

EVENT SERVICES USE REQUEST APPLICATION

CA EDU §82537 *et seq.* – Civic Center Act / Administrative Policy 6700

*** COMPLETED REQUESTS MUST BE RECEIVED BY CAMPUS EVENTS OFFICE A **MINIMUM 6 WEEKS** PRIOR TO THE EVENT.**
FACILITIES SERVICES CAMPUS EVENTS OFFICE: 661-722-6562

Name of Organization		Contact Person (Responsible During Event)
Street Address		
City	State	Zip Code
Work Phone Number		Cell Phone Number
Fax Number	Email Address	

EVENT INFORMATION:

Name of Event: _____
Day: _____ Date: _____
Set-Up Begins at: _____ Event Begins at: _____
Event Ends at: _____ Room Use End Time: _____
Rehearsal times: _____
Is your event: Public Private
Includes: Speaker Performance Concert Meeting Workshop
Number of attendees: _____
Will admissions be charged? Yes No Price of tickets (if applicable): \$ _____

AREA FOR USE:

Facilities Requested: Stadium Cafeteria Student Lounge Recital Hall Uhazy Hall 201
Performing Arts Theater: Lobby Main Theatre Green Room PA 114 Black Box FA 2
Other: _____
List storage space required: _____

EQUIPMENT:

Do you need chairs? Yes No Do you need tables? Yes No Rectangle _____ Round _____
Podium? Yes No Microphones? Yes No Amount/Types: _____
Do you need technical support? Yes No Do you want your event streamed? Yes No
Do your attendees have any special needs? Yes No If Yes, explain: _____
List technical equipment required (additional charge): _____

*** INTERNET service may be received by Wi-Fi. Auxiliary Services does not provide laptops, tablets or other devices.**

CATERING:

Will your event need catering? Yes No
What meal(s)?: Breakfast Lunch Entree Snack/Appetizer Dessert Bar
Will you need beverages? Yes No
What service?: Self-served buffet Served buffet Plated and sit down

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ADDITIONAL NOTES / SETUP DESCRIPTION:

FOR DISTRICT CAMPUS-EVENTS USE:

Will donations be accepted? Yes No If Yes, how are the proceeds used? _____
Does Event directly benefit the District or student group? Yes No If yes, which one? _____
Date Application Received: _____ User is: Free Use Direct Cost Fair Rental
Assigned Personnel and Cost: _____
Assigned Equipment and Cost: _____
Assigned Storage and Cost: _____
Rental Cost: _____ Total Cost for use of Facilities: _____ Date payment due: _____
Date Facilities Use Agreement sent to User: _____ COI received/validated: _____
Approved by (print & sign): _____ Date: _____

INSURANCE: All Users shall provide the District with proof of insurance.

STATEMENT OF INFORMATION: The undersigned, as a duly authorized representative for User states that, to the best of his/her knowledge, the District 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.

REQUESTER ACKNOWLEDGES THEY HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS REQUEST, INCLUDING INSURANCE REQUIREMENTS, AND THAT THEY ARE COMPLETING AN APPLICATION WHICH IS PENDING APPROVAL. IF APPROVED, THE DISTRICT WILL SEND REQUESTER A FACILITIES USE REQUEST AGREEMENT, WHICH REQUESTER WILL NEED TO EXECUTE AND INCLUDE A CERTIFICATE OF INSURANCE PRIOR TO USE:

Responsible Party's Signature: _____ Date: _____

Dean/Director Signature: _____ Date: _____

Printed Name and Title: _____

ADDITIONAL NOTES / MAP / SETUP DESCRIPTION:

TERMS & CONDITIONS FOR USE OF DISTRICT FACILITIES:**1. GENERAL**

- 1.1. No activity which may interfere with the educational program of the campus or the District will be approved or permitted. Any violation of these Administrative Regulations, Board Policies, or other State or local law by any User, or member of the User, during use shall be sufficient cause for denying further or continued use of facilities or grounds by the User or member. No User may obtain a Use Agreement of more than one year in duration or in a manner that constitutes a monopoly for the benefit of any person or User.
- 1.2. Intoxicants, narcotics or tobacco products shall not be permitted.
- 1.3. Juvenile organizations must have adequate adult sponsorship and supervision.
- 1.4. Facilities and grounds shall not be available at any time which might interfere with regular functions of the campus, and said time will be determined by the President or person designated by him/her.
- 1.5. Facilities and grounds must be protected from damage and mistreatment, and ordinary precautions must be maintained. User shall be responsible for the condition in which facilities and grounds are left. At the conclusion of each period of use, the User shall pick up any trash, turn off lights and other utilities, put away equipment and, if applicable, lock or secure the facilities and grounds. Should any District property be damaged or abused beyond normal wear, such damage will be paid for by the User involved and shall be sufficient cause for cancellation of future meetings or functions.
- 1.6. If a User requires extra chairs or tables etc., other than those which are assigned to the facility requested, a charge shall be made for moving chairs, etc. from other locations, as shown in the Fee Amount.
- 1.7. No District furniture or equipment shall be moved except as authorized by District personnel.
- 1.8. No alterations or additions shall be made to any facilities or grounds without first submitting a written request describing in detail the proposed change and receiving written approval from the President to proceed. If approval is given, it is the responsibility of the User to return the facilities or grounds to its original condition. Failure to do so will result in the District billing the User for the costs incurred by the District in restoring same and is cause to cancel future meetings or functions of the User.
- 1.9. All draperies, hangings, curtains, drops and all decorative materials/props used within or upon the buildings or

grounds shall be made from a nonflammable material or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal.

