

**STATE CENTER COMMUNITY COLLEGE DISTRICT**  
**Application/Permit for Use of College Facilities**  
**Clovis Community College (CCC) & Clovis Herndon Campus (HC)**

(Submit to VP, Administrative Services 10 days in advance of activity)

Date of application: \_\_\_\_\_

**Type of Activity:** College College Student Group Civic Nonprofit Commercial

The (name of organization): \_\_\_\_\_ hereby applies for permission

to occupy: **CCC** or **HC** using room(s) \_\_\_\_\_, commencing

on: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_ (including set-up, event & clean up). Actual event time: \_\_\_\_\_

**For continuous usage**

(Six-month limit):

**S M T W TH F S**

Beginning on: \_\_\_\_\_ Ending on: \_\_\_\_\_

Total hours of use: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

**Office Use Only**

Insurance: \_\_\_\_\_

Charges: \_\_\_\_\_

The purpose of meeting is \_\_\_\_\_. The conditions of admission and fee to be charged are as follows: \_\_\_\_\_.

The proceeds will be used for \_\_\_\_\_. Charge for use of building \_\_\_\_\_.

Contact person's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Adult in charge (must be present) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Yes	No	Check Services Necessary to Accommodate Event
		<b>Facility access:</b> Will someone from police or custodial staff be needed to open and close facility? If no, who will open and close?
		<b>Audio-Visual Equipment:</b>
		<b>Special custodial or police services:</b> Describe: Should the VP, Administrative Services determine that the special custodial or security services are needed; you will be notified if there are additional charges.
		<b>Parking Arrangements</b> (other than students and staff with permits): Notification will be made to applicant after approval of this application. (Directional signage will be your responsibility).
		<b>Food Service:</b> Use of cafeteria/dining area: Contact Sara Abwini (559) 325-5302 or ext. 5302

Other special arrangements, equipment, personnel, and comments (be specific):

Sign and Complete for college-sponsored activity	Date
Application by:	
Divisions Administrator Approval:	
Student Activities Approvals Advisor:	
Student Activities Coordinator:	
Club President:	

Provide a Certificate of Insurance in the amount of at least \$1,000,000/\$1,000,000 naming State Center Community College District as Additional Insured. For certain hazardous events, a \$2,000,000 Certificate of Insurance is required.

Certificate of Insurance on file with Clovis Community College Administrative Services office.

We hereby certify that we shall be personally responsible, on behalf of our organization for any damage sustained by the college facility or furniture accruing through the occupancy of said facility by our organization. We agree to conform to all the Rules and Regulations of the State Center Community College District governing the use of college facilities as printed on the reverse side hereof.

**President or Authorized Agency Representative:** \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Application Approved – VP, Administrative Services: \_\_\_\_\_

Dist: Maint. BSO Police Cafeteria Applicant Library Grounds Calendar

## **RULES AND REGULATIONS GOVERNING THE USE OF COLLEGE FACILITIES**

1. Application for the use of college facilities shall be made to the Vice President of Administrative Services (VPAS) at least ten days (10 days) in advance for the use of the premise is desired. Dates will be held for a period of 14 days with no deposit required. During the 10 day period, lessee must confirm this reservation in writing to the VPAS, the application must be signed by persons authorized to represent the group or organization concerned, and must state exact requirements, hour, date of event, and if the permit is to cover one meeting or several meetings over a period of time. The application will be kept on file with the VPAS and a copy will be directed to the organization making the request if needed.
2. All permits will be issued for specific room in college buildings and it shall be the responsibility of each organization to see that the remainder of the building is not entered or molested. (Such items as microphones, projectors, blackboards, etc. are not furnished unless special written permission is obtained. All kitchen equipment is the property of the Cafeteria and items such as glassware, towels, napkins, silverware, serving equipment, kitchen utensils, etc. cannot be used for any other purpose. Cooking or the preparation of food by outside groups is prohibited).
3. All permits will be issued for specific hours at the conclusion of which time the organization must leave the college premises.
4. No college furniture or apparatus may be removed or displaced by any person, persons, or organization, without permission from, and under the supervision of the Custodial Manager; and any furniture or apparatus so displaced must be replaced to the satisfaction of the college Representative by the party, parties, or organization responsible for the removal thereof before their departure from the college facility.
5. College property must be protected from damage or mistreatment and each group must be responsible for the condition in which they leave the college building. In case college property is damaged, the same shall be paid for by the organization which has use of the building.
6. There shall not be permitted within the precincts of college property, the use of liquor or drugs of any kind, profane language, fighting or gambling. Smoking is prohibited inside college buildings. It shall be the responsibility of organizations to whom permits are granted to see that there are no violations of any regulations.
7. No permit will be granted for evening use of college facilities for which there will be less than fifteen (15) in attendance. Whenever an average attendance of at least fifteen (15) is not maintained, a permit will be cancelled.
8. Permits will be granted for the use of college facilities on Saturdays, Sundays and holidays, although use of college property on holidays is discouraged and subject to the ability of the District to schedule required personnel.
9. No permits will be issued for a longer period than one college semester. At the expiration of all permits, written application must be made for any renewal.
10. Permits for the use of college facilities at which there will be a discussion of civic and political problems shall be open to all who desire to attend.
11. Should an organization desire to cancel a permit, the VPAS must be notified at least 5 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.
12. The regular college organization, whether day or evening in any college facility, has the right-of-way to the use of the rooms in such building. No permit will be granted which in any way interferes with the program of regular college work. Any meeting for which a permit has been granted must give way to the regular college activities.
13. It shall be the duty of the College Representative in charge to see that there are no violation on the part of any individual or group of these regulations. The College Representative shall report to the VPAS all such violations.
14. "To the maximum extent permitted by law, Facilities User will defend, indemnify and hold the State Center Community College District and all of its trustees, employees, agents, and representatives harmless against all liability, responsibility, damages, loss, claims, suits, costs, and expenses of any nature whatsoever (including attorneys' fees), arising out of injury to or the death of any person, damage to the property of the State Community College District or any other person resulting in whole or in part from the acts or omissions of the Facilities User, its agents, employees, contractors, or arising out of the Facilities User's operations under this agreement."