



FACILITY CO-SPONSORSHIP APPLICATION

(Must Accompany Facilities Rental Form)

Name of outside organization requesting Co-sponsorship: _____

Contact Name: _____ Email: _____ Phone#: _____

Employee requesting/recommending Co-Sponsorship: _____

Department: _____ Ext.: _____ Supervisor: _____

District employee that will be present at the event: _____ Cell#: _____

Manager Approval: _____

The College President or designee will approve all co-sponsored events, typically through President's Cabinet. Please refer to the questions below to determine whether an event qualifies as "co-sponsored." Facility rental fees may be partly or fully waived however the College may request fees for A/V equipment, lighting, special set-up or supplies, or staffing. Fee waivers will not be offered to for profit organizations. For more information, contact the College and Community Support Office at (714) 432-5074 or by e-mail at jclevenger@occ.cccd.edu.

Is a Fee Waiver Requested? Yes No

1. Is the participating organization charging a fee for participation, admission, or will anything be sold at the event?
 YES
 NO

2. Can the participating organization prove a specific benefit to College students, faculty, staff or program?
 YES Describe direct or indirect benefit to students, faculty, staff and/or program :

 NO

3. Can the participating organization guarantee co-branded marketing, such as fliers, posters, or press releases?
 YES Name co-branded marketing pieces: _____

 NO

4. Is there an opportunity for the College to participate in the event (booth space, presentations, speaking to attendees, etc.)?
 YES Describe participation opportunities: _____

 NO

5. Are there any other costs the College would incur other than facility use? - Describe how these cost will be reimbursed to the College: _____

6. Will the outside organization be making a profit from this event?
 Yes
 No

7. Is the organization affiliated with any particular political party or religious organization.
 Yes
 No

CO-SPONSORED FACILITY USE AGREEMENT

This agreement is hereby entered into between Coast Community College District, a California Community College District (District), and User. whereas the District is authorize by Education Code, Section 82537 to allow use of its facilities by the general public, and whereas User desires to so use these facilities; and in consideration of the promises made and intending to be legally bound, District and User agree to the terms and conditions as set forth herein and on the back side of this agreement. District assumes no liability or responsibility for any personal property of User or of its employees, agents, representatives, guests, or invitees of User, brought on to the premise during the term of this agreement. User agrees that in the event this permit is canceled by User, or due to User's failure to meet agreement requirements, refunds will be at the discretion of District. Changes in date or extension of time shall be made only as specified by the rules governing use of District facilities.

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 may waive these insurance requirements in its sole discretion.

Received (date): _____

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: User accepts premises and adjoining areas as is and releases, discharges, and shall indemnify, defend, and hold harmless the College, the District, its Trustee, and each

of their employees, agents, and representatives from any and all liability, claims, judgments, or demands, including reasonable attorneys' fees and costs, which may arise from any injury, death (users, agents, employees, representatives, guests, and invitees included), and damage to property arising directly or indirectly out of this agreement, including but not limited to user's use of the premises and the adjoining areas, including the parking lots. Such release and indemnification shall also apply to the College's, District's, or Board of Trustees' own active or passive negligence or acts other than fraud, willful misconduct or violation of the law.

NON-ASSIGNABILITY: This Agreement may not be assigned without prior written consent of District, which consent may be withheld by District in its sole and absolute discretion.

CHOICE OF LAW AND VENUE: This Agreement is be governed by and interpreted in accordance with the laws of the State of California. If any action is brought arising out of this Agreement, including but not limited to, any claim for breach of the same, interpretation of the same, cancellation or specific performance, said action shall be brought in the appropriate court in Orange County, California.

ENTIRE UNDERSTANDING: This Agreement contains the entire understanding of both parties. There are no representations, covenants or warranties other than those expressly stated herein. No waiver of modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

TERMS: 50% of fee payable with application balance due seven working days prior to use. Payments shall be made payable to the College where facility is rented. Failure to timely pay amounts will be grounds to deny permission.

STATEMENT OF INFORMATION: The undersigned, as a duly authorized representative for College states that to the best of his/her knowledge the community college property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law. This agreement must be signed by persons authorized to sign on behalf of the Organization and bind the Organization to the terms of this agreement. I understand and agree to all regulations in this agreement

Total Cost of Facility Rental (from attached Facilities Rental Agreement): _____

Amount of fee waiver: _____

Total Amount Due: _____

College and Community Support Approval: _____ **Date:** _____

I understand the foregoing Facility Use Rules and Regulations and agree to the amount due.

User/Renter Signature: _____ **Date:** _____