



APPLICATION AND CONTRACT FOR USE OF FACILITIES

Complete all BOLD fields below. 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.

Table with 4 columns: Facilities Requested, Resources Requested, Theatre Specific Requests, and Miscellaneous Information & Room Layout Requirements. Includes rows for Board Room, Aspen Room, A106, Creekside, Classroom, Commons, Computer Lab, Theatre, Student Center, Table in Commons, Gym, Parking areas, Ledbetter Terrace, and Demo Garden.

Asterisk (*) notes on page 2.

(t) A Technician is required for use of the Theatre and/or Computer lab. Charges will automatically be applied. If event requires more than one tech, additional charges will apply.

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

Cancellations: Notice must be given at least three business days prior to scheduled event or fees may apply.

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. Please provide a copy with this application. 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.

**Gym/Sports Equipment: Available equipment includes basketballs, soccer balls, volleyballs, volleyball standards, pickle ball equipment, table tennis equipment, stretching mat, and 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.

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

FOR LTCC SP/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 Exp date: _____
 Notes: _____

<i>Item</i>	<i>Total</i>
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. 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 are prohibited from using confetti.
14. 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.
15. 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 general liability 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.

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

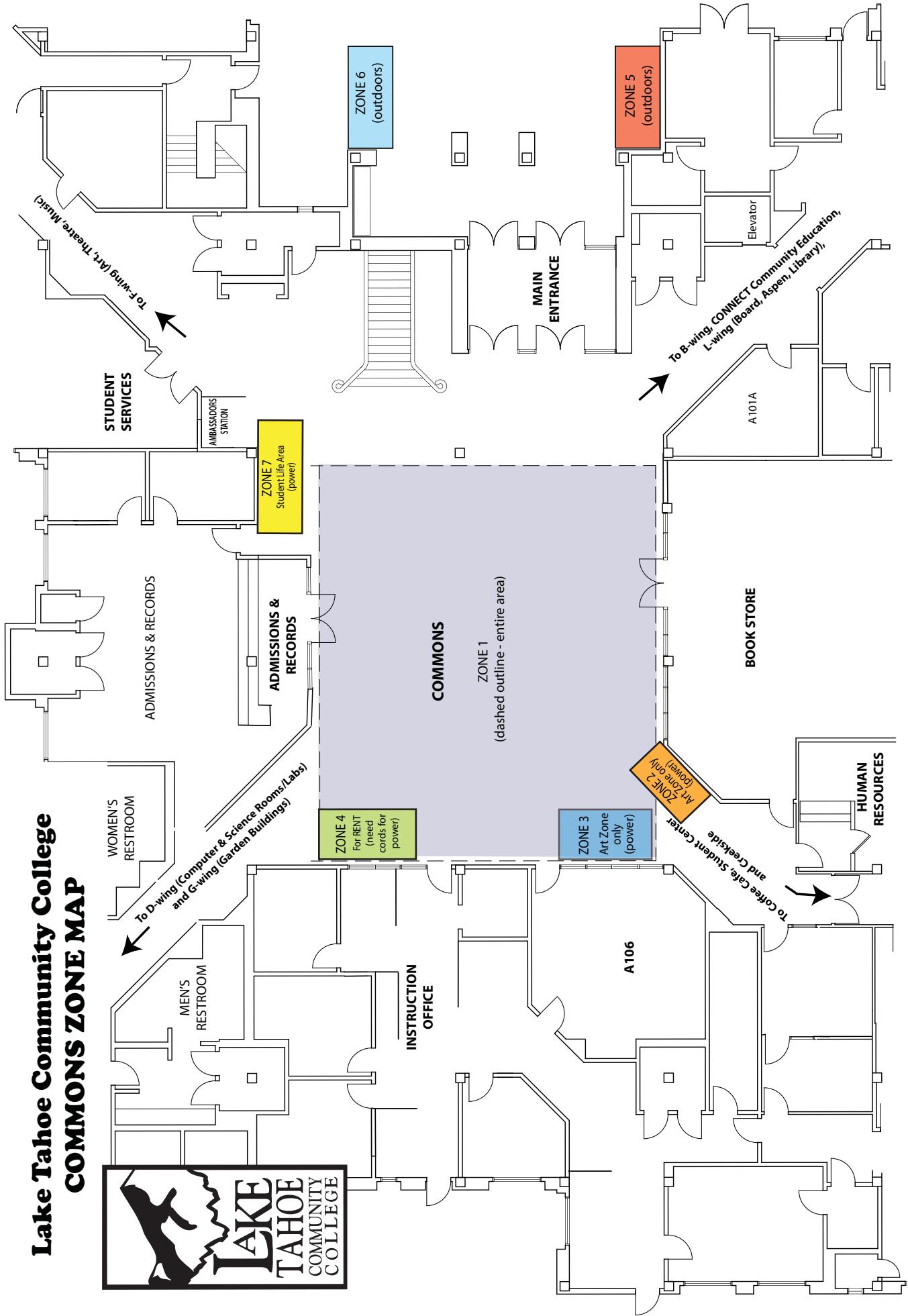
Title

Organization

Date



Lake Tahoe Community College COMMONS ZONE MAP



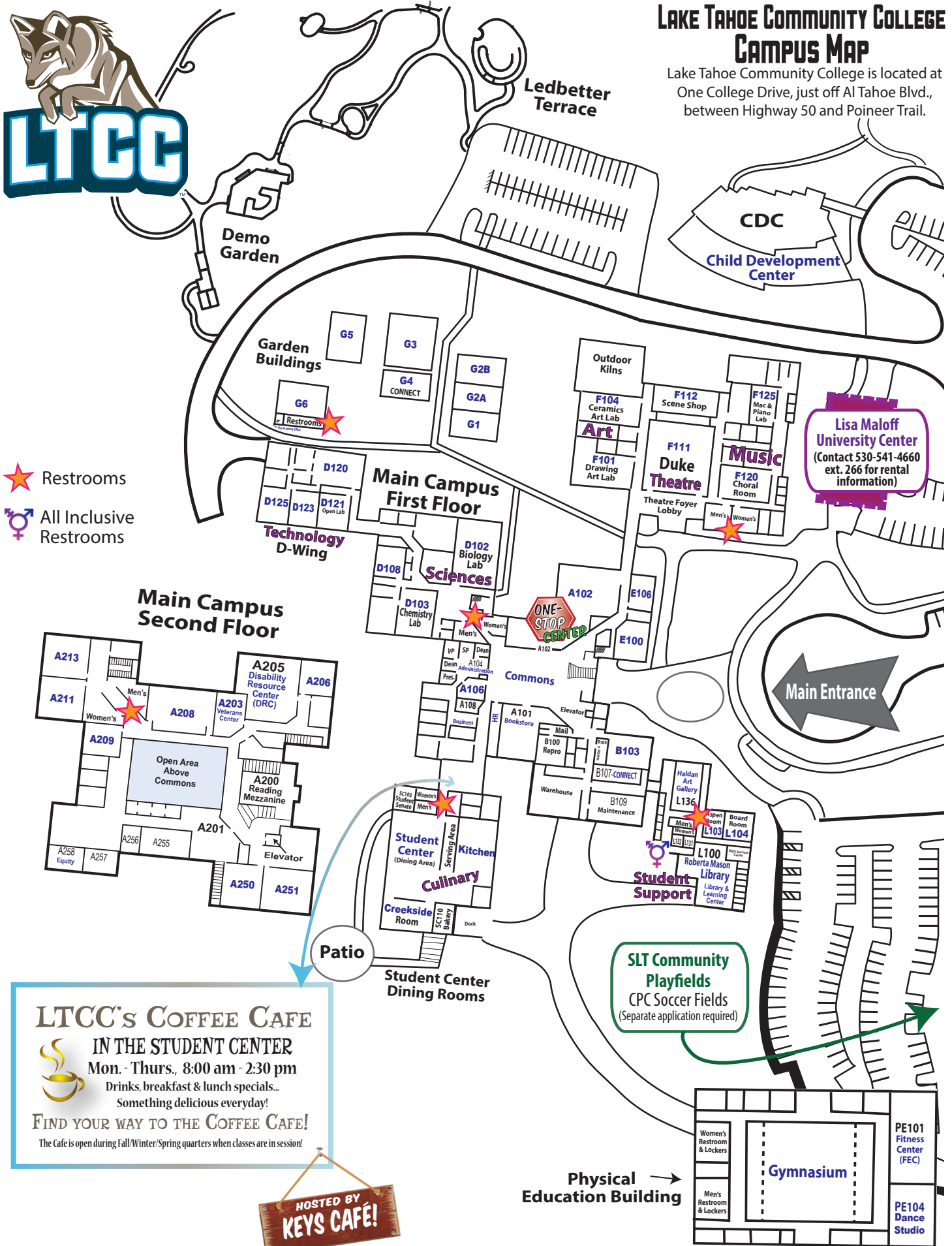
* Art Exhibit in Main Commons (partial area) during Spring quarter. In Fall & Winter quarters, Art Exhibit continues in Zone 2 and Zone 3. External requests and student clubs will use Zone 4 only.



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.

-  Restrooms
-  All Inclusive Restrooms



**Lisa Maloff
University Center**
(Contact 530-541-4660
ext. 266 for rental
information)

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!

