

OHLONE COMMUNITY COLLEGE DISTRICT
OHLONE COLLEGE
CIVIC CENTER RENTALS
43600 MISSION BOULEVARD, FREMONT, CA 94539-5847
Voicemail: (510) 659-6224; Fax: (510) 659-7325; E-mail: rentals@ohlone.edu

APPLICATION FOR FACILITY USE

APPLICANT:

Organization: _____ Today's date: _____

Authorized agent: _____ Title: _____

E-mail address: _____ Day phone number: _____

Address: _____

EVENT

Activity: _____

Purpose of Use: _____

Number of people expected each day: (participants and spectators) _____

EXEMPT (Non-profit) Yes ___ No ___

Checking "yes" above requires that you attach official verification of non-profit status from the IRS or Franchise Tax Board.

FACILITY REQUESTED (include number of classrooms/lecture halls and room capacity if more than one classroom/lecture hall is needed):

___ Classroom ___ Lecture Hall ___ Cafeteria ___ Swimming Pool ___ Gymnasium

___ Athletic Field (please specify) _____ ___ Other (please specify) _____

DATE(S) REQUESTED

Month	Date(s)	Day(s) of the Week	Start Time/End Time (include time for set-up and/or clean-up)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL EQUIPMENT, SERVICES REQUESTED:

If food is to be served, an Alameda County Health Department Permit must be submitted.

The above-named organization and its members shall be held responsible for any and all loss, accident, neglect, injury, or damage to person, life, or property, and claims which may be the result of, or may be caused by, the organization's occupancy of the facilities or premises, and for which the District might be held liable. The organization shall protect, indemnify, and defend the District, the Board, and/or any officer, agent, or employee of the District and save them harmless in every way from all suits or actions at law for damage or injury to persons, life, or property that may arise or be occasioned in any way because of the occupancy of the facilities or premises. The District shall require the applicant to furnish a \$1,000,000.00 comprehensive liability insurance certificate on which the Ohlone College Community College District is named as additional insured. This requirement may only be waived by the Vice President, Business Services/Deputy Superintendent or designee.

I have read, understand, and agree to the regulations and requirements herein and on the following page.

Applicant's signature: _____ Date: _____

Approved by: _____ Date: _____

(Ohlone College official)

Proof of Insurance and Payment in full due by: _____

**OHLONE COLLEGE
CIVIC CENTER RENTALS
REGULATIONS AND REQUIREMENTS FOR FACILITY USE**

- ▶ Applications for use of District facilities are to be filed with the Civic Center Rentals Office **at least 3 weeks** in advance of intended use and will not be approved for a period exceeding one semester. The District reserves the right to cancel an application when/if a need for the facilities for educational purposes arises after the approval of the application.
- ▶ Applications must state specific facilities, dates, and hours. These hours must include opening, set-up, take-down, and closing of facilities in addition to the time of actual use. Groups will be required to vacate college facilities no later than the end time of their reservation, so appropriate time must be allowed for clean-up.
- ▶ The group representative responsible for the activity must have the approved application and billing detail available during the event. If not, the group may be required to vacate the facility. It shall be the responsibility of the group representative to ensure that facilities are vacated as scheduled.
- ▶ All facilities must be returned to the original condition in which they were rented.
- ▶ No nails, screws, staples, tacks, or other fasteners shall be used on the doors, windows, or walls of the facilities.
- ▶ The District, at its discretion, shall have the right to cancel and terminate use of facilities immediately upon discovery of any violation of the regulations, conditions, or provisions of facility use on the part of the requesting group. Facilities shall be protected from damage and mistreatment, and precautions for cleanliness maintained. Restrictions regarding smoking, eating, and drinking in rooms and buildings shall be observed. The group authorized representative assumes this responsibility. Should District property be damaged or abused, the cost of repair shall be paid by the group involved immediately upon demand by the District. In this event, the District shall have the right to make an assessment for damages and to deny any future requests by the group.
- ▶ If fees are assessed to an organization, **full payment is due in Cashier's Office 15 days in advance of the scheduled use.** Payment shall be required 15 days before the event or the reservation will be cancelled. Total fees due to the District shall be paid in the form of a cashier's check, personal check, credit card, or money order made payable to the Ohlone Community College District and must be remitted in full to the College prior to the scheduled use of the facility.
- ▶ A certificate of liability insurance, naming the District as "additional insured," whenever required, shall be in force and on file with the District before the actual date(s) of use.
- ▶ All juvenile organizations or groups must have adult sponsorship and supervision.
- ▶ Possession or consumption of alcoholic beverages, dangerous drugs, or narcotics, or the possession of firearms and weapons of any kind, are not permitted on College property. Any person under the influence of such shall be required to leave the campus.
- ▶ Smoking is prohibited on the Ohlone College campus except for general use parking lots.
- ▶ All cancellations by Applicant should be made at least two (2) working days prior to intended use.
- ▶ Applicants issued an approved application shall fully comply with all ordinances, laws, and regulations pertaining to the use and occupancy of District facilities, including all fire, health, and safety measures. No activity shall be conducted which constitutes a violation of any Federal, State, or Local law.
- ▶ Since the College has limited availability of space for facility rental, the District reserves the right to refuse use if the requested space is needed for any educational purpose.
- ▶ Please note: The College will not formally reserve a space until the Applicant confirms that the organization is scheduling the space and payment is received in full.