

Directions for Application for Use of College Facilities

1. Fill out:
 - a. Name of organization
 - b. Address of organization
 - c. Phone number AND email
 - d. Person in charge if not named above
 - e. Purpose of rental
2. Please check the correct box for your type of organization
3. Please check the correct box for admission charge
4. Indicate what the proceeds will be used for and the cost you are charging
5. Complete the dates
6. Complete the requested hours beginning time and end time
7. Type of facilities requested: What building(s) you are interested in renting
8. What room(s) you would like
9. Number of Chairs needed
10. Number of Tables needed
11. Expected attendance

If you have questions please feel free to contact Nancy Tolton at 925.969.2055 or NTolton@dvc.edu

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

500 Court Street, Martinez California 94553
(925) 229-1000

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CONTRA COSTA COLLEGE

2600 Mission Bell Drive
San Pablo, CA 94806
(510) 235-7800
www.contracosta.edu

DIABLO VALLEY COLLEGE

321 Golf Club Road
Pleasant Hill, CA 94523
(925) 685-1230
www.dvc.edu

LOS MEDANOS COLLEGE

2700 East Leland Road
Pittsburg, CA 94565
(925) 798-3500, (925) 439-2181
www.losmedanos.edu

APPLICATION FOR USE OF COLLEGE FACILITIES

I hereby make application for use of District facilities on behalf of the below named organization.

Name of Organization

Address of Authorized Agent

Telephone Number/Email

Person in charge (if different from above)

Purpose of Meeting

Will an admission charge or collection of funds of any type be made as prerequisite to participation?

If "Yes", what will the proceeds be used for?

TYPE OF ORGANIZATION

- Religious
Community Non-profit
Community Serv. Contractor
Private

Yes No

Amount per person \$

Table with columns: DATES DESIRED, HOURS (FROM, TO), FACILITIES REQUESTED LOCATION/BUILDING, ROOM

Number of Chairs Number of Tables Expected Attendance

SPECIAL SERVICES OR EQUIPMENT. Complete the schedule of fees form (Business Procedure 6.03 Exhibit A or B) if special services and/or equipment are needed.

I understand that the use of college facilities must be in accordance with the rules and regulations of the Governing Board of the Contra Costa Community College District including possibility of cancellation should the facilities be needed for the educational program.

The above named organization and its members shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the organization's occupancy of the facilities or premises, and for which the District might be held liable.

The County Assessor of Contra Costa County has invoked a possessory interest tax on all rentals of and other possessory interests in DISTRICT and other publicly -owned properties. This tax is mandatory by law and is levied on the Organization and not the property.

Signature of Authorized Agent

Date

An approved application is the permit to use the named facilities. The organization's representative in charge should bring the permit to each scheduled use.

FOR COLLEGE USE ONLY

Charges as indicated on the attached listing

Cancellation of approved applications should be made at least 48 hours prior to the scheduled use. Use of facilities charges will be invoiced if this notice is not provided.

Payment: in advance by (date) Or within seven (7) days of receipt of invoice

Certificate of insurance naming the District as an additional insured in the amount of (at least) \$1,000,000.00 is on file with the college. Certificate of insurance waived

APPROVED DISAPPROVED

Signature of college President or Authorized Representative

Date