



**STATE CENTER COMMUNITY COLLEGE DISTRICT**  
**Application For Events, Facilities Use, Equipment Use**  
**FCC · RC · Clovis · Madera · VTC**

**Administrative Services must receive completed request at least ten (10) working days in advance.**  
**All lines must be completed. USE ONLY BLACK INK.**

Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Email Address \_\_\_\_\_

Date(s) of Need \_\_\_\_\_ Circle Day(s) of Use: M T W Th F Sa Su

Room(s) or Facility(ies) Desired \_\_\_\_\_

Use Time: From \_\_\_\_\_ To \_\_\_\_\_ Event Time: From \_\_\_\_\_ To \_\_\_\_\_

Type of Event:  Instruction  College Activity  Civic Use  Non Profit  Commercial  Fundraiser\*

Budget Number for Services (if appropriate) \_\_\_\_\_ \*If fundraising, Fundraising Event Request must also be completed.

Event Description \_\_\_\_\_

**ESTIMATED ATTENDANCE** \_\_\_\_\_ Will food or other goods be sold?  Yes  No

**Check and circle services necessary to accommodate the event.**

- Yes No
- Athletic Equipment Manager:** Gym setup, score boards
  - Building Services:** Special setups, tables, chairs, podium, room divider, tents, stage, water hookup, garbage cans, extension cord, cones
  - Access, Lockup**
  - Maintenance Dept.:** Heat or AC
  - Police Services:** Relax parking, keys, officer, field lights
  - Food Services:** Room use, food, banquet, catering, food sales, potluck, concessions
  - Grounds Dept.:** Event support staff, outdoor event, sprinklers off
  - Computer/Audio Visual Services:** Computer Lab, computer equipment, sound system, overhead/video projector, laptop, screen, microphone, TV/VCR, POLYCOM

<b>OFFICE USE</b>
_____
_____
INSURANCE: _____
_____
CHARGES/NOTES: _____
_____

Arrangements/Setup Required if not circled above (Be Specific) *(Additional fees may apply for equipment or services):*

\_\_\_\_\_

\_\_\_\_\_

- Provide a Certificate of Insurance naming State Center Community College District as Additional Insured with separate additional insured endorsement page in the amount of at least \$2,000,000 general aggregate. For certain hazardous events a \$3,000,000 Certificate of Insurance is required.
- Certificate of Insurance on file with RC Business Manager.

Name _____	Email Address _____
	Phone Number _____
Person in charge of event and contact or information number. This box <u>must</u> be complete and named person <u>must</u> be present at event.	

I acknowledge that this Request, if granted by the College, constitutes a binding agreement to pay any required fees and abide by all applicable laws, policies, procedures, and other requirements for the use of College property (*see reverse*).

_____	_____
Person Responsible for Activity	Vice President Administrative Services
_____	_____
Vice President and/or Dean <i>(if applicable)</i>	Student Activities Coordinator

## **RULES AND REGULATIONS GOVERNING THE USE OF COLLEGE FACILITIES**

1. Application for the use of college facilities shall be made to the Vice President, Administrative Services, Reedley College, at least two weeks in advance of the time the use of the premise is desired. Dates will be held for a period of 14 days with no deposit required. During the 14-day period, lessee must confirm this reservation in writing to the VP, Administrative Services. The application must be signed by persons authorized to represent the group or organization concerned, and must state exact requirements, viz: hour, date of commencement, and if the permit is to cover one meeting or several meetings over a period of time. The application will be kept on file with the VP, Administrative Services and a copy will be directed to the organization making the request.
2. All permits will be issued for specific rooms in college buildings and it shall be the responsibility of each organization to see that the remainder of the building is not entered or molested. (Such items as microphones, projectors, blackboards, etc., are not furnished unless special written permission is obtained. All kitchen equipment is the property of the Cafeteria and items such as glassware, towels, napkins, silverware, serving equipment, kitchen utensils, etc., cannot be used for any other purpose. Cooking or the preparation of food by outside groups is prohibited. However, as a convenience, facilities for making coffee or punch may be made available.)
3. All permits will be issued for specific hours at the conclusion of which time the organization must leave the college premises.
4. No college furniture or apparatus may be removed or displaced by any person, persons, or organization, without permission from, and under the supervision of the Building Services Manager; and any furniture or apparatus so displaced must be replaced to the satisfaction of the College Representative by the person, parties, or organization responsible for the removal thereof before their departure from the college facility.
5. College property must be protected from damage or mistreatment and each group must be responsible for the condition in which they leave the college building. In case college property is damaged, the same shall be paid for by the organization which has use of the building.
6. There shall not be permitted within the precincts of college property, the use of intoxicating liquors or drugs of any kind, profane language, fighting or gambling. Smoking is prohibited inside college buildings. Smoking is allowed in outdoor areas. It shall be the responsibility of organizations to whom permits are granted to see that there are no violations of any regulations.
7. No permit will be granted for evening use of college facilities for which there will be less than fifteen in attendance. Whenever an average attendance of at least fifteen is not maintained, a permit will be cancelled.
8. Permits will be granted for the use of college facilities on Saturdays, Sundays, and holidays, although use of college property on holidays is discouraged and subject to the ability of the District to schedule required personnel.
9. No permits will be issued for a longer period than one college semester. At the expiration of all permits, written application must be made for any renewal.
10. Permits for the use of college facilities at which there will be a discussion of civic and political problems shall be open to all who desire to attend.
11. Should an organization desire to cancel a permit, the VP, Administrative Services must be notified at least 5 working days prior to the time for which the permit has been granted. Failure to give this notice will result in the refusal or revocation of permits for future use as well as deposit or payment being non-refundable.
12. The regular college organization, whether day or evening in any college facility, has the right-of-way to the use of the rooms in such building. No permit will be granted which in any way interferes with the program of regular college work. Any meeting for which a permit has been granted must give way to the regular college activities.
13. It shall be the duty of the College Representative in charge to see that there are no violations on the part of any individual or group of these regulations. The College Representative shall report to the VP, Administrative Services all such violations.
14. "The lessee agrees to indemnify and hold the State Center Community College District harmless against all liability, responsibility, damages, loss, cost and expense of any nature whatsoever, arising out of injury to or the death of any person, or damage to the property of the State Center Community College District or any other person resulting in whole or in part from the acts of the lessee, his agents or employees or arising out of the lessee's operations."