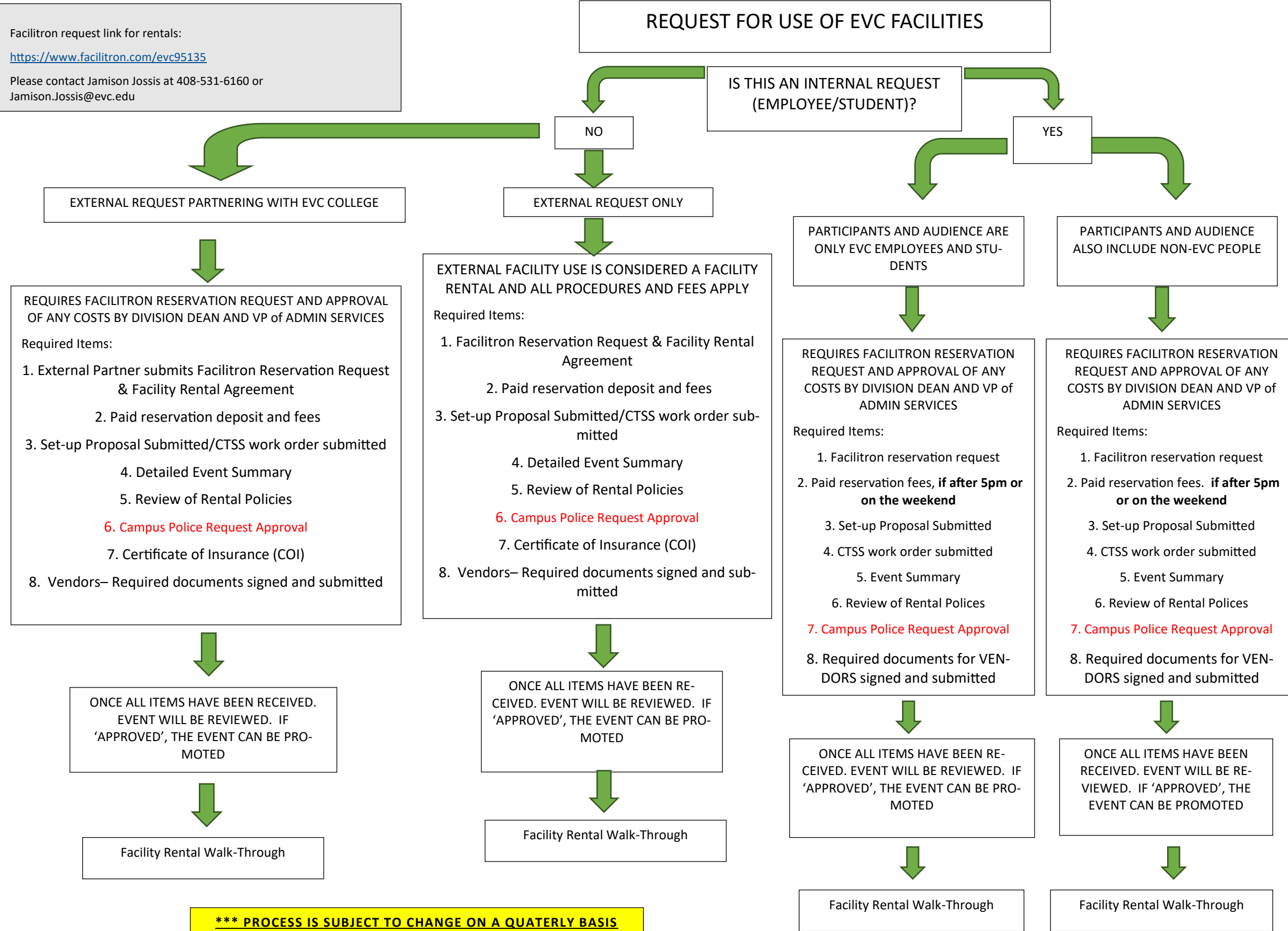


# REQUEST FOR FACILITY USE FLOWCHART

(For events/activities not a part of the regular instruction schedule)

Facilitron request link for rentals:  
<https://www.facilitron.com/evc95135>  
 Please contact Jamison Jossis at 408-531-6160 or  
 Jamison.Jossis@evc.edu



**\*\*\* PROCESS IS SUBJECT TO CHANGE ON A QUATERLY BASIS**

**Important things to note:**

- Reservation request must be submitted at least 14 business days in advance via Facilitron.
- Payment of invoice/fees and required items must be received 10 business days prior to event. If not, event will be canceled.
- Events without listed required items will not be approved.
- **For events/activities after 5pm Monday thru Friday or on weekends, Programs/ Departments are responsible for facility and staffing fees (Internal Events)**
- EVC Facilities cannot guarantee any event set-up or logistic adjustments 72 hours prior to event.

**\*\*\*Vendors on Campus:**

**ALL GOODS/SERVICE VENDORS** may be required to submit the following to Facilities/Business Services:

- W-9 Form
- Waiver of Liability Agreement
- Independent Contractor Agreement (ICA)
- Business Enterprise Certification (BEC) form
- Certificate of Insurance (COI)

More details can be found at:  
<https://sjeccd.edu/district-services/general-services/purchasing-toolbox>

**VENDORS PROVIDING INFORMATION** may be required to submit the following to Student Affairs Office:

- [EVC Vendor Contract](#)
- [Free Speech: Time, Place, and Manner Registration Form](#)
- [SJECCD Volunteer Waiver and Agreement](#)

More details can be found at:  
<https://www.evc.edu/student-life>