



# APPLICATION AND AGREEMENT FOR USE OF DISTRICT PROPERTY

Event/Activity Title:

Name of Organization or Requestor:

Today's Date:

Type of Organization:

Name of Responsible Party:

Title:

Address:

City/State/Zip:

Contact Phone:

Fax:

Email:

Type of Event/Activity:

- Civic Use/Non-Profit       College Activity       Commercial       Dance
- Lecturer/Speaker       Meeting       Performance/Concert       Sport Event
- Other:

Date(s) of Event/Activity:

Day(s) of Use:  M  T  W  Th  F  Sa  Su

Event/Activity Access Time:

am/pm

Start Time:

am/pm

Vacate Time:

am/pm

Attendance Expected:

Entry Fee (if any): \$

Is the event/activity open to the public?  Yes  No

Will anything be offered for sale?  Yes  No

Will there be any paid participants?  Yes  No

How will proceeds be used?

Facility Location:

- West Hills College Coalinga
- North District Center, Firebaugh

- West Hills College Lemoore
- District Office

Facility/Room Requested:

West Hills College Coalinga:

- Barbecue Pit
- Baseball Field
- Chairs: How many?
- Custodial
- Dance Studio
- Dining Hall Seating Area (no kitchen)
- Everett Hall
- Food Service/Catering
- Football Practice Field
- Large Classroom
- Large Conference Room
- Media Staff
- Portable Stage
- Public Address System
- Residence Halls
- Rodeo Arena
- Security
- Small Classroom
- Small Conference Room
- Softball Field
- Tables: How many?
- Tennis Courts
- Theatre
- Theatre with Stage and Dressing Rooms
- Video Conference Room
- Wellness Center Gymnasium
- Wellness Center Gymnasium with Locker Rooms
- Wellness Center Weight Room

West Hills College Lemoore:

- Aerobics/Weight Room
- Amphitheatre Area
- Chairs: How many?
- Custodial
- Extra Large Conference Room
- Food Service/Catering
- Large Classroom
- Large Conference Room
- Media Staff
- Multi Use Sports Complex Concession Stand
- Multi Use Sports Complex Lobby (only)
- Multi Use Sports Complex Gymnasium
- Multi Use Sports Complex Gymnasium with Locker Rooms
- Public Address System
- Security
- Small Classroom
- Small Conference Room
- Soccer Field
- Student Union
- Tables: How many?
- Video Conference Room

North District Center, Firebaugh

- Small Classroom
  - Video Conference Room
- District Office
- Board Room
  - Video Conference Room

Special arrangement or setup requirements (attach description if necessary):

CANCELLATIONS require 72 hour notification. All expenses incurred by the West Hills Community College District prior to cancellation are non-refundable. Payment of total amount due must be received in the District Business Office five (5) working days prior to use.

**FOR DISTRICT USE ONLY**

Deposit Due Date: \_\_\_\_\_ Deposit Amount Due: \$\_\_\_\_\_ Total Amount to be Billed: \$\_\_\_\_\_

CERTIFICATE OF INSURANCE: One million dollars (\$1,000,000) minimum liability required. The certificate must identify the West Hills Community College District as additional insured and be accompanied by an endorsement.

**FOR DISTRICT USE ONLY**

Date Certificate Received: \_\_\_\_\_ Name of Insurance Agency: \_\_\_\_\_

RESPONSIBLE PARTY ENTERING INTO AGREEMENT: *I have read and understand the rules, regulations and policies of the West Hills Community College District and assume responsibility for adherence. I hereby certify that I shall be personally responsible, on behalf of my organization, for any damage sustained by the District premises, furniture, or equipment because of the occupancy of said premises by my organization. I agree to hold the college and the West Hills Community College district, its Governing board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, liability, cost, or expense that may arise during, or be caused in any way by, such use or occupancy of District property.*

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DISTRICT USE ONLY**

College President Approval: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Deputy Chancellor Approval: \_\_\_\_\_ Approval Date: \_\_\_\_\_

