MENDOCINO COLLEGE

Cover Sheet

USE OF FACILITY APPLICATION

Mendocino College Coastal Field Station 707.468.3219 scardimo@mendocino.edu

Mendocino College Facilities Department 1000 Hensley Creek Road, Ukiah CA 95482
707.468.3076 fax 707.468.3042 facilities@mendocino.edu

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 10 working days before** the date of the event or use plan.

Applications will be reviewed but will not necessarily be accepted/approved before the following 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.

Fees

- First-time-use Processing Fee is $25 (non-refundable). The Processing Fee is due when the application is submitted.
- Rental Fee Schedule
  - $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

Cancellation Policy

Please notify us as soon as possible if cancellation of your use is expected so that we can free up the facility for use by other interested parties.

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 and your interest in the Mendocino College Coastal Field Station.

If you have any questions, please contact Steve Cardimona at (707) 468-3219; e-mail scardimo@mendocino.edu.

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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 membersthereof, 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.

Damage
Facilities must be protected from damage and mistreatment. Rooms shall be left in a clean and orderly fashion, all trash placed inappropriate 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.

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.

Revised Spring 2017