



County of Santa Barbara
Office of Emergency Management
4408 Cathedral Oaks Road
Santa Barbara, CA 93110
805-681-5526

EOC FACILITY REQUEST FORM

EVENT INFORMATION

Room Requested (Mark All That Apply)

Management Conference Room -- 15 People

Incident Management Room -- 50 People

Joint Information Center -- 25 People

Event Name

Event Begin Date

Event End Date

Begin Time -- Including Set-up

End Time -- Including
Breakdown

Total People Expected

REQUESTOR INFORMATION

Agency Requesting

Agency Name

County

Non-County

Point of Contact

Phone number

E-mail

Facility Rules:

- 1) Ensure Clean-Up: Remove Garbage to outside bins.
- 2) Food Services are your own responsibility--this includes coffee.
- 3) Room set-up: you are responsible for putting all chairs and tables back space designated by OEM after event.

Acknowledgement: I have read and acknowledge the rules above.

Acknowledgement: OEM Business Hours are 8:00 AM to 5:00 PM Monday to Friday
any facility use outside these times must be approved by OEM
Director or Deputy Director.

Please e-mail completed form to: oem@sbcoem.org.