

GROSSMONT COLLEGE

FACILITY USE REQUEST/DATA SHEET

PLEASE TYPE AND RETURN TO:

BUSINESS/COMMUNICATIONS SERVICES, GROSSMONT COLLEGE
 8800 Grossmont College Drive
 El Cajon, CA 92020 619-644-7623
 ATTN: A. Orr

CONFIRMATION COPY WILL BE RETURNED TO YOU AFTER APPROVAL
Internal Request: Submit 2 weeks prior to event.
External Request: Submit 1 month prior to event.

BUSINESS/COMMUNICATIONS SERVICES USE ONLY
ROOMS RESERVED _____
QUALIFIED APPROVAL _____
BUSINESS/COMMUNICATIONS SERVICES
DATE _____
YR: _____ FR # _____

DATE OF REQUIREMENT	CHECK DAY OF REQUIREMENT	TIME			
	S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/>	FROM: AM <input type="checkbox"/> PM <input type="checkbox"/>	TO: AM <input type="checkbox"/> PM <input type="checkbox"/>		
TYPE OF FACILITY REQUESTED:		EXPECTED ATTENDANCE:			
NAME OF COLLEGE AND/OR COMMUNITY SPONSORING AGENT:		PROGRAM STARTS:			
TYPE OF ACTIVITY:		WILL ADMISSION BE CHARGED OR DONATIONS SOLICITED?	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>				

FURNITURE: (check what you need)

CHAIRS: No. _____ TABLES: No. _____ SIZE: _____ 6' _____ 8' LONG:
 STAGE _____
 PODIUM _____
 PIANO _____
 ELECTRICAL EXTENSION CORD(S) _____

For AUDIOVISUAL EQUIPMENT AND SERVICE, requestor must contact the Instructional Media Center, 644-7374.

Audiovisual Operator's wages will be defined and charged directly by the Instructional Media Center.

For DINING SERVICES, has Food Service been requested?

Yes No

If yes, forward copy to Campus Dining Services.

IF SET-UP REQUIRED, A DIAGRAM MUST BE ATTACHED TO FACILITIES REQUEST FOR APPROVAL.

A CERTIFICATE OF INSURANCE in a minimum amount of \$1,000,000 (\$500,000 PD and \$500,000 Liability) must be filed with the Grossmont-Cuyamaca Community College District prior to any event naming the District as an additional insured. Such policy shall be considered primary to all District policies whether self issued or not. Small groups may be exempt from this requirement, but are required to submit a release of liability statement. For details, contact the Business Communications Services, 644-7623.

PUBLICITY INFORMATION: Contact Student Activities Office for on-campus coverage/clearance.

DEPT OF PUBLIC SAFETY APPROVAL _____ SIGNATURE _____

REQUESTED BY:
 SIGNATURE REQUIRED _____
 NAME ADDRESS CITY PHONE

PERSON IN CHARGE OF EVENT:
 PRINT AND SIGN NAME _____
 NAME ADDRESS CITY PHONE

OTHER ARRANGEMENTS AND/OR SPECIAL PROVISIONS:
 (write in) _____

APPROXIMATE CHARGES FOR FACILITIES USE:
 Facility Charges \$
 Custodial Charges \$
 Security Charges \$

CIVIC CENTER/FACILITY USE AGREEMENT

1. Authorized facilities will be used solely for the purpose specified in the approved Facility Use Request/Data form.
2. The following activities are not allowed:
 - a. Illegal drugs
 - b. Alcohol
 - c. Excessive use of profanity
 - d. Smoking in designated non-smoking areas
 - e. Excessive or inappropriately amplified noise
 - f. Consumption of food or drink in classroom or laboratories

Insurrection

3. All facilities are subject to charges for use. Abatement charges indicated at the time of rental are subject to adjustment if actual costs exceed the estimated amount.
4. A minimum set-up charge will be assessed if cancellation is received less than one week in advance of the event.
5. Requests that are accepted for campus facilities from external users, more than sixty days in advance, are subject to cancellation in the event of required College use.
6. All conditions covering federal copyright laws must be adhered to by the entertainer, promoter, or the College nonprofit or profit sponsor for music programs presented on campus.
7. The facility user may use the College name *for location identification only* (i.e. on signs and advertisements).
8. The approved Facility Use Request form is the functional Facility Use Permit. The event manager/organizer must have the permit on hand for the duration of the event.

Signed: _____

Date: _____

Print Name: _____

Facility Use Dates: _____

Name of User Group: _____