I. Early Reservation for Facility Use:
Reserve as early as possible. To obtain a preferred event date, reserve 7-18 months in advance of the requested date.

II. Instructions for Reserving Facilities
All parties interested in reserving a facility at Cuyamaca College must complete the following steps:
(Facility Request Application not necessary for classrooms or small meeting rooms - contact Business Services for reservation, 660-4347)


2. At least 45 days prior to your event, complete, save, and attach in an e-mail the Facility Request Application for pre-approval to:
   - The Dean, for Instructional Programs.
   - The Vice President, for Student Services Programs
   - The Vice President of Administrative Services for all others.

3. The Dean/VP will forward the pre-approved/denied application to c-events@gcccd.edu.

5. Business Services will review the completed Facility Request Application to determine if the request can be accommodated and, if so, will assign a Tracking Number. Business Services will then forward the request to the Dean of Learning Technology Resources (DLTR) and the Director of Campus Facilities, Maintenance, and Operations (DCFMO) who will review your request and may contact you for more information.

6. Upon review and approval by the DLTR & DCFMO, the application will send back via email to c-events@gcccd.edu and Business Services will notify the requestor of the outcome and provide cost estimates, if applicable, for the event.

   a. If your request cannot be accommodated, you will be notified by Business Services via email.
   b. If applicable, fees may be applied and an invoice generated. Payment is due no later than 21 days prior to the event.
   c. All food services valued over $200 must be contracted with Cuyamaca Dining Services. Please contact Manuel.Lorenzo@sodexo.com.

Revised 9/16/16