



APPLICATION AND CONTRACT FOR USE OF FACILITIES

All **BOLD** fields below must be completed. **All requests must be submitted at least 10 business days (2 weeks) prior to activity date or application may be denied.**

ORGANIZATION: _____ **DATE:** _____

ORGANIZATION TYPE (SELECT ONE): _____ If Other, explain: _____
 (NON-PROFIT, PROFIT, LOCAL YOUTH, PUBLIC AGENCY, OTHER)

BILLING ADDRESS: _____ **PHONE:** _____

REPRESENTATIVE: _____ **EMAIL:** _____

EVENT/PURPOSE OF USE: _____

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

SET UP TIME NEEDED? _____ IF YES, SPECIFY TIMES _____

WILL PARTICIPANTS BE CHARGED? _____ IF YES, PURPOSE OF RECEIPTS: _____

PEOPLE EXPECTED: _____ **OTHER REQUESTS / SPECIFIC NOTES:** _____

Please mark corresponding box(es) below as needed.

<input checked="" type="checkbox"/>	*Facilities Requested:	<input checked="" type="checkbox"/>	Resources Requested:	Miscellaneous Information & Room Layout Requirements:
	Board Room \$75.00 hr		TV/VCR/DVD - \$25.00	
	Aspen Room \$40.00 hr		Conference Phone- \$10.00	
	A106 \$40.00 hr		Projection System - \$50.00	
	Creekside \$40.00 hr		Podium w/ Microphone - \$25.00	
	Classroom \$30.00 hr		Projector/Computer - \$75.00	
	Commons \$100.00 hr		Tables - \$25.00/day each (#)	
	Table in Commons \$50.00/day		Internet Connection	
	Student Center \$100.00 hr		Screen - \$10.00	
	Computer Lab (t) \$75.00 hr		Gym Scoreboard - \$10.00/day	
	Theatre (t) \$100.00 hr		****Sport Equipment - \$10.00/day	
	Parking areas \$30/row/day		Lab Tech - \$35 hr	
	**Ledbetter Terrace /		Theatre Tech - \$35 hr	
	***Gym \$150.00 hr		Custodial Set-up/Clean-up - \$25.00	
		<input checked="" type="checkbox"/>	Theatre Specific Requests:	
<input checked="" type="checkbox"/>	CPC Community Play Fields:		Lighting Equipment –cost varies	
	****Turf Soccer (LTCC)		Sound Equipment – cost varies	
	Grass fields (coming soon)		Film Screening (DVD, VHS, Screen)	

Asterisk (*) notes on page 2.

NOTE: Lake Tahoe Community College is closed on all state mandated holidays and on college closure days.

NOTE: Campus reservations must be cancelled at least three business days prior to scheduled activity and CPC Field reservations must be cancelled at least five business days prior to scheduled activity or fees may apply.

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. Proof of Liability Insurance with Lake Tahoe Community College named as the additional insured is required for all campus bookings, field bookings must name Community Play Consortium as additional insured. A \$25.00 application fee will automatically be added to the billing total.



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

**Ledbetter Terrace/Demonstration Garden: \$250/hour for first two hours, \$200/hour for each hour after that.

***Gym/Sports Equipment: Available equipment includes: Basketballs, Soccer balls, Volleyballs, Volleyball standards, Pickle ball equipment, Table Tennis equipment, Stretching mat, Pennies. Please note amount of equipment needed. Set up fees may apply. There is a \$25 set up and take down fee for bleachers. Additional fees apply for set up and removal of gym floor covering. Please contact us for additional information.

****Community Play Consortium Fields: Synthetic Turf LTCC Coyote Field rates: Local Non-Profit Youth Groups - \$85.00 per hour, All Other Non-Profit Groups - \$180 per hour, For-Profit Groups - \$280 per hour. Proof of liability insurance is required and Community Play Consortium must be listed as the additional insured. Snack Shack and Scoreboard use may be available for groups booking 6 hours or more. Please contact us for additional information. (Grass fields/rates coming soon.)

(t): A Technician is required for use of the Theatre and/or Computer lab. Rates are \$35/hr.

FOR LTCC FACILITY USE ONLY

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

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

Room(s) reserved: _____ Calendared: _____ Proof of Liability Insurance: Y/ N

Notes: _____

<u>Item</u>	<u>Total</u>
Application Fee	25.00
Facility	
Custodial/Set Up	
Equipment	
Tech Fees	
Other:	
TOTAL	



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. A College employee shall be on duty and be fully in charge of the facility being used.
4. 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.
5. Smoking is prohibited inside all college buildings and on Fields. Smoking shall be permitted only in areas clearly indicated by "Designated Smoking Area" signage and in personal vehicles.
6. 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.
7. Groups with minors in attendance shall provide their own chaperone/supervision. The amount of supervision required may be determined by the College.
8. 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. 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.
11. 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.
12. 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.
13. Groups or organizations using College facilities and/or College Theater and Field facilities are prohibited from using confetti.
14. No sunflower seeds, nutshells of any kind, chewing gum, or tobacco are allowed on the Fields. All trash must be placed in the provided trash receptacle. Any excess waste clean-up will result in additional charges. Dogs are prohibited from the Fields. Damage to snack shack area and/or scoreboard will result in additional charges.

