

GOLDEN WEST COLLEGE IN-HOUSE APPLICATION FOR FACILITIES USE

Facilities (714) 895-8143 • Fax (714) 895-8989

No. _____

INSTRUCTIONS: Fill out carefully and legibly all applicable parts of this form. See rules and regulations on reverse side.

Application Date _____ Usage Day/Dates _____
Department _____ Actual Hours: From _____ To _____
Contact _____ Performance Hours: From _____ To _____
Phone _____ Attendance _____
Nature of Use _____

Applies to Use Building/Room _____

AVC – EQUIPMENT NEEDED: (Please Check One)

- | | | |
|---|---|---|
| <input type="checkbox"/> Slide Projector | <input type="checkbox"/> Audio visual operator | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Video Tape Playback unit | <input type="checkbox"/> CD/Audio Cassette player | |
| <input type="checkbox"/> Microphone(s) # _____ Stands # _____ | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Multi Media Cart
call AVC for specifics
(X55060) |
| <input type="checkbox"/> Other: _____ | | |

MAINTENANCE & OPERATIONS: (Please Check One)

- | | |
|---|--|
| <input type="checkbox"/> Table(s) # _____ | <input type="checkbox"/> Trash Barrel(s) # _____ |
| <input type="checkbox"/> Chair(s) # _____ | <input type="checkbox"/> Flag(s) U.S./CA/Other |
| <input type="checkbox"/> Other: _____ | |

PUBLIC SAFETY:

Additional Security officer(s) # _____ (Requestor must coordinate with Public Safety 895-8924.)

Other: _____

If you do not have a key for this facility, please check one out on a temporary basis from the Public Safety Office. Show them a copy of this approved form for the key. It is your responsibility to return chairs/tables to their original position, turn off the lights and lock the door when leaving the room.

Layout # _____ Club Advisor _____ Date _____

Use Confirmed With _____ on ____/____/____ Approval of Event _____ Date _____

Special Conditions _____

OFFICE USE ONLY:

Permit for use granted this _____ day of _____ 20 _____ Rec'd _____

Approval for Use of Facility by: _____ Attachment _____

Signature of Facilities Coordinator _____

Distribution: ORIGINATOR, MAINTENANCE _____

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 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 for services rendered and facility usage. Payments are 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 the 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 in 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; nor shall they change the counter weight system or 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 use 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 applicant 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 change to this application must be in written form and submitted within five (5) working days before the 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.

Initial acknowledging agreement _____

Date _____

Revised: 08/12