



Solano Community College

Campus Reservations & Facility

Request Procedures

You want your event to run smoothly; we do too. Here is how you can help us help you:

- ☑ Submit your application as early as possible, and at least three weeks prior to your event. Be sure to return your liability insurance for \$1,000,000 naming the college as “Additionally Insured” with the signed contract and the “Hold Harmless” form.
- ☑ Any changes to your contract must be in writing – this helps to reduce misunderstandings.
- ☑ Make sure we have a daytime contact number for you in case we have questions or need to clarify a request.
- ☑ We will automatically notify maintenance and the campus police of your activity – they will be responsible for opening and closing the facility. We are not able to give you keys.
- ☑ Send us any flyers or promotional materials so we will be able to answer simple questions about your activity (especially if you’re selling pre-event tickets).
- ☑ Please advise all participants about our parking regulations which are in effect Monday - Friday. There are no parking fees on weekends for designated student parking lots. Parking meters are at the entrance to each lot, and the Daily Parking Permit may be purchased for \$2/day per vehicle.
- ☑ If your event will draw more than 300 people you will need to contact the Cordelia Fire Department to file an emergency evacuation plan and to arrange for ALS ambulance service (707-864-0468).

And please remember, although we book hundreds of events and meetings each year, we are an educational institution, not a conference center. We will, however, do our best to see your event is a success.

Thank you for your cooperation!

Solano Community College

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Email: Campus.Reservations@solano.edu