LAS POSITAS COLLEGE
Facility Use - Fundraising Checklist

COMPLETE?	ACTION		NOTES
☐	LPC Coach sends College Facility Use Agreement to their partner organization		LPC Fundraiser, College Facility Use Agreement - Aquatic Center LPC Fundraiser, College Facility Use Agreement - Gym and Fields
☐	**LPC Coach** Enters Facility Use Request into 25Live Pro Required Attachments: • College Facility Use Agreement • M&O Cost Estimate Request • Campus Safety Cost Estimate Request • Certificate of Liability (COL) • COVID Safety Plan Lists Division Dean as the Scheduler and Submits		**Helpful How-to Tips** Event Creation Event, Location, Organization, and Resource Searches
☐	**Division Dean** reviews fundraising requests and notes approval by changing scheduler to LPC Admin.		
☐	**Admin Services** receives the request in their queue and reviews for: • Completion of required attachments • Event details • Contacts M&O and Campus Safety for Estimated Hours		Allow 48 business hours to complete action
☐	**Admin Services** follow up with LPC Coach RE: event cost		
☐	**Admin Services** sends Event Confirmation to LPC Coach		
☐	**Admin Services** emails an event debrief /survey to LPC Coach, Campus Safety, and M&O		