- 15. 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.
- 16. Any changes to a confirmed reservation will result in an additional fee.

LIABILITY INSURANCE

All organizations using Campus facilities are 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). If using the Soccer fields, Community Play Consortium must be named as additional insured during the use of the facilities. 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.

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

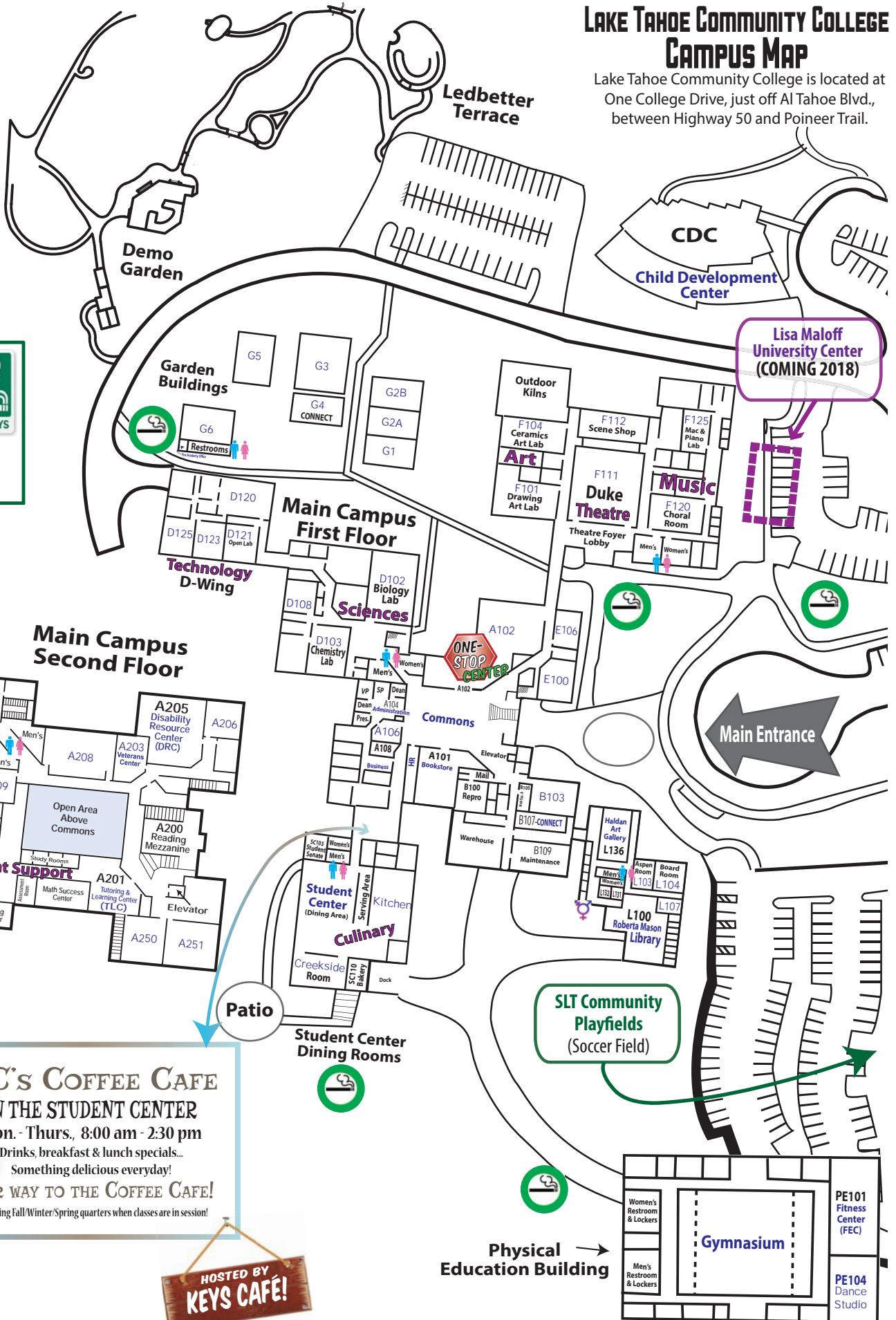
Organization

Date



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.



**Lisa Maloff
University Center
(COMING 2018)**

Main Entrance

LTCC's COFFEE CAFE
IN THE STUDENT CENTER
 Mon. - Thurs., 8:00 am - 2:30 pm
 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!

**HOSTED BY
KEYS CAFE!**

Lake Tahoe Community College COMMONS ZONE MAP

