

APPLICATION AND CONTRACT FOR USE OF FACILITIES

ORGANIZATION: _____ DATE: _____

ORGANIZATION TYPE (SELECT ONE): _____ If Other, explain: _____

BILLING ADDRESS: _____ PHONE: _____

REPRESENTATIVE: _____ EMAIL: _____

LTCC REPRESENTATIVE (IF ANY): _____ PHONE/EXT.: _____

LTCC AFFILIATION (IF ANY): _____

<input type="checkbox"/>	*Facilities Requested:	<input type="checkbox"/>	Equipment Requested:	Miscellaneous Information & Room Layout Requirements:
<input type="checkbox"/>	Board Room \$75.00 hr	<input type="checkbox"/>	TV/VCR/DVD - \$25.00	
<input type="checkbox"/>	Aspen Room \$40.00 hr	<input type="checkbox"/>	VCR/DVD Player - \$25.00	
<input type="checkbox"/>	A106 \$40.00 hr	<input type="checkbox"/>	Projection System - \$50.00	
<input type="checkbox"/>	Creekside \$40.00 hr	<input type="checkbox"/>	Podium w/ Microphone - \$25.00	
<input type="checkbox"/>	Classroom \$30.00 hr	<input type="checkbox"/>	Projector/Computer - \$75.00	
<input type="checkbox"/>	Commons \$100.00 hr	<input type="checkbox"/>	Additional Tables (# _____ of tables)	
<input type="checkbox"/>	Student Center \$100.00 hr	<input type="checkbox"/>	Internet Connection	
<input type="checkbox"/>	Computer Lab \$75.00 hr	<input type="checkbox"/>	Screen - \$10.00	
<input type="checkbox"/>	Gym \$150.00 hr	<input type="checkbox"/>	Conference Phone- \$10.00	
<input type="checkbox"/>	Theatre \$100.00 hr	<input type="checkbox"/>	Theatre Specific Requests:	
<input type="checkbox"/>	Parking areas \$30/lot/day	<input type="checkbox"/>	Lighting Equipment –cost varies	
<input type="checkbox"/>	Other: _____ TBD	<input type="checkbox"/>	Sound Equipment – cost varies	
<input type="checkbox"/>	**Special Requests: TBD	<input type="checkbox"/>	Film Screening (DVD, VHS, Screen)	

*Discounted rates may apply. Refer to Board Policy Manual Section 7.27E ** Please contact us to discuss.

NOTE: A signed Addendum to the Application, "Rules Governing the Use of District Facilities by the Public", must be attached to this form for consideration of Application.

EVENT/PURPOSE OF USE: _____

DATE(S) OF USE: _____ START TIME: _____ to END TIME: _____.

IS SET UP TIME NEEDED? _____ IF YES, PROVIDE # _____ EVENT.

WILL PARTICIPANTS BE CHARGED? _____ PURPOSE OF RECEIPTS: _____

PEOPLE EXPECTED: _____ OTHER REQUESTS / SPECIFIC NOTES: _____

FOR LTCC FACILITY USE ONLY

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

Contract Valid: _____ By (Print/Sign): _____

Room(s) reserved: _____ Calendared: _____ Notes: _____

Item	Total Amount
Application Fee	\$25.00
Facility	_____
Custodial	_____
Equipment	_____
A/V Tech	_____
Other	_____
Deposit	_____
Balance	_____

Dist.: Applicant _____
 Maint & Ops _____
 Media Tech _____
 Student Serv _____
 Theatre Tech _____
 File (Original) _____





