



**OHLONE COMMUNITY COLLEGE DISTRICT
SMITH CENTER RENTALS**

43600 MISSION BOULEVARD, FREMONT, CA 94539

Voicemail: (510) 659-6182; Fax: (510) 659-6188; E-mail: cbooras@ohlone.edu

APPLICATION FOR FACILITY USE

APPLICANT:

Organization: _____

Today's Date: _____

Authorized agent: _____

Title: _____

E-mail address: _____

Day Phone #: _____

Billing Address: _____

EVENT:

Event Title: _____

Please describe your events and technical needs, list any special equipment & services:

Purpose for use: _____

Number of people expected each day: participants _____ audience _____

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.

Will you be selling tickets? _____ YES ___ NO

Smith Center Box-office selling tickets? _____ YES ___ NO

Will you be serving food? _____ YES ___ NO

Would you like SC to sell snacks at intermission? _____ YES ___ NO

Have you produced events before? _____ YES ___ NO If so where at _____

FACILITY REQUESTED:

___ Jackson (405) ___ NUMMI (±100 flexible) ___ Amphitheatre (650) ___ Green Room (35)

___ Dance Studio (85) ___ Shop ___ LAM Plaza (50+) ___ Art Gallery (35+ *limited availability*)

DATE(S) REQUESTED:

**For Start/End time please include time for set-up and/or clean-up*

	Month	Date(s)	Day(s) of the week	Setup	Start	End
1st	_____	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____	_____
3rd	_____	_____	_____	_____	_____	_____

\$100 application fee will be returned if no date(s) are available.

NOTE: Typically this is included with deposit

*Please make checks payable to **Ohlone College Smith Center**.*

Applicant Signature: _____

Date: _____

Proof of Insurance due one week prior to event. Final Payment Due 30 days following the event.

Office Use Only

EMS RES#: _____ Verified Non -Profit: ___ YES ___ NO if yes 501-C3# _____

Estimate #: _____ Approved: _____

OHLONE COLLEGE
CIVIC CENTER RENTALS
REGULATIONS AND REQUIREMENTS FOR FACILITY USE



~ Applications for use of the Smith Center Facilities are to be filed with the Director of Theatre Operations at least 15 days in advance. Use of facilities are subject to availability.

~Applications must state specific facilities, dates, and hours. These hours must include opening, set-up, strike, a lunch break for technicians, and closing of facilities in addition to the time of actual use. Groups will be required to vacate facilities no later than the end time of their reservations, 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, tack, tape or other fasteners shall be used on the doors, windows, or walls of the facilities. Please see Technical Coordinator for options and appropriate locations to post event related materials. Use of glitter on props, costumes or confetti is strictly prohibited-a minimum cleaning fee of \$200 will be charged to groups found to be using glitter.

~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 building 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.

~All fees assessed to an organization, are due to the Ohlone College **Smith Center 30 days following the event.** 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 College Smith Center District. scheduled use of the facility.

~A certificate of liability insurance, naming the District as "additional insured," for the amount of \$1,000,000.00 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 entire Ohlone College campus.

~Cancellations by Applicant made two (2) weeks or less prior to scheduled event forfeit their deposit.
See contract for more details on Deposits as they pertain to Smith Center Rentals.

~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.

Print Name: _____ Sign: _____ Date: _____