

Dear Requestor:

Attached are your contract documents for use of the theater at Skyline College. If the agreement is satisfactory to you, please sign and date the contract and return it to my attention, **no later than one month before your event date.**

The following items must be submitted at least thirty (30) days prior to your event:

Contract original

Statement of Information and Addendum - signed and dated

Certificate of Insurance. It must be \$2,000,000 aggregate--\$1,000,000 of property damage and \$1,000,000 of personal liability coverage naming Skyline College as the certificate holder

50% of the estimated charges. You will be billed for the balance after the event has taken place. Please make your check payable to SMCCCD

If you wish to have your event catered by our on-campus dining service, please contact Rick McMahon of Pacific Dining at (408) 406-8487 or [Rick@Pacific-Dining.com](mailto:Rick@Pacific-Dining.com).

There is a \$2.00 parking fee, Monday through Friday, for those attending or participating in an event. Parking permit dispensers are available in many lots and require 8 quarters. Please see the attached map of campus which includes the locations for the dispensers. This daily permit allows you to park in any STUDENT parking lot. No parking permits are required for weekends or holidays. The parking fee is waived for school buses but we require that the buses park in the back row of Lot A.

Send all of the above documents to Alan Ceccarelli in the Social Science/Creative Arts Division at Skyline College. If you have any questions, please feel free to call Alan at (650) 738-4154 or Division Assistant, Rakefet Avramovitz at (650) 738-4121, [avramovitzr@smccd.edu](mailto:avramovitzr@smccd.edu).

Thank you for planning your event at Skyline College.

Sincerely,

Alan Ceccarelli  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
[ceccarellia@smccd.edu](mailto:ceccarellia@smccd.edu)  
fax (650) 738-4404  
Enclosures

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
ADDENDUM**

HOLD HARMLESS, INDEMNITY: DUTY TO DEFEND. Lessee agrees to indemnify and save harmless San Mateo County Community College 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, property of any kind whatsoever including intangible property and to whomsoever belonging, INCLUDING BUT NOT LIMITED TO SUCH INJURIES, DEATH OR DAMAGE CAUSED BY THE CONCURRENT ACTIVE OR PASSIVE NEGLIGENCE OF THE DISTRICT, ITS BOARD OF TURSTEEES, OFFICERS, AGENTS, EMPLOYEEES AND REPRESENTATIVES, where such injuries, death or damages occurred in, upon, or in any manner by reason of lessee's use of the District's premises or property, provided that this indemnity obligation shall not apply to injuries for which District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence.

The duty of lessee to indemnify and save harmless as set forth herein shall include the duty to defend as established in section 2778 of the California Civil Code, and the duty to defend shall arise upon the making of any such claim against the District or its officers or employees or agents notwithstanding that no adjudication of the underlying facts has occurred, and whether or not lessee has also been sued.

---

Signature

---

Date

---

Sponsor/Organization



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**

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

**Furniture Requirements**

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

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

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

**Personnel Requirements**

Type	# of hrs	# of Staff	Estim. Fees	Type	# of hrs	# of Staff	Estim. Fees	Type	# of hrs	# of Staff	Estim. Fees
Security				Maintenance Engineer				Special Tech			
Custodial				Groundskeeper				Student			
<b>Account Number</b>								Other			

**Special Requirements and Instructions**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Commission Amount	_____	Total Estimated Fees	_____
Deposit Amount (due at signing)	_____	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):** \_\_\_\_\_



# Campus Map

Vista Point



**New Parking Lot Names go into effect January 2010**



OFFICE	BLDG #
Administration	1
Admissions & Records	2
Automotive	9-11
Bookstore	6
Business Division	8
Cashier's Office	2
Child Development Center	16
Cosmetology	19
Counseling	2
Dining Hall	6
Facilities Maintenance Center	21-24
Field House	17
Financial Aid	2
Gallery	1
Gymnasium	3
Health Center	2
Info/One Stop Center	2
Language Arts	8
Learning Center	5
Library	5
Loma Chica	14
Pacific Heights	19
PE/Athletics/Dance	3
Portable Classrooms	3A-E
Public Safety	6
Referee	9
Sciences & Allied Health	7
Social Science/Creative Arts	1
Student Activities	6
Student & Community Center	6
Theater	1

## Legend

- Student Parking
- Staff Parking
- Visitor Parking
- P Parking Permit Dispenser
- S Smoking Area
- ♿ Accessible Parking
- ☎ Pay Phones
- Universal Access Route