LAKE TAHOE COMMUNITY COLLEGE DISTRICT

RULES GOVERNING THE USE OF DISTRICT FACILITIES BY THE PUBLIC

1. The approved and signed Application/Contract shall be considered reasonable assurance from the College to the applicant that the facility requested will be available for use as specified. Should the facilities be needed by the College, as determined by the Vice President, Business Services, the College reserves the right to reassign space or to cancel the contract.
2. The applicant shall be bound by the rules, regulations and policies of the Lake Tahoe Community College District governing the use of College facilities as noted in Section 7.27 of the Board Policy Manual (copy available upon request). Among other requirements, this policy provides that no public use of District facilities interfere with any instructional or instructional-related activities.
3. Applications for personal use of College facilities by individuals will **not** be considered.
4. A College employee shall be on duty and be fully in charge of the facility being used.
5. Possession and/or consumption of alcoholic beverages, dangerous or controlled substances on campus is prohibited. Violation of this rule will result in loss of privilege to use College facilities.
6. Smoking is prohibited inside all college buildings and within 50 feet of all college buildings. Smoking is allowed in the designated smoking shelter.
7. Groups or organizations using College facilities shall conform to all applicable city and county ordinances and all fire regulations. Educational classes must be approved by the Vice President, Academic Affairs and Student Services.
8. Groups with minors in attendance shall provide their own chaperone/supervision. The amount of supervision required may be determined by the College.
9. The College may require, as a condition for confirmation of an application, that the applicant furnish at his/her own expense, security officers in a number determined by the District.
- 9.1 Groups or organizations using the College Theater facilities, will be required to provide door supervision, in order to prevent food and/or drink in the Theater and to control room capacity. The user will be billed for all resultant damages sustained to equipment and/or premises.
10. Groups or organizations using College facilities shall be responsible for the normal clean-up of facilities including removal of special decorations or materials and for returning the furniture and equipment to their original set up. The user will be billed for all resultant expenses and/or damages sustained to equipment and/or premises.
- 10.1 Groups or organizations using the College Theater facilities, and if by approval, the Concessions area, shall be responsible for the normal clean-up of facilities including removal of special decorations, materials, and/or food items and for returning the furniture and equipment to their original set up. The user will be billed for all resultant expenses and/or damages sustained to equipment and/or premises, and it may result in the loss of Concession area privileges.
- 10.2 Groups or organizations using the College facilities will only be permitted to use blue painters tape for hanging or attaching objects to the walls, doors or glass. The use of scotch, masking, duct, or

electrical tape is prohibited. The user will be billed for all resultant expenses and/or damages sustained to equipment and/or premises.

10.3 Groups or organizations using College facilities and/or College Theater facilities are prohibited from using confetti.

11. Fees to be charged will be due and payable upon receipt of an invoice from the Business Office. Checks should be made payable to Lake Tahoe Community College District.

12. Any changes to a confirmed reservation will result in an additional fee.

LIABILITY INSURANCE

All organizations using Campus facilities may be required to provide a certificate of insurance in the amount of \$1,000,000 listing the Lake Tahoe Community College District as additional insured during the use of the facilities (CA Education Code 82548). It is understood and agreed that the organization renting a facility accepts full responsibility for the protection of the facility and all property and equipment used.

Carrier: _____ Policy No.: _____ Expires: _____

Agent Contact: _____ Phone #: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned agrees to defend, indemnify and hold harmless the Lake Tahoe Community College District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned's use or occupancy of the District's facilities, furniture, equipment, or any other use allowed by this Application and Contract. The undersigned further agrees to provide a Certificate of Insurance for liability coverages and limits acceptable to the District.

Board Policy Statement:

I certify that I have received a copy of the "Rules Governing the Use of District Facilities" and hereby agree to be governed by District policies and procedures, to safeguard and care for all District property, and to assume responsibility for payment of any damages.

