



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Facility Contract Number _____

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
APPLICATION AND PERMIT FOR USE OF FACILITIES**

Cañada College
4200 Farm Hill Blvd, Redwood City
650-306-3459

Skyline College
330 College Dr., San Bruno
650-355-7000

College of San Mateo
1700 W. Hillsdale Blvd, San Mateo
650-574-6220

Application Date _____ Non-Profit IS/SSN _____
 Organization/Division _____ Internal External
 Address _____ State _____ Zip _____
 Contact _____ Position Title _____
 Phone _____ Mobile _____ E-mail _____

Event Name _____ Estimated Attendance _____
 Event Date _____
 Event Start Time _____ Event End Time _____ Fac. Set-Up _____ Fac. Breakdown _____
 Will fees be collected? Yes No Fee Amount _____
 Will there be concessions? Yes No Description _____
 Proof of Insurance: _____

Type of Facility

<input type="checkbox"/> Main Gym <input type="checkbox"/> Small Gym <input type="checkbox"/> Multi-Purpose Rm <input type="checkbox"/> Locker Room	<input type="checkbox"/> Studio Theater <input type="checkbox"/> Main Theater <input type="checkbox"/> Gallery Theater <input type="checkbox"/> Choral Room	<input type="checkbox"/> 10-25 capacity Bldg # _____ Rm # _____ <input type="checkbox"/> 26-45 capacity Bldg # _____ Rm # _____ <input type="checkbox"/> 46-100 capacity Bldg # _____ Rm # _____ <input type="checkbox"/> _____ Bldg # _____ Rm # _____
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<input type="checkbox"/> Baseball <input type="checkbox"/> Soccer <input type="checkbox"/> Football <input type="checkbox"/> Track	Athletic Fields <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Stadium or Track <input type="checkbox"/> Swimming Pools <input type="checkbox"/> Throwing Events	<input type="checkbox"/> Main Cafeteria <input type="checkbox"/> South Cafeteria <input type="checkbox"/> Planetarium <input type="checkbox"/> Gallery Room	Auxiliary Spaces <input type="checkbox"/> Parking Lot # _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
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Furniture Requirements

Tables <input type="checkbox"/> 4 foot _____ <input type="checkbox"/> 6 foot _____ <input type="checkbox"/> 8 foot _____ <input type="checkbox"/> Round _____	Quantity <input type="checkbox"/> Lectern _____ <input type="checkbox"/> Podium _____ <input type="checkbox"/> Choral Shells _____ <input type="checkbox"/> Choral Risers: 2 ft _____ 6 ft _____ <input type="checkbox"/> 8 ft _____	<input type="checkbox"/> Music Stands _____ <input type="checkbox"/> Staging (Include set-up diagram) Height: 2 ft <input type="checkbox"/> 4 ft <input type="checkbox"/> 6 ft <input type="checkbox"/>
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Chairs _____

Technical Requirements (Note: not all venues are equipped with all items - please inquire).

<input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> DVD Player <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector	<input type="checkbox"/> Screen <input type="checkbox"/> Media Cart <input type="checkbox"/> LCD Media Cart (no computer) <input type="checkbox"/> CD Player <input type="checkbox"/> Speakers	<input type="checkbox"/> Microphones # _____ <input type="checkbox"/> Theater Lighting _____ _____
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Personnel Requirements

Type	# of hrs	# of Staff	Estim. Fees	Type	# of hrs	# of Staff	Estim. Fees	Type	# of hrs	# of Staff	Estim. Fees
Security			\$0	Maintenance Engineer			\$0	Special Tech			\$0
Custodial			\$0	Groundskeeper			\$0	Student			\$0
								Other			

Special Requirements and Instructions

Estimated Commission Amount	_____	Total Estimated Fees	\$0.00
Deposit Amount (due at signing)	\$0.00	Permittee is responsible for actual costs	_____
Deposit Return Date	_____	Amount Returned	_____
Explanation	_____		

Outside parties renting facilities are subject to parking fees in accordance with College policy.

I understand and agree to pay charges that may be incurred due to these special services.

SCHEDULING. Application and permit must be completed 45 days prior to the date of use.

COMMISSION. A 10% commission on fees collected by the Permittee will be paid to the institution.

DEPOSIT. 50% of estimated fees required with return of contract. Fees are due by _____.

CANCELLATION. 10% of the deposit, minimum of \$20, is nonrefundable of the event is cancelled by Permittee.

HOLD HARMLESS, INDEMNITY AND DUTY TO DEFEND. The Permittee using San Mateo Community College District (the "District") facilities agrees to indemnify, hold harmless, and defend in accordance with Civil Code §2778, the District, its Board of Trustees, officers, agents, employees and representatives from all claims, lawsuits or actions of every name, kind and description, brought for, or on account of injuries to or death of any person, including user or any employee, agent or invitee of user, or damage to property including intangible property and to whomsoever belonging, where such injuries, death or damages occurred in, upon, or due to user's use of the District's premises or property provided that this indemnity obligation shall not apply to injuries for which the District has been found in a competent jurisdiction to be solely liable by reason of its own negligence.

INSURANCE. Permittee shall provide a Certificate of Insurance with coverage to respond as primary coverage and the College/District named as additional insured. Unless otherwise amended by written agreement executed by the Executive Vice Chancellor of the District, Permittee shall procure and maintain the following coverages for the duration of this permit: comprehensive General Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$2,000,000 per occurrence and \$4,000,000 annual aggregate; property damage insurance in an amount not less than \$1,000,000 per occurrence; and automobile liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles.

PROPERTY DAMAGE. The Permittee is liable for the care and protection of District property and will be charged for any damages sustained to the premises, furniture, or equipment because of the occupancy of District premises by Permittee.

AVAILABILITY OF FACILITIES. This agreement shall be considered as a reasonable guarantee from the District to the Permittee that the facility will be available for use as specified. Should facilities be needed on an emergency basis for instruction or instruction-related purposes, the College reserves the right to reassign space or to cancel the contract up to forty-eight hours preceding the scheduled event. (Alternative space will be provided by campus).

ADDITIONAL CONDITIONS. In addition to the conditions listed above, this agreement shall be subject to all of the District's rules and regulations, including but not limited to the regulations regarding the Community use and charges for the use of District Facilities as indicated in Exhibit A attached hereto and by this reference made a part of this agreement.

PERMITTEE HEREBY ACCEPTS THIS AGREEMENT AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS AS OUTLINED ABOVE AND AS STATED IN EXHIBIT A ATTACHED.

Requestor: _____

Date: _____

Division Dean: _____

Date: _____

Facility Monitor: _____

Date: _____

Vice President: _____

Approve Deny

Date: _____

College Business Officer: _____

Date: _____

Account No. (Internal Only): _____

