

# COC Club Event Forms

All forms **MUST** be submitted by the Club Advisor.

## **Food Permit** (required if food/drinks will be provided during an event)

- Please allow at least **one week's** advance notice
- Go to: **Campus Life & Student Engagement**
- Click on **Clubs** at the top of the page
- Click on the **Club Forms** button
- Under **Other Forms**, click on **Food Permit**

## **Room Reservation** (for club meetings)

- Please allow at least **two weeks'** advance notice
- Go to: **College of the Canyons Facility Use**
- Under **Rentals and Reservations** select the **Conference/training Room Request** (Reservations for classrooms, the TLC Club Room, and the Intercultural Center are completed separately)
- For more information on the **Intercultural Center** Reservation Process, please visit: **[www.canyons.edu/student-services/interculturalcenter](http://www.canyons.edu/student-services/interculturalcenter)**

## **Facility Request** (reserving outdoor space on campus for club events)

- Please allow at least **two weeks'** advanced notice
- Go to: **College of the Canyons Facility Use**
- Under **Rentals and Reservations** select the **Click Here to enter a Facility Use Request**
- Select the **Click Here** under **College of the Canyons Faculty and Staff**
  - Please make sure to include the word **CLUB** under the **Event Name Title with a Brief Description** section.
  - For any changes or cancellations, please contact the **Civic Center**

For more information please email: **[Campus.life@canyons.edu](mailto:Campus.life@canyons.edu)**