



Las Positas College

3000 Campus Hill Drive

Livermore, CA 94551

(925) 424-1631

Online: [LPC Facility Rentals](#)

PRELIMINARY REQUEST FOR USE OF COLLEGE FACILITIES

Does Organization have a 501(c)(3) from IRS? ☐ YES ☐ NO

Organization required to provide a copy of 501(c)(3), if applicable

Organization Name: _____

Primary Contact: _____ Title: _____

Address: _____

Day Phone: _____ Mobile Phone: _____

Email: _____ Website: _____

EVENT DETAILS

Title of Event: _____ Type of Event: _____

Brief Description of Event: _____

Event Date(s): _____ Set Up Date(s)/Rehearsal Date(s): _____

Rental Set-Up Time: _____ Event Start Time: _____ Rental Exit Time: _____

RENTAL TIME MUST INCLUDE SET-UP, EVENT, AND BREAKDOWN TIME

Public or Private Event/Performance? Public ☐ Private ☐ Will you be selling concessions? YES ☐ NO ☐

ATHLETIC EVENTS ONLY

Number of Teams: _____ Coaches/Staff: _____ Audience/Attendees: _____

THEATRE EVENTS ONLY

Number of Performers: _____ Staff: _____ Attendees: _____

ALL OTHER EVENTS ONLY

Staff: _____ Attendees: _____

FACILITIES (Classrooms, Lecture Halls, Conference Rooms, Cafeteria and Parking Lot)

Check one option and list all other locations below: ☐ Cafeteria ☐ Classroom ☐ Computer Lab
☐ Conference Room ☐ Lecture Hall ☐ Parking Lot

Other Location Preferences: _____



FACILITIES (Mertes Center for the Arts: Building 4000)

Check one option and list all other locations below: ☐ Amphitheater ☐ Black Box Theater ☐ Main Stage Theater

Other Location Preferences: _____

FACILITIES (Athletics: Building 2500)

Check one option and list all other locations below: ☐ Activity/Classroom ☐ Conference Room ☐ Grass Field
☐ Men's Locker Room ☐ Swimming Pool ☐ Synthetic Field
☐ Track Field ☐ Track & Field ☐ Women's Locker Room

Other Location Preferences: _____

EQUIPMENT & STAFFING REQUIREMENTS

Athletic Equipment Needs: _____

Furniture Needs: _____

Audio/Visual Needs: _____

Theatre Needs (Lighting, Audio, etc.): _____

Thank you for submitting your Preliminary Request For Use of College Facilities.

Our office will review your submission and provide a detailed quote based on your requirements. If additional information is needed, we will contact you. If you have any additional questions in the meantime, please do not hesitate to reach out to our office at (925)424-1631 or lpc-externalfacilityrentals@laspositascollege.edu. We look forward to assisting you.