**Purpose**
To ensure the use of balloons and helium are applied equally and equitably in support of events and activities for the Gavilan College community.

**Guidelines**
1. Major Gavilan College events such as the Health Faire, Career Day, and Transfer Day may receive up to fifty (50) balloons and helium at no charge. Additional balloons and helium will be charged as noted in the Fees Section below.
2. Events that are purposefully held for all students may receive up to twenty-five (25) balloons and helium at no charge. Additional balloons and helium will be charged as noted in the Fees Section below.
3. Events held for selected groups of students may receive up to fifteen (15) balloons and helium at no charge. Additional balloons and helium will be charged as noted in the Fees Section below.
4. Gavilan College campus services, groups, or clubs may purchase balloons from a source other than the ASGC. Helium for fifteen (15) balloons will be supplied at no charge regardless of where the balloons were purchased. Additional helium will be charged as noted in the Fees Section below.
5. Events held that exclude students will be required to purchase balloons and helium as noted in the Fees Section below.

**Fees**
Prices are per item (e.g., the purchase of fifteen (15) balloons with helium would cost $15.00).

- Balloon and helium = $1.00
- Balloon only = $0.30
- Helium only = $0.70

**Payments**
Payments are to be made through a transfer of funds or check made out to the Associated Students of Gavilan College according to Gavilan College policy and procedure.

If you have any questions please contact our office at 408-847-4777, or visit our office. The schedule for office hours is located online at [www.gavilan.edu/asge](http://www.gavilan.edu/asge).