

LAKE TAHOE COMMUNITY COLLEGE DISTRICT
INTERNAL APPLICATION AND CONTRACT FOR USE OF FACILITIES

- A 5 business day notice is required for bookings that do not require tech or maintenance assistance for set-up (EMS Web APP requests allowed for these requests only).
- A 10 business day notice is required for bookings that require tech and/or maintenance assistance for set-up.
- A 30 day notice is required for large events where tech and/or maintenance personnel are required for extensive set-up.

Requests received less than the required approval times may be denied. This is only a request until a final confirmation is sent. CANCELATIONS: Notice must be given at least three business days prior to scheduled event.

LTCC Requestor/Dept.: _____ Ext: _____ Application Date: _____

This section is to be filled out only if requesting to sponsor/host an external group:

Group Represented (being hosted): _____ Type of Group* : _____

*Group Types: (NON-PROFIT, PROFIT, LOCAL YOUTH, PUBLIC AGENCY, OTHER). Proof of 501 (C)(3) may be required. If payment is determined to be required from outside agency, an external application will need to be submitted in lieu of this internal form.

Reason/explanation: _____

Event/Purpose of Use: _____

*Date(s) of Use: _____

Event Time: Start: _____ AM/PM to _____ AM/PM. *Please note above if times are different for multiple day requests.

Set-up/take-down time needed: _____ (total hrs. before) _____ (total hrs. after)

Number of participants expected: _____ Will participants be charged? Yes / No

If Yes, Purpose of charges? _____

Other Requests/Notes: _____

This contract is subject to all LTCC policies and all applicable laws of California.

Requestor's Signature _____ Date: _____

Administrative Approval/Signature (only for requests to host external groups) _____ Date: _____

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LTCC representatives are responsible for coordination of set-up/take-down and resource requests for events. LTCC representative(s) must be present at event.

Liability Insurance with Lake Tahoe Community College named as the additional insured is required for all external groups for use of space on campus. If requesting the synthetic field, The Community Play Consortium must be listed as the additional insured.

Please mark corresponding box(es) below or circle resources as needed. Additional information may be required, if technology requests are needed. Additional information may need to be submitted into School Dude.

<input checked="" type="checkbox"/>	Facilities Requested:	<input checked="" type="checkbox"/>	Resources Requested:	Room Layout/Notes:
	Board Room		Media / Computer Lab Technician	(Please draw or attach room layout or provide additional notes)
	Aspen Room		TV/DVD Combo / USB DVD Player	
	A106		Document Camera	
	Creekside		Microphone / Speaker	
	Classroom		Projector Cart with PC	
	Library Plaza		Scoreboard	
	Table in Commons		Portable Projection Screen	
	Dance Studio		Webcam/Microphone	
	Gym		Conference Camera	
	*Theatre		Portable Projector – off-site use	
	BIO/ CHM Lab		Portable Blue Tooth Speaker	
	Green Room		Custodial Set-up/Take down	
	Student Center		Pop-up tents (# __)	
	Computer Labs		Additional Chairs (# __)	
	Ledbetter Terrace/Garden		Additional Tables (# __)	
	Parking lot-specify area in notes		Podium	
	Stafferanda		Bleachers / Gym Floor Covers	
	CPC Turf		Power Strip (# __) / Extension Cord (# __)	
	Other:		Garbage Cans (# _____)	
			Stage (Height/Size _____)	
			Banners (location/date _____)	
			Other:	

*If requesting the Theatre, see page 3 for specific Resources.

NOTE: For Tech equipment: Zoom/Skype/Virtual Meetings -Please specify if conducting a video call, conference call, or only observing, as a camera and/or microphone may be required. Board Room is VGA only and has HDMI/VGA Projectors. If using your own lap top, additional adaptors may be required. Conference Cameras are used for distance interviewing or higher profile video calls. Document Camera requires a screen or projector.

SCHEDULE PRODUCTION USE ONLY

The above request is approved: Y / N If No, Reason: _____

Room(s) reserved: _____ Date: _____

Proof of Liability Insurance: Y / N Expiration: _____

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Please mark corresponding box(es) below or circle resources as needed. Additional information may be required, if technology requests are needed. Additional information may need to be submitted into School Dude.

<input checked="" type="checkbox"/>	THEATRE TECH Resources Requested:	Layout/Notes:
	Theatre Technician	
	Concession Stand	
	Box Office	
	Green Room	
	Projector Cart with PC	
	Microphone / Speaker	
	Portable Projection Screen	
	Film Showing	
	Head Mics	
	Lavalier Mics	
	Portable Blue Tooth Speaker	
	Built in Projection and Screen	
	TV/DVD Combo / USB DVD Player	
	Sound Equipment	
	Light Equipment	
	Stage (Height/Size _____)	
	Other:	

Additional Comments: