

From: [Bertellotti, Linda](#)
To: [Harris, Joshua](#); [Morello, Jr., Joseph](#)
Cc: [Bertellotti, Linda](#)
Subject: New Contract Forms
Date: Wednesday, July 12, 2017 8:45:37 AM
Attachments: [0. SMCCCD Facilities Use Request Form v3 1-5-2017.pdf](#)
[1. Facilities Use Agreement FINAL 12-16-2016.pdf](#)
[2. APPENDIX AF - ATHLETIC FIELDS FINAL 12-16-2016.pdf](#)
[3. APPENDIX BG - AFFIDAVIT OF FINGERPRINTING AND BACKGROUND CHECK FINAL 12-16-2016.pdf](#)
[4. APPENDIX D release of liability for District Employee FINAL 12-16-2016.pdf](#)
[5. APPENDIX F - FILMING FINAL 12-16-2016.pdf](#)
[7. APPENDIX G - Use of Gymnasium FINAL 12-16-2016.pdf](#)
[8. APPENDIX I - INSURANCE FINAL 12-16-2016.pdf](#)
[image001.png](#)

Hi Josh and Joe,

The district is asking us to begin using the new contract documents that they developed earlier this year. They are fillable .pdfs and are easier to use than the older contract form that we have been using. I am sending them to you because you produce contracts for both internal and external events.

For internal events, we are asking people to only complete the first document, which is the **Request for Use of Facilities**.

For external groups, I have been filling out the Facilities Use Request form for them once I have a discussion with them on the equipment and other details. I then email the request and ask them to review and sign (or make updates). External groups must also complete and sign a **Facilities Use Agreement**, which contains contract and legal language as well as a checklist that we would pre-fill stating what required appendices must be completed and returned. We would determine the appendices that would be sent. For example, we have a Subaru film shoot in the auto buildings on July 18 and they had to review and complete Appendix F (filming) and Appendix I (insurance). I have attached each of the appendices that we are now using.

Eloisa or I will be sending an email announcement on these new contract forms to the Deans, Division Assistants and Program Services Coordinators. We are also going to ask Sue Harrison at the District Office to come to Skyline in August to train staff on the use of these forms.

We had corrections that we wanted to make to the Facilities Use Request Form, but Eloisa said we may make those changes toward the end of the year once the Ad Astra reservation system is up and running at Skyline College. Ad Astra will replace Banner for both instructional and event room reservations. Canada and CSM are not implementing Ad Astra at this time so Eloisa feels Skyline will have the ability to ask the district to modify the forms so we can have more control on how we want the revised Facilities contracts to look.

Let me know if you have questions or want me to stop by and explain them further.

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