



FACILITIES OPERATIONS
 Santa Rosa Junior College
 1501 Mendocino Avenue, Santa Rosa, CA 95401
 (707) 527-4231, Fax: (707) 524-1668
 E-mail: districtfacilitiesuse@santarosa.edu

This signed and approved form must be attached to the Use of Facility Application when submitted to Facilities Operations.

FUNDRAISING ACTIVITY FORM

Name of Group/Organization: _____

Event Name: _____ Date _____

Sponsoring Campus Organization/Department: _____

Purpose/Beneficiary of Event: _____

Nature of Event (Sports, Concert, etc.): _____

Designated Coordinator/Address/Phone: _____

Facility to be Requested Through Facilities Operations: _____

It is the responsibility of the Designated Coordinator to (1) read, apply and conform to all conditions outlined in the SRJC Use of Facilities Form and (2) inform other campus departments and officers where philanthropic interests overlap and activities may be in competition.

(Attach additional pages if necessary.)

Estimated Income:

Source	Amount
_____	_____
_____	_____
_____	_____
Total Estimated Income:	_____

Estimated Costs (Facilities Use Fee, Supplies, Personnel, Publicity, etc.):

Item	Cost
_____	_____
_____	_____
_____	_____
Total Estimated Costs:	_____
Estimated Net Profits:	_____

I certify that the net proceeds from this event will be used for the purpose/beneficiary as designated above. All checks should be made payable to Santa Rosa Junior College.

By: _____	_____
Designated Coordinator	Date
Approved: _____	_____
Department Chairperson	Date
Approved: _____	_____
Cluster Dean	Date
Approved: _____	_____
Superintendent/President or VP, Business Services	Date