



WEST CONTRA COSTA ADULT EDUCATION

@Alvarado Campus

5625 Sutter Ave.

Richmond, California 94804

TEL: 559-2660 X212 FAX: 524-2850

mhammerberg@wccusd.k12.ca.us

for office use only

RECD:	
RECD. BY	
CONFIRM	

FACILITY USE REQUEST

Requestor: _____ Your Site: _____
 Name of Meeting: _____ Phone: _____
 Dates Room Is Needed: _____ Fax: _____
 Presenter(s): _____ E-Mail: _____
 Number Expected: _____ Who attends? _____
 Meeting Times: START: _____ END: _____
 Set up Time: START: _____ EXIT TIME: _____
 Custodian Needed? YES NO

Note: If custodian is needed outside of regular school hours you will be responsible for the overtime pay

Regular Hours for custodian: M-Th 2:30-10:00 pm & Friday 8:00-4:00 pm

PARKING: You are allowed to use the inside parking of campus and curbs bordering the campus only, PLEASE DO NOT PARK ON THE RESIDENTIAL SIDES OF THE STREET

BILLING INFORMATION (organizations other than WCCUSD)

Department: _____
 Site: _____ Phone: _____
 Approved/Authorized Signature: _____ Fax: _____

Room Requested:

<input type="checkbox"/> Multi-purpose Room Capacity =120 Chairs w/o tables	<input type="checkbox"/> Room 5 (Computer Lab) - Cap 15
<input type="checkbox"/> Early Entry Requested Time: _____	<input type="checkbox"/> Room 8 - Cap 40
<input type="checkbox"/> Room 1 - Cap 40	<input type="checkbox"/> Room 9 - Cap 40
<input type="checkbox"/> Room 2 - Cap 40	<input type="checkbox"/> Room 10 - Cap 40
<input type="checkbox"/> Room 3 - Cap 40	<input type="checkbox"/> Room 12 - Cap 40
<input type="checkbox"/> Room 4 - Cap 40	

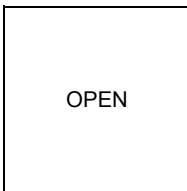
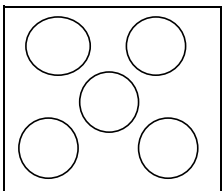
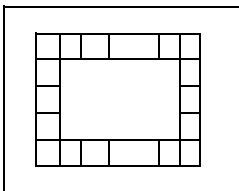
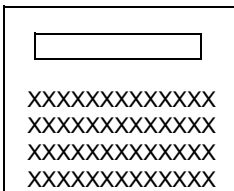
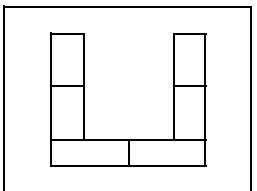
EQUIPMENT AVAILABLE IN ROOMS (Wireless sound system available by your arrangements with Electronics Dept.)

VCR/TV Projection Screen Easel (Paper not supplied) Overhead Projector

Note: Please come with all copying completed.

REMARKS: _____

BELOW FOR MULTI-PURPOSE ROOM ONLY - ROOMS 1-9 ONLY AVAILABLE IN CLASSROOM STYLE

				
<input type="checkbox"/> OPEN	<input type="checkbox"/> GROUPS	<input type="checkbox"/> RECTANGLE	<input type="checkbox"/> BOARD	<input type="checkbox"/> U SHAPE

FAX TO:		From:	No. Pages	
To:	Mike Hammerberg			
Organization:	WCCAE			
Site:	Alvarado	Phone:		
Fax No.:	(510) 524-2850	Fax:		

Double-Check for Accuracy