

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

All **Bold** fields below must be completed. (A 2 week notice is requested. Requests received less than 5 business days prior to the event may be denied.)

LTCC Requestor: _____ **Ext:** _____ **Application Date:** _____

Are you requesting to sponsor/host an external group: Yes / No

If yes, reason/explanation: _____

Group Represented: _____ Type of Group (if not LTCC): _____

Event/Purpose of Use: _____

Date(s) of Use: _____ **Time:** Start: _____ AM/PM to _____ AM/PM. Total Hrs: _____

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

Purpose of Receipts? _____

Other Requests/Notes: _____

Please mark corresponding box(es) below as needed.

<input checked="" type="checkbox"/>	Facilities Requested:	<input checked="" type="checkbox"/>	Resources Requested:	Room Layout/Notes:
	Board Room		TV/VCR/DVD	Please draw room layout
	Aspen Room		VCR /DVD Player	
	A106		Projector	
	Creekside		Podium w/ Microphone	
	Classroom		Projector /Computer	
	Commons		Additional Tables (# _____ of tables)	
	Table in Commons		Internet Connection	
	Dance Studio		Screen	
	Gym		Film Screening (DVD, VHS, Screen)	
	Theatre		Lighting Equipment	
	BIO/ CHM Lab		Sound Equipment	
	CPC Turf / Grass Field		Scoreboard	
	Student Center		Theater/Lab Tech	
	Computer Labs		Custodial Set-up/Take down	
	Ledbetter Terrace/Garden		Bleachers/Gym Floor Covers (circle one)	
	Other: _____		Power Strip (# __) / Extension Cord (# __)	
			Other: _____	

This contract is subject to all LTCC policies and all applicable laws of California. Additional notes are listed on the back of this page.

Requestor's Signature

Date

Administrative Approval/Signature

Date

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NOTE: This is only a request until a final confirmation is sent.

If payment is required from an outside agency, do not use this form. (An external application needs to be submitted in lieu of this internal application.)

LTCC representatives are responsible for coordination of Set-up/Take-down and Resource Requests for events. LTCC representatives must be present at events.

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 soccer field, The Community Play Consortium must be listed as the additional insured.

Certain areas on campus may require administrative approval.

CANCELLATIONS: Notice must be given at least three business days prior to scheduled event.

SCHEDULE PRODUCTION 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: _____
