

APPLICATION FOR USE OF COLLEGE DISTRICT PROPERTY



The _____

Name of Organization

Address _____

Number and Street

City

State

Zip Code

Contact _____ Represented by _____

Business/ Cell

E-mail Address

Preferred Method
of Contact

Officer / Agent Name

Hereby applies for a permit to use _____

District Property

for the purpose of _____

for the below-listed dates and times:

Admission will be charged Yes No

Hours

<u>Date</u>	<u>Open</u>	<u>Close</u>	<u>Room/Field</u>	<u>Other considerations:</u>

Special services/equipment requested: _____

Comments: Applications must be submitted *at least* 60 days in advance. Hours applied for must include time needed to setup and breakdown. Property may only be used during authorized permitted times. All properties are to be left in the condition in which they were found. Absolutely NO FOOD or DRINK is permitted inside property. Entry foyer area may not be used for any sales or admissions transactions. The District reserves the right to charge for parking and/or rent parking lost to user groups. Additional fees will be charged for any damage to campus property and if occupied outside of times approved on the agreement. No flyers or signs for the event are to be posted on community streets.

I, The undersigned, state that the property for which application for use is herein made will not be used for the commission of any act prohibited by law. Further I and the organization named herein agree to hold harmless the District, its employees/officials, from ALL claims for damages or injuries arising from use of any property granted under this application; to fulfill the conditions and to observe the rules listed below.

1. Royalty payments under U.S. copyright law shall be paid by the permittee.
2. No activity shall be allowed which degrades the race, religion, nationality, color, sex, age, or disability of any person.
3. No smoking shall be permitted, except as otherwise posted.
4. No selling or vending of any article shall be permitted, unless specifically approved by the District.
5. No food or confections may be served in any auditoriums.
6. No alcoholic beverages may be on District property at any time, except in connection with a course of instruction sponsored by the District.
7. No furniture or equipment may be moved, except under District supervision.
8. The permittee is responsible for the care and protection of the property in their charge.
9. No religious doctrine may be taught or practiced except as specified in the permit.
10. Permittee shall provide a certificate of liability insurance, naming the District as an additional insured, in an amount established by the District, evidencing coverage for injury to persons or damage to property which may arise out of the permittee's use of District property. For all athletic activities, such insurance shall be in an amount not less than \$2,000,000.00

I certify or declare under the penalty of perjury that the foregoing is true and correct.

Signature _____

Date _____

FOR CAMPUS COORDINATION:

DISTRIBUTION:

Prepare two-copy set –
Original to campus office: **Business Office**
Copy for your file

Master Calendar

Student Affairs

Plant Supervisor

Miramar

Instructional

College Police

Food Services