Lessee Signature*

Title

Organization

Date

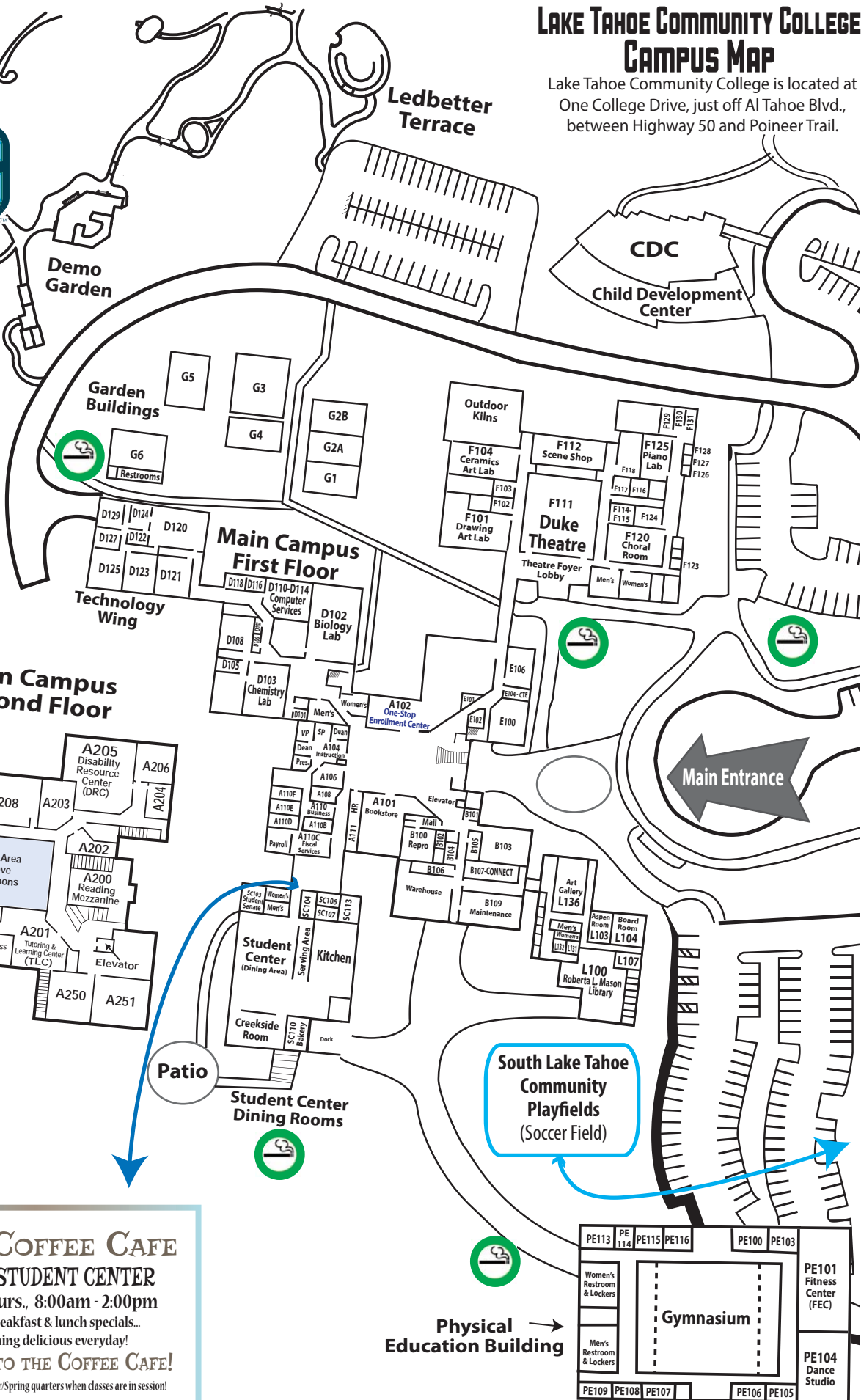


*If you do not have a digital signature, please print and sign, then return pages 1-3 by email (scanned) or fax to 530-541-7852.

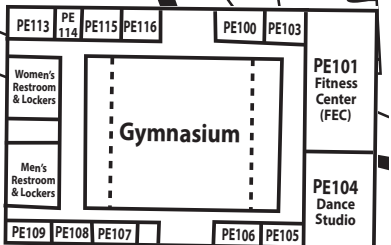


LAKE TAHOE COMMUNITY COLLEGE CAMPUS MAP

Lake Tahoe Community College is located at One College Drive, just off Al Tahoe Blvd., between Highway 50 and Pioneer Trail.



LTCC's COFFEE CAFE
IN THE STUDENT CENTER
 Mon. - Thurs., 8:00am - 2:00pm
 Drinks, breakfast & lunch specials...
 Something delicious everyday!
FIND YOUR WAY TO THE COFFEE CAFE!
 The Cafe is open during Fall/Winter/Spring quarters when classes are in session!



Lake Tahoe Community College COMMONS ZONE MAP