## RULES AND REGULATIONS GOVERNING THE USE OF DISTRICT PROPERTY

1. All users are expected to observe district/college regulations, policies, and procedures. Statutes in Education Code Sections 82537, 82542, 82544 and 82548 are policy as set forth herein.
2. Use and occupancy of district/college property shall be primarily for the educational programs of the district. Any authorized use or occupancy of the property for other than district/college purposes shall be secondary and subordinate to this primary purpose. Final approval for use of district/college facilities shall not be granted more than three (3) months in advance. The Vice Chancellor of Business Services or College President may deny the use of district/college facilities if the meeting or event is deemed to be an interference with the educational functions of the district/college. The district/college will assume no obligation in the event that a change of day or time is requested once an application has been approved. The district/college reserves the right to cancel, as a result of extenuating circumstances.
3. Any permit may be revoked without previous notice where conflicting days have resulted or where need of the property for district/college purposes has subsequently developed. Permits may be revoked for other causes at any time upon reasonable notice. Permits are not transferable.
4. District/College furniture or apparatus may not be removed or displaced by any permittee without permission from and under the supervision of the district employee in charge. No alterations or physical changes shall be permitted in any buildings or landscape. Decorations must meet fire safety regulations and shall be erected and removed in a manner so as not to disturb or destroy the property.
5. FIRE & SAFETY – At no time shall there be more persons admitted to the auditorium, gymnasium or other assembly room than the legal seating capacity permits. No device which produces flame, sparks, smoke, or explosions, shall be used in the auditorium, gymnasium or other assembly room without the approval of the Fire Chief. Large facilities such as auditoriums and gymnasiums may require ushers to the exits. The applicant shall contact the person in charge ten (10) days before the event to ascertain the number of ushers required, if any.
6. When a facility is used, full details of services and equipment must be furnished in advance. A district/college supervisor will be required. Personnel may be furnished by the district/college, and in some circumstances, district/college personnel will be required. All other personnel used by the organization in staging its event are to be employed and paid by the organization.
7. Smoking is prohibited inside district/college buildings and prohibited within 20 feet of a main exit, entrance, or operable window of all district owned, occupied or leased buildings. No intoxicants or narcotics shall be used, nor profane language, quarreling, or gambling will be permitted. Violations of this policy or any other regulation of this type during occupancy shall be sufficient cause for:
  - Immediate revocation of permit;
  - Immediate suspension of the activity;
  - Removal of all participants from the facility;
  - The denial of further use of district or college premises to the organization.
8. Programs and events presented on district property shall at no time contain matter which tends to cause a breach of the peace, or which constitutes subversive doctrine or seditious utterances, or which agitates for changes in our form of government or social order by violence or unlawful methods. Permits for the use of district facilities at which there will be a discussion of civic and or political problems shall be open to all who desire to attend.
9. Facility use applicant must provide proof of adequate supervision for any event. The Vice Chancellor of Business Services or College President or designee shall judge adequacy. Applicants are also responsible for providing law enforcement officers when required by district/college representative to ensure crowd, parking, and traffic control.
10. If free use of the facilities is granted to the applicant, the event shall be non-exclusive and shall be open to the public.
11. Permits will be granted for use of college and district facilities on Saturdays, Sundays, and holidays, although use of district property on holidays is discouraged and subject to the ability of the district to schedule required personnel.
12. No permits will be issued for longer than one college semester (18 weeks). At the expiration of any permit, a new written application must be made for any renewal.
13. The College President must approve the use of a campus stadium, gymnasium, or auditorium used for fundraising by a community group or special promoter before the Vice Chancellor of Business Services shall approve the use.
14. Should an organization desire to cancel a permit, the Vice Chancellor of Business Services must be notified at least three (3) 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.
15. Any and all regular college and district organizations, whether operating during day or evening in any district facility, have the right-of-way to use the rooms in such building. No permit will be granted which can in any way interfere with the program of regular college work. Any meeting for which a permit has been granted must give way to the regular college activities.
16. It shall be the duty of the college or district 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 Vice Chancellor of Business Services all such violations.
17. The lessee agrees to indemnify and hold the West Hills 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 West Hills 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.
18. Prior written approval must be obtained from the appropriate administrator before any district/college owned equipment is removed from the campus. Use of district/college equipment, both on and off site, for personal use is prohibited.