

- Coastline
- Golden West
- Orange Coast
- District



FOR OFFICE USE ONLY Use approved by: _____ Date: _____
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APPLICATION FOR AND USE OF COLLEGE FACILITY AGREEMENT

College Contact: _____ Phone: _____

E-mail: _____ Fax: _____

INSTRUCTIONS: Carefully and legibly complete all applicable parts of this form, paying special attention to the insurance requirements as well as the rules and regulations.

Application Date: _____ Name of Organization: _____

Address: _____ City/State: _____ Zip: _____

Contact Name: _____ Phone: _____ E-mail: _____

Is your group a non-profit entity seeking a non-profit rate? Yes ___ 501(c)(3)# _____ No ___

Specifically describe your meeting/event/nature of use in the box below (use additional sheet if necessary):

A/V equipment requested? Yes ___ No ___ Setup Required? Yes ___ No ___

AV equipment needed: _____

Campus Site:	Bldg: _____	Room #: _____	Seating Capacity #: _____
_____	Bldg: _____	Room #: _____	Seating Capacity #: _____
	Bldg: _____	Room #: _____	Seating Capacity #: _____

Event Date(s): _____ Start/End Times _____ Setup Time: _____

Rental Fee estimate (based on current District Facility Usage Fee Chart)

Room/Space Rental: _____ rooms x _____ per room x _____ hours = _____

Parking Space Rental: _____ spaces x _____ per space x _____ hours = _____

Safety/Security Officer: x _____ per staff x _____ hours = _____

M & O Staffing: # of staff _____ x _____ per staff x _____ hours = _____

AV (see above): _____ = _____

Other Costs (Describe): _____ = _____

Total Costs: _____

FACILITIES USE RULES AND REGULATIONS

1. **Use and occupancy of college property shall be primarily for public college purposes. Any authorized use or occupancy of the property for other than public college purposes shall be secondary and subordinate to this primary purpose. The District reserves the right to deny any facility use that it deems inappropriate use of the college campus.**
2. The terms "Organization" or "User" used in these rules and regulations are defined to mean and include the person, persons, or group of persons, applying for the use of college property. Where the applicant is a person, or two or more persons associated together in a partnership, the application should be signed by the president or the secretary of the Organization making the application. **In all instances, the individual signing on behalf of the Organization must be authorized to do so.**
3. Applications shall be referred to the Facilities Office. Applications must be filed at least two (2) working weeks prior to the desired date of facility use.
4. There shall always be a college employee on duty for rental events who shall open and lock doors. The College is not responsible for setting up User equipment unless prior arrangements have been made. College employees used by the Organization must be paid for by the Organization using the facility at the college established rate of pay. The college will bill for the amount due to services rendered and facility usage. Payments to be made directly to the college.
5. College shall assume no responsibility for mail and shall not permit use of college telephone for long distance calls by members of the Organization using the facilities. If these rules and regulations are violated, the College shall revoke facility use permit(s) and shall refuse to give further facility use permits to the Organization involved.
6. The User shall comply with title IX regulations.
7. No use or occupancy of college property will be permitted if the Board of Trustees, in the exercise of its discretion, determines that such use or occupancy will interfere with the use of the property for college purposes.
8. Any removal of college fixtures or other damage to the college property including, but not limited to, unbolting, unscrewing, defacing, painting or other damage of college facilities is strictly prohibited and may subject User to a fine, repair charges, and/or termination of use or occupancy of college property.
9. In the case User has considerable stage scenery equipment, etc., and/or requires a stage crew, or any other cases where deemed advisable by the District, a guarantee deposit of \$100 to \$400 may be required in advance and in addition to the rental fee deposit. The amount of the additional deposit required is left to discretion of the District. Any damage to the stage, stage equipment, or the auditorium occurring during occupancy of the facility by the User shall be assessed from this guarantee deposit and the balance, if any, shall be returned. If the guarantee deposit is not sufficient to cover the damages, the User will be liable for the difference. The amount of damage in dollars shall be the actual cost of putting the stage, stage equipment and/or auditorium or other facility into the same condition as existed prior to the occupancy by User. The deposit must accompany the application and will be refunded in full if User does not use the facility.