- 1.10. No animals of any kind are allowed on District grounds, except for certified service animals.
- 1.11. The User representative shall keep a copy of the application and related documentation on-site during use of the facilities and grounds.
- 1.12. No payment shall be made directly to an employee of the District. Tips and gratuities for any District employees are strictly prohibited.
- 1.13. User using facilities and grounds shall not imply, indicate or otherwise suggest in any way that their use and/or any related activities are connected or affiliated with, or are endorsed, favored or supported by, or are opposed by the District, unless approved in writing by the President or designee. No signage, flyers or other material may reference the District, any campus name, logo or mascot, except to indicate location of the User's event, unless approved in writing by the President or designee.

2. BUILDINGS

- 2.1. No preparation of any kind shall be used on floors by Users using the buildings for dancing.
- 2.2. Shoes with cleats or plates, or rubber soles or heels which mar or mark the floor are not permitted in buildings.
- 2.3. At no time shall smoking be permitted in classrooms, or any other facilities or grounds.
- 2.4. The number of tickets sold for any event shall not exceed the regular seating capacity of any auditorium or other facility.

3. GROUNDS

- 3.1. Knives or sharp instruments shall not be carried on the grounds.
- 3.2. Activities that involve constant physical contact (tackle football, karate, boxing, etc.) shall not be engaged in on District property without special permission from the President.
- 3.3. Hardball playing shall not be permitted unless direct supervision of an organized baseball team is provided.
- 3.4. Horseback riding shall not be permitted on the grounds.
- 3.5. Skating and skate boards on the grounds are prohibited.
- 3.6. Climbing on buildings, fences or other facilities not intended for climbing is prohibited.
- 3.7. Firearms, including pellet guns, BB guns or sling shots are prohibited on the grounds.
- 3.8. Archery shall not be permitted on the grounds.

- 3.9. Riding of bicycles (other than supervised bicycle activities), tricycles, scooters, motor scooters, go-carts and automobiles (except where specifically authorized) is not permitted on the grounds.
- 3.10. Running of model cars or flying of model planes or drones is not permitted on the grounds.
- 3.11. Grounds shall be left in good order at the conclusion of any authorized activity and property shall not be misused, used for a use other than their intended use, or destroyed.
- 3.12. Golf practice shall not be permitted on the grounds.

4. CUSTODIAL SERVICES

- 4.1. Free custodial services may be provided to those Users qualifying under the free-use provisions of the Board's policy only in cases where the custodian normally would be at the assigned area or site as part of his/her regular assignment. Additional time will be charged at the rate indicated in the Fee Amount.
- 4.2. The assigned custodian, at the direction of the Maintenance and Operations office will be responsible for verifying the User's authorization to use the facility or grounds, making the necessary arrangements to accommodate the meeting, cleaning and returning the facility to proper condition for District use, reporting any deviations or departures from the established rules, regulations and policies, and performing all services necessary for the intended use.

5. FURNITURE, EQUIPMENT AND TECHNOLOGY

- 5.1. No electrical, mechanical, or other equipment may be brought on to the grounds without the prior approval of the President or designee. In the event equipment is allowed to be brought onto the grounds, the District shall not be liable for any damage to the equipment or to the facilities or grounds by use of such equipment.
- 5.2. District-owned equipment, furniture and technology may be used by Users on the following conditions:
 - 5.2.1. Allowing use of any equipment, furniture or technology is at the sole and absolute discretion of the District and may be denied for any or no reason.
 - 5.2.2. Requests for use of equipment, furniture or technology shall be included on the facilities use application form.

- 5.2.3. The person who has jurisdiction over the equipment, furniture or technology shall review all applications requesting use and shall recommend approval or denial of the requested use.
- 5.2.4. District may charge for use of equipment, furniture or technology as set forth in the Fee Amount, or as otherwise determined by the President or designee. Users shall pay for personnel needed to set up equipment, furniture or technology, as set forth in the Fee Amount.
- 5.2.5. The User assumes the responsibility for such equipment, furniture or technology supplied and agrees to repair or replace any equipment, furniture or technology which might be damaged, lost or stolen while under the control of the User.
- 5.2.6. The User requesting the use of equipment, furniture or technology certifies that a qualified person will operate it, subject to approval of the Maintenance and Operations office. The District may require the user to pay for personnel needed to operate certain specialized equipment, furniture or technology, as set forth in the Fee Amount.
- 5.2.7. Users using facilities which include a stage shall not remove or displace any furniture, pianos, or other stage equipment or make changes in curtains, lights, ceiling pieces, backdrops or other props (including changing the counterweight system or switchboard hookup) without prior approval from the Auxiliary Director or designee, and then, only under the direct supervision of the employee in charge. When the stage is to be used, full details in writing of personnel and equipment needed must be furnished in advance, including, but not limited to: lights, curtains, dressing rooms, ticket sales, stagehands, ushers, etc.
- 5.2.8. Furniture, equipment or technology available for use will be only that which is already available at the site requested. Furniture, equipment or technology is not available for use off District sites.
- 5.2.9. Facilities with specialized equipment, such as computer laboratories, science laboratories and ceramics studios, shall not be available for use under the Civic Center Act.