

CLASS/MEETING ROOM REQUEST



1. The ASO Office is in charge of facilitating scheduling only. For questions regarding set-up needs and equipment, contact Plant Facilities at (818)719-6441. For microphones or projectors, contact Media Center at (818)719-6496.
2. The ASO Office does not submit for approval any weekend meetings or requests from parties not directly affiliated with clubs.
3. The ASO Office cannot make parking arrangements for attendees who are not faculty, staff, or students of Pierce College.
4. By submitting this request, you accept responsibility for clean-up of the meeting/event and for lost/damaged equipment.
5. The club advisor, a Pierce College Faculty or Staff, must attend the meeting/event.
6. The ASO submits all requests to the Office of Academic Affairs. We cannot guarantee a particular day, time or room.
7. Submit form to ASO Office

Club

Requester Name

Phone

Email

Day of the Week

Start Date

End Date

Start Time

End Time

of People

Preferred Room (if known)

Semester/Year

Club Advisor Name

Club Advisor Signature

Club Advisor Email

Club Advisor Phone