10. In cases where the proposed use of college property includes radio or television broadcasting, together with special equipment, extra telephone line, etc., an additional deposit of \$50 must be paid in advance; this amount to be used to defray the additional expenses resulting from such special use. Any unused portion of this deposit shall be refunded to the User. The provisions of this section shall apply in addition to and not lieu of those in Section (9).
11. College stages and other indoor facilities shall not be available for entertainment of a circus type involving the use of hay, straw, and/or animals of any type, kind or size.
12. User shall not be permitted to remove or displace furniture or apparatus (including but not limited to lights, curtains, ceiling pieces or cycloramas,) except with permission and under the supervision of the college representative in charge; not shall they change the counter weight system of the switchboard "hook-up".
13. There shall be no smoking or use of tobacco products, intoxicants or narcotics in or about college property. **There shall be no eating or drinking in auditoriums or classrooms.** No gambling will be permitted.
14. The College/District may require to be furnished, reasonably in advance, with a complete program, with copies of all talks and addresses and script of any entertainment proposed to be given on college property. If such copy reasonably demonstrates that the program will be in violation of the law or of these rules or be deemed inappropriate use of the college campus, the proposed use shall not be permitted.
15. User shall comply with all applicable laws, rules, and regulations. Any usage contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and removal of the User from the college property and shall bar such user from further use thereof.
16. Permission to use college facilities will be granted in accordance with board policy and established rates. Copies of same may be obtained with the application.
17. The vending or sale of any article will not be permitted during use or occupancy of the college property without prior approval. If food will be sold a concession request form must be completed. **Food or refreshments are not permitted in auditoriums or classrooms.**
18. Aircraft-related activities are not allowed at non-college events. This includes manned or unmanned, powered or non-powered aircraft of any type including helicopters, ultra-lights, hang gliders, hot air balloons, parachuting, etc.
19. Dates for use and occupancy of college facility may be reserved for a period not to exceed ten (10) working days prior to filing an application. The application must confirm the date before the expiration of the ten (10) day-limit by written application and, when a fee is to be charged, payment of a deposit of fifty percent (50%) of the total charge must be made. The full fee must be paid seven (7) days prior to the date of use. The deposit may be applied to the fee in case of a change of date for an event, but it is not refundable if the permit is canceled. Reservations will automatically be canceled at the expiration of ten (10) days if proper application and payment are not received. Extension of the 10-day period may be made only at the discretion of the District.
20. Cancellation or charge to this application must be in written form and submitted within five (5) working days before he first date of use.
21. If a facility is found damaged, abused or dirty after use, the User agrees to be financially responsible. An additional charge for cleaning and/or repair will be billed to User.
22. If the application is canceled due to User not having met the provisions outlined, refunds are at the discretion of the District.
23. A signed copy of the application must be in the issuer's possession during use of facilities. User will not arrive before the time authorized and will leave not later than the permit expiration time.
24. **INSURANCE:** User shall secure and maintain comprehensive general liability insurance in the amount of one million dollars (\$1,000,000.00) per occurrence with coverage for incidental contracts. User agrees to name the College, the Coast Community College District and the Coast Community College District Board of Trustees as additional insureds under this policy. Further, the Certificate of Insurance shall provide 30-days prior written notice of cancellation. User shall also secure and maintain workers compensation insurance covering all personnel employed on the premises during the term of the agreement whether said personnel is employed by the User or supplied by person or entities other than the District. User shall deliver certificate(s) of insurance along with a copy of the additional insured endorsements at least 2 working days in advance of the facility use, or the facility permit will automatically be canceled. District/College reserves the right to require higher levels of insurance based upon the risk of activity for the intended use, or to waive these insurance requirements in its discretion.

I have read and understand the foregoing Facility Use Rules and Regulations.

User Signature: _____ *Date:* _____

Campus Approval: _____ *Date:* _____