

Use of Facility Application – Non-Sierra College User

Application Priority & Due Dates

Applications are processed in the order received after District classes and activities are scheduled. Applications, and additional required documents, are due no later than:

- **20 working days** before the date of the event for athletic or fundraising events.
- **10 working days** before the date of the event for all other uses.

Applications will NOT be accepted before the following dates:

- Apr. 1: Summer session (June-July)
- July 1: Fall semester (Aug-Dec)
- Nov. 1: Spring semester (Jan-May)

Fees

All fees incurred by the facility use will be invoiced with the total due on receipt at the end of the month the event occurred in.

The District may assign personnel to an event, including security, custodial, technical, supervisory, or other as needed. The organization will be billed, and agrees to pay, for personnel at current overtime rates and in an amount sufficient to cover all costs to the District. The organization agrees to abide by directives issued by the District supervising staff in regard to health and safety compliance issues.

Facilities shall be left in a clean and orderly fashion, all trash placed in receptacles, and furniture/equipment returned to the original configuration. When this does not occur or when District property has been damaged or abused, the organization will be billed additional fees to return the facility to proper working order and in an amount sufficient to cover personnel, cleaning, and repair expenses.

Food/Concessions

Food/Beverages are NOT allowed in most facilities. Outside organizations may not have or serve alcoholic beverages on campus without prior approval from the District Superintendent/President (BP 3560). There are no linens available from the District.

- **Rocklin Campus:** The Rocklin Campus Food Service Vendor has exclusive rights to cater any event and to sell concessions. All food/concessions must be approved. Please contact the Facilities and Plant Operations office for Food Vendor contact information.
- **Nevada County Campus:** The Nevada County Campus Food Service Vendor has first right of refusal to cater events and to sell concessions. All food/concessions must be approved. If you choose to have an off campus vendor cater your event, you will be required to provide proof that the vendor is in compliance with all City regulations and possesses a valid Health Department permit.
- **Tahoe-Truckee Campus:** For events with catering, you will be required to provide proof that the vendor is in compliance with all City regulations and possesses a valid Health Department permit.

Cancellation Policy

Cancellations must be submitted in writing by 4pm at least four (4) working days in advance of the scheduled use for most facilities. Please refer to campus specific addendums for specific details and exceptions. If the cancellation is not received within four (4) working days, the organization will be responsible for all fees, as well as any damages, if incurred. Sierra College reserves the right to cancel any scheduled Facility Use at any time without notice.

Inclement Weather Policy

Sierra College may cancel an event due to inclement weather including, but not limited to, power outages, water outages, snow accumulation, or other acts of Mother Nature. Rain plans are the responsibility of the event organizer, not the Facilities and Plant Operations office or staff. To avoid Facility Use cancellation and have a rain plan executed, please submit your plan with the initial application in observance of application deadlines listed above.

Parking

Parking permits are required, Monday-Friday, 24 hours a day. Daily parking permits are \$3.00 per vehicle per day and are available from the ticket dispensing machines on campus. User may not charge their patrons for parking.

Hold Harmless

All permissive users, whose use is not mandated by the Civic Center Act, agree by their signature on the next page to hold Sierra Joint Community College District, its Governing Board and the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, or expense that may arise out of, or in any way be connected with, this Facility Use Agreement. However, this agreement does not pertain to losses or injuries that are the result of the sole negligence of the District.

Insurance Requirements

Facility use approval is contingent upon the applicant providing the following two required documents no later than ten (10) working days prior to the event.

- **Document One:** *Certificate of Liability Insurance* for (minimum) one million dollars coverage. The Certificate should be for a policy active during the date of the facility use and must name Sierra College as Certificate Holder. If the document specifies the date of a certain event, the certificate is only good for that date and that event. Certificates without specific dates/events are valid for the term of the policy.
- **Document Two:** An *Additional Insured Endorsement* naming Sierra College as additionally insured on the policy. Often times, an insurance company will try to add this endorsement at the bottom of the certificate, which is not valid for use of District facilities. We must receive a separate form for the *Additional Insured Endorsement*.

Sierra College – Rocklin Campus
 5100 Sierra College Blvd
 Rocklin, CA 95677
 P: (916) 660-7655 | F: (916) 630-4525

Sierra College – Nevada County Campus
 250 Sierra College Drive
 Grass Valley, CA 95945
 P: (530) 274-5327 | F: (530) 274-5356

Sierra College – Tahoe/Truckee
 11001 College Trail
 Truckee, CA 96161
 P: (530) 550-2225 | F: (530) 550-2229

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Organization _____
 Authorized Representative _____ Non-Profit # _____
 Billing Address _____
 Email _____ Phone # _____

VOID WITHOUT
 APPROVAL
 STAMP

Facility Requested: _____ Date(s) of Use: _____
 Hours Needed (*fees to include entry & exit time*): _____
 Begin Set-Up _____ Start Function _____ End Function _____ End Clean-Up _____
 Event Name/Title _____
 Purpose of Use (*be specific*) _____
 Estimated Number of Attendees _____ Admission Charge \$ _____

• FOR INTERNAL USE ONLY •
 Application Rec'd: _____
 APRVD Facility: _____
 Proof of Insurance
 Add'l Insured Endorsement
 Payment Due: _____
 Payment Rec'd: _____

Please complete a **Special Service Request Form** for any special set-up or facilities needs other than normal configurations.

Media & Music

Contact the Audio Visual Department for assistance or if you would like to schedule a trial run with our equipment (see Campus Addendum for contact information). Please complete the Special Service Request form.

- Computer with projection DVD with projection
- Screen only CD Player
- Microphones (quantity) None
- Other (Specify) _____

Will music be used at your event?
(Only District sponsored dances allowed.)

- Yes, Recorded Music Yes, Live Music No

Food Services

Will food/beverages be served at your event? No Yes
 Caterer _____
 Will alcoholic beverages be served at your event? No Yes

PSTC Equipment

What equipment will you need to access?
 Car Fire Prop Fire Control 4 Props Pump System
 Live Hydrant Forcible Entry Props Training Tower
 Onsite Sierra College Fire Tech Staff _____
 Sierra College Approval
 Fire Tech Coordinator Signature _____

Soliciting & Sales

What type of solicitation or sales are you requesting?
 Petition Signatures Service Sales Product Sales
 Voter Registration Survey/Poll Employment
 Other (Specify) _____

What method of solicitation or sales are you requesting?
 Public Speaker Handouts Walk-Up Table
 Product Demos Concessions Free Samples
 Other (Specify) _____

Will any soliciting/sales be performed by someone who is not a member of your organization? No Yes

If yes, the person or other organization must complete their own Use of Facilities application.

Is this in conjunction with another event on campus?
 No Yes, Specify _____

Do you have a business license?
 No Yes, License # _____

County of Issue _____
*A valid business license or proof of non-profit status **must** accompany applications from businesses or organizations.*

I have received, read, understand, and agree to all rules and regulations on Page 1 and the Campus Addendum.

Authorized Signature _____ Print Name _____ Date _____

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Benefit Exists: Yes No Relates to Mission: Yes No Disrupts Operations: Yes No
 Risks/Harm/Liability: Yes No Appears Unlawful: Yes No Conflicts with Operations: Yes No

Special Conditions/Restrictions: _____
 Approving Signature (*do not sign if not approved*): _____ Date: _____