



## Cover Sheet

### USE OF FACILITY APPLICATION

Mendocino College Facilities Department 1000 Hensley Creek Road, Ukiah CA 95482  
707.468.3076

*Applications for individual use cannot be considered. A valid business license or proof of non-profit status from the IRS or California Secretary of State must accompany all applications.*

#### **Application Due Dates**

Applications (and additional required documents) are due **no later than:**

**20 working days** before the date of the event for the following:

- Athletic Events
- Fund Raising Events
- Theatre use Performances/Concerts/Events

**10 working days** before the date of the event for all other uses

**Applications will not be accepted before the following dates and no priority will be given to applications received in advance of these dates:**

**April 1:** Summer semester (June - July)

**June 1:** Fall semester (August - December)

**November 1:** Spring semester (January - May)

An application is processed in the order received after District classes and activities are scheduled. If the required documents are not received with the application, it will not be processed until the documents are received.

#### **Blackout Dates**

No events will be scheduled on any Federal and/or State holidays and official days of College closure (i.e. - Spring Break). Please check the Mendocino College Academic Calendar for updated campus closures.

#### **Fees**

Room Rental Fee/Equipment and other Rental Fees/Personnel Costs will be invoiced and the total is due on receipt and no later than 30 working days from date of invoice.

#### **Cancellation Policy**

A fifty percent reservation deposit shall be required as determined by the Facilities Department based on cost and prior use. Failure to submit a required deposit prior to the event will result in cancellation of the reservation. Reservation deposits are refundable up to ten (10) days prior to scheduled use.

#### **Invoice**

- After your application is approved, a notice will be sent and will include estimated costs.
- The invoice with actual costs and additional fees, if applicable (e.g. charges for damage to equipment, facilities), will be sent the week after the event and will be due within 30 days after receipt of invoice.

Thank you in advance for your timely submittal of applications. If you have any questions, please call Facilities at 707.468.3076, Fax: 707.468.3042, or e-mail [facilities@mendocino.edu](mailto:facilities@mendocino.edu)



# MENDOCINO COLLEGE

## USE OF FACILITY APPLICATION

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\$25 Non-refundable processing fee attached  
(First-time use only)

NonProfit # \_\_\_\_\_  
(proof of status is required)  
For Profit

Name of Organization \_\_\_\_\_

Billing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell/Bus. Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

Facility Requested	Day of Week	Dates	Entry Time	Exit Time	Event Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Estimated Attendees (participants & spectators) \_\_\_\_\_

Purpose of Use (be specific) \_\_\_\_\_

Amount charged per person \$ \_\_\_\_\_ Proceeds used for \_\_\_\_\_

- » Incomplete applications will not be processed.
- » A permit/event may be cancelled at any time for urgent college purposes or force majeure event (severe weather, power outages, etc.).

### Hold Harmless

The organization agrees to hold the Mendocino-Lake Community College District, its Governing Board, the individual members there of, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of District property.

### Insurance

A Certificate of Liability naming the Mendocino-Lake Community College District as the Additional Insured is required and MUST BE RECEIVED at least ten (10) days prior to use. Certificate should provide for \$1,000,000 single/\$3,000,000 combined general liability coverage and name MLCCD as Additional Insured.

### Food/Concessions

Outside catering is allowed. Or, contact Mendocino College's Culinary Arts Program at npetti@mendocino.edu for catering information

### Damage

Facilities must be protected from damage and mistreatment. Rooms shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment returned to original configuration. In cases where District property has been damaged or abused, the cost of repair or replacement will be included in the final invoice to the department or organization.

### Personnel Costs

The District may assign personnel to an event, including security, custodial, technical, supervisory or other as needed. The department or organization will be billed, and agrees to pay, for personnel at current overtime rates and in an amount sufficient to cover all costs to the District. The department or organization agrees to abide by directives issued by District supervising staff in regards to health and safety compliance issues.

**I have read, understand, and agree to all rules and regulations.**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

This is an application for use only. If approved, a permit will be mailed to the above address.



