to the Office of Instructional Services.
 - C. Laboratory/classroom request approval signature process:
 - Requests for a nursing, dental, paramedics' laboratories and/or M-101 (M-Building Auditorium), submit form to the Dean of Health Occupations.
 - Requests for computer laboratories or the CAD drafting laboratory, submit form to the Dean of Workforce Development.
 - Requests for Academic Success Center or science laboratories, submit form to the Dean of Arts and Sciences.After laboratory/classrooms are approved, this form is forwarded to the Vice President of Instruction/Provost, West Campus.
 - D. All other requests should be sent directly to the Vice President of Instruction/Provost, West Campus.

NOTE: If this request is for a student-attended activity, the advisor/sponsor **MUST** attend.

SPECIAL NOTE: *If the kitchen in C-205 or R-151A is utilized for an activity, it is the responsibility of the organization, club, Division, or Department to clean the kitchen when the activity is completed.*