

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
 Ukiah Campus
 1000 Hensley Creek Road
 Ukiah, CA. 95482 (707) 468-3076
APPLICATION FOR USE OF FACILITIES
(MUST BE SUBMITTED AT LEAST 10 WORKING DAYS PRIOR TO EVENT)

Print or Type

The _____
 Name of Organization

through its authorized agent _____
 Name Title

Street Address City State Zip Code Telephone

hereby makes application for use of the following facility:

<u>Date</u>	<u>Day of Week</u>	<u>Time From</u>	<u>Time To</u>	<u>Facility Requested</u>	<u>Facility Assigned</u>

State nature of use, title of performance, names of speakers, as appropriate. Use separate sheet of paper if necessary.

Are contributions, collections, dues, registration fees or donations to be received? No [] Yes [] No. of Attendees _____

***** How many registered Mendocino College Students are attending _____

PLEASE ATTACH APPROPRIATE WORKSHEETS (for Theatre use, equipment/set-up requirements, etc.)

To the best of my knowledge, the school property for use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.

Further that, _____ on whose behalf I am making the application for the use of school property, does not, to the best of my knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of my knowledge, it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States.

The applying organization agrees to provide Mendocino-Lake Community College District, no less than ten (10) working days prior to the requested use, a Certificate of Insurance verifying such coverage, which names Mendocino-Lake Community College District as an "additionally insured" on the applicant's policy.

The applying organization agrees to save harmless and indemnify the Mendocino-Lake Community College District from every claim or demand of any kind or nature whatsoever which may be made by any person resulting from the action or inaction of the undersigned or its officers, agents or employees under the terms of this application; further agrees, at its own cost, expense and risk to defend any and all actions, suits or other legal proceedings which may be brought against the District as a result of the undersigned's use of the above described premises; and further agrees that it will pay for or satisfy any judgment which may be rendered herein.

The applying organization agrees to abide by Mendocino College Board Policies, including: BP #305 – Tobacco Use on Campus; BP #310 – No Alcohol or Illegal drugs allowed on Campus; BP #318 – No Animals on Campus; BP #319 - Visitors and Children on Campus; BP #321 – Weapons Prohibited on Campus. For full descriptions of Policies, please refer to our website – Mendocino.edu >General Info>Board of trustees> Board Policies and Procedures.

I declare under penalty of perjury that the foregoing is true and correct. I have read and agree to abide by all General Policies and Regulations.

 Signature of Authorized Agent

 Date

FACILITY USE AGREEMENT -- COLLEGE USE ONLY

Certificate of Insurance required [] Yes [] No [] on file

FACILITY/SERVICE COSTS

Deposit required	\$ _____
Facility cost	\$ _____
Set up/Take down	\$ _____
Theater Technician	\$ _____
Security	\$ _____
Equipment use	\$ _____
Theater Replacement fee	\$ _____
Grounds Prep	\$ _____
TOTAL	\$ _____

Co-sponsorship Agreement [] Yes [] No [] N/A

Payment deadline _____

 Mendocino College Employee to be on site

 Facility Approved Date