## USE OF FACILITY APPLICATION (cont.)

Campus/Center:      Ukiah      Lake Center      North County Center      Coast Center      Field Station

- For athletic events, request an Athletic Facility Use Application.
- Mendocino College Coastal Field Station – Follow Link Below:  
<https://docs.google.com/forms/d/e/1FAIpQLSe89FdYcLlHXMy7tkwir1PssUkak4Qpc12jLZ2AbojuhXPRgg/viewform>

**CLASSROOM:** (See Rental Fee Schedule for rates.)     **Small (25-49)**       **Large (50-90)**

- Tables/Chairs**       **Tablet Armchairs**       **Moveable Desks**       **Ground-level room only**  
 **Computer Lab**       **White Board**       **Piano** (specify room and piano/s below)

**SPECIAL NEEDS:** (e.g.: Outdoor setup; additional tables and chairs placed outside classroom or in lobby). *Be specific.* Please indicate any special room setup needs below or attach additional sheet. Special setup needs are handled by MC Facilities Department. MC departments complete a Service Request form and submit it to Facilities. For outside organizations, an estimate of costs for this service will be included with your permit should your application be approved.

- Tables/Chairs** \$8/Table; \$1/Chair, plus delivery charge. # \_\_\_\_\_ Tables    # \_\_\_\_\_ Chairs

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### MEDIA REQUESTS:

Will audio/visual equipment be used?       Yes       No

Will WIFI be needed?       Yes       No

- Computer with Projection       DVD with Projection       Screen Only       Equipment Operator?

Other \_\_\_\_\_

Depending on the time/day of the event, personnel costs may be incurred. If so, an estimate of costs for this service will be included in your permit, should your application be approved.

### COLLEGE GROUNDS AREAS:

- Learning Center Plaza (Quad) / Outdoor Stage       Grove BBQ  
 Sports Fields / Tennis Courts / Track       Parking Area

**SPECIAL FACILITIES:** (See Rental Fee Schedule for fees/rates.)

### VIDEO-CONFERENCING:

- Library Learning Resource Center - Media Teaching Classrooms - Ukiah Campus**  
3 screens, computer, data projection, DVD, video-conferencing equipment - computer controlled  
 Room 4210: Seating Capacity 30-40       Room 4134: Seating Capacity 14
- Round Room - Lake Center - Seating Capacity 40-50**  
Mendocino College media tech required for duration of events if using media
- Center for Visual and Performing Arts - Ukiah Campus - Seating Capacity 380-394 plus 6 ADA spcs.**  
Mendocino College tech required at all times.  
 Piano (Piano tuned by MC personnel only)
- Little Theatre - Ukiah Campus - Seating Capacity 187 plus 4 ADA spcs.**  
Mendocino College tech required at all times.



## USE OF FACILITY APPLICATION (cont.)

### FOOD REQUESTS:

Will food/beverages be served?     Yes     No

Food is only allowed in designated areas in Lowery Student Center and outside areas.

### MUSIC:

Will music be used at your event?     Yes     No

Live Music             Recorded Music

### OTHER ROOM LOCATIONS: (all Ukiah Campus)

Please check the room(s) you are requesting:

**Board Room - Room 1060 - MacMillan Hall - Seating Capacity 16-50**

Regular setup is for 16 with long conference table; adding seating up to 50.

**Student Activities Center - Room 770 - Seating Capacity 40-50**

Regular setup is for 40 with 10 small tables; 4 chairs per table plus sofa chairs up to 50 seats.

**Dining Hall - Room 771 - Seating Capacity 50**

Regular setup is for 50 at a variety of tables for 2, 4, 6, & 8.

### SPECIAL EQUIPMENT:

**8-ft. Tables**        # \_\_\_\_\_ Tables

**Folding Chairs**    # \_\_\_\_\_ Chairs

**Stage Sections**    # \_\_\_\_\_ Sections (3-ft. x 6-ft. x 6-in. high platforms with back curtain and bunting  
(custodial fee required))

**PA System in Student Activities Center** (MC media tech fee required)

### COASTAL FIELD STATION:

- \$5/person for day use only
- \$10/person/night for college field class
- \$15/person/night for research work
- \$20/person/night for other approved educational activities

For more detailed information for facility use please follow the link below:

<https://www.mendocino.edu/sites/default/files/docs/policies/AP6121.pdf>

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