

LOS RIOS COMMUNITY COLLEGE DISTRICT
FACILITY USE PERMIT

PERMIT No. _____

Facility: ARC CRC FLC SCC DO Other _____ Date of Application: _____

Name of Applicant _____ Title _____ Telephone: Work _____

Applicant's Address _____ Home _____

Full Name of Sponsoring Organization (Permit Holder) _____

Organization's Address _____

Classification of Sponsoring Organization Profit Non Profit Fed or State I.D. # _____

Facility Requested _____ Rental Fee * \$ _____

Specific Purpose of Meeting or Event _____

Date(s) of Use _____

Hours: From: _____ To: _____ Time of Event: _____

Number of Participants/Spectators Expected _____ Admission (if any) Adults \$ _____ Children \$ _____

* Any cancellation less than 60 days prior to the event will result in only a fifty percent (50%) refund of the entire Rental Fee.

Permit Holder may use the above facilities only for the above stated purpose(s). Permit Holder is responsible for returning facility to its original condition and will be charged for extra clean-up and/or damages. Permit Holder agrees that the District makes no representations or warranties as to the fitness and/or condition of the facilities which the Permit Holder is entitled to use, and Permit Holder agrees to take such property and facilities "as is." Permit Holder is responsible to ensure that the property and facilities are in proper and safe condition to be used for the purpose stated above. Permit Holder shall inspect such property and facilities before they are used and to take affirmative steps where necessary to warn users or rectify hazards in order to prevent injuries or damage to property. Permit Holder shall refuse the use of facilities if unsatisfactory conditions are not rectified prior to scheduled use. Permit Holder must comply with all rules and regulations of the District as set down by the Board of Trustees including campus parking and other rules and regulations. Permit Holder may not assign any right or obligation under this Use Permit.

Insurance – An insurance certificate showing at least \$1,000,000 liability coverage and a policy endorsement naming Los Rios Community College District as additional insured must be provided to the District no later than ten (10) working days before the event. Permit Holder's insurance coverage shall be primary insurance with respect to the District. Any insurance or self-insurance maintained by District shall be in excess of permit holder's insurance and shall not contribute to permit holder's coverage.

Indemnification – The Permit Holder shall defend, indemnify, and save harmless the Los Rios Community College District, its trustees, officers, agents, members, employees, affiliates, consultants, subconsultants, volunteers, and representatives, and each of them, of and from any and all claims, demands, suits, causes of action, damages, penalties, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses, or liability, property damage, personal injuries to (including, but not limited to, bodily injury, emotional injury or distress, sickness, or disease) or death of persons, in law or in equity, of every kind and nature whatsoever which actually or allegedly arises out of, is related to or connected with the Event or this Use Permit.

Special equipment or assistance needed – (please be specific, draw diagram showing furniture arrangements if special plan is to be used, list all technical needs. If more space is needed, attach details on separate sheet). District furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from an authorized District employee. Diagram attached: Yes No

When the buildings and grounds are used by groups where the participants are less than 18 years of age, Permit Holder must furnish adult supervision. Smoking and eating/drinking is prohibited in all buildings. Possession, sale or consumption of alcoholic beverages, or being under the influence of alcohol or drugs is prohibited on District property. Fire Department regulations prohibit the use of lighted candles, torches with open flame, or fire of any type on District premises. Materials used for decorations shall be flameproof and must be removed from the facility after use.

Permit Holder may use the name of the College and its address in giving directions to the Event. District in its sole discretion shall have the right to approve of or reject any notices, flyers, posters, press releases, advertising copy, electronic media, and/or Internet websites and information utilized by permit holder to promote the Event.

Signed _____ Date _____

(Person authorized to sign for organization)

This Permit may be revoked for any reason without prior notice. Also, failure to comply with the terms of this permit, any relevant policy, regulation or law shall result in revocation of the permit. Upon revocation, District shall not be liable to Permit Holder for any direct or indirect damages, consequential or incidental damages, including loss of revenue or profits. Permit Holder will be notified of revocation by telephone.

Facility Clearance _____ Date _____

Approved _____ Date _____

(Administrator or Designee)