



APPLICATION FOR FACILITY USE

Internal and Community Requests

Requester Information:

REQUESTED BY _____
 Name of Organization _____ Contact Person _____

ADDRESS _____

Telephone Number _____ Fax Number _____ Email _____

IRS Tax Number _____ 501-C 3 (Check One) Yes No
 (Attach W-9 Form) Checking "Yes" above requires that you attach official verification of non-profit status from the IRS or Franchise Tax Board

Event Description:

Name of Event: _____ Date(s) of Event: _____

Number of people expected: _____ Has parking citation been suspended? Yes No

Admission Fee: \$ _____ Will you require Internet access? Yes No

Audio/Visual Needs: _____ Will you require restrooms unlocked? Yes No

Will you serve food? Yes No Will the Media be present? Yes No

Facilities Accessed by: _____ Event Begins: _____ Event Ends: _____ Facilities Vacated by: _____
 AM/PM AM/PM AM/PM AM/PM

Facility Requested:

Marysville Campus						Sutter County Center
Athletics Facilities	Meeting Rooms/Areas	Theatre	Learning Resource Ctr.	Public Safety	Other	Meeting Rooms
<input type="checkbox"/> Gym <input type="checkbox"/> Field <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Track <input type="checkbox"/> Football/Soccer <input type="checkbox"/> Field Lights <input type="checkbox"/> Track <input type="checkbox"/> Football <input type="checkbox"/> Soccer	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Multi-Purpose Room (316) <input type="checkbox"/> Classroom Rm. # _____ <input type="checkbox"/> Computer Lab Rm. # _____ <input type="checkbox"/> Conference Room Rm. # _____	<input type="checkbox"/> Theatre <input type="checkbox"/> Piano(s)	<input type="checkbox"/> Library Computer Training Lab (1131) <input type="checkbox"/> TV Studio (Room 1158) <input type="checkbox"/> Journalism Lab (Room 1171) <input type="checkbox"/> LA/FA Conference (Room 1194)	<input type="checkbox"/> Mat Room <input type="checkbox"/> Fire Training Tower and Grounds <input type="checkbox"/> Nursing Simulation Lab	<input type="checkbox"/> Quad <input type="checkbox"/> Parking Lot <input type="checkbox"/> Veterans Resource Center (725) <input type="checkbox"/> Other Identify _____ _____ _____	<input type="checkbox"/> Cafeteria <input type="checkbox"/> Cafeteria Overflow <input type="checkbox"/> Classroom Rm. # _____ <input type="checkbox"/> Computer Lab Rm. # _____ <input type="checkbox"/> Conference Room Rm. # _____

Room Set Up: classroom reception graduation lecture other _____
 (Attach floor plan if applicable)

Facility Fees:

Referencing Yuba Community College District AP 6700, identify the GROUP to which your Organization belongs:

Group I
Labor and Utilities Charges Apply

Group II
Labor, Utilities and Supplies
Charges Apply

Group III
Labor, Utilities, Supplies and Fair
Rental Value Apply

	Flat Fee	Hourly Fee	X Hours of Event	Total Amount
<input type="checkbox"/> Labor GL Code:	\$	\$		\$
<input type="checkbox"/> Utilities GL Code:	\$	\$		\$
<input type="checkbox"/> Supplies GL Code:	\$	\$		\$
<input type="checkbox"/> Rental GL Code:	\$	\$		\$

Estimated Grand Total

\$ _____

* Final billing will include actual charges. All fees assessed to an organization are due to Yuba College 30 days following the event. Please make checks payable to Yuba College. This Application for Facility Use form, including the Proof of Insurance, is due twenty (20) business days prior to event. Cancellations must be submitted 48 hours prior to the event.

Prior Approvals:

Need for CUSTODIAL, MAINTENANCE OR GROUNDS STAFF must have prior approval of the M&O Supervisor, 741-6775.

Signature _____ Date _____

Use of ATHLETICS FACILITIES must have prior approval of the Athletics Director, 741-6779.

Signature _____ Date _____

Use of the THEATRE must have prior approval from the College Marketing and Promotion Coordinator, 741-6829.

Signature _____ Date _____

Use of LEARNING RESOURCE CENTER FACILITIES must have prior approval from the Dean of Humanities, 741-6794.

Signature _____ Date _____

Use of the PUBLIC SAFETY FACILITIES must have prior approval from Public Safety Director (749-3879) or Nursing and Allied Health Director, 741-6785.

Signature _____ Date _____

Use of the VETERANS RESOURCE CENTER must have prior approval from the Veterans Resource Technician, 741-8780.

Signature _____ Date _____

Use of the PARKING LOT must have prior approval from the YUBA COLLEGE PRESIDENT, 741-6707.

Signature _____ Date _____

Official Use Only			
Verified Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Proof of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Indemnification: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature: _____	Date: _____	
Posted on Calendar on: _____	Confirmation Email Sent on: _____	Payment of \$ _____	Received on _____

Yuba College Theatre Technical Request Form

Internal and Community Requests

User Information:

Technical Contact (Name and Phone Number): _____

E-mail: _____

(This person will be responsible for communication the technical needs of the show and must be present on site for all contracted times. Also, adult supervision is required for all productions that include children less than 18 years old.)

Date(s) of rehearsal: _____ # of people expected (directors, performers, musicians): _____

Rehearsal begins at (am/pm): _____ Rehearsal ends at (am/pm): _____

Special Needs:

- Orchestra pit Steinway piano (Addl Charge) Choral risers Choral Shell
 Dressing Rooms Green Room Theatre Shop (storage) Box Office

Facility Needs:

____ #Tables ____ Chairs ____ Lectern ____ Chalk board

- Will you be selling tickets? Yes No
Will you require Box Office Cashier to sell tickets? Yes No
Will you sell refreshments at intermission? Yes No
Will you be using your own technicians (for sound and lighting)? Yes No

Lighting:

- I do not have any special lighting requirements and will use the house lighting (standard, no color lighting)
 I have some simple requirements and have attached additional information.
 I will require follow spots
 I have in depth lighting needs and will arrange meeting the Yuba College Theatre Tech to further discuss

Sound:

- I will require one microphone for announcements
 I will require _____ mic(s) for instrument and/or vocal reinforcement
 I will require playback of ____ CD ____ MP3 Player ____ Laptop/computer

Audio Visual:

- I do not require any equipment use
 I will require projection, computer and projection screen (PowerPoint files must be received at least 24 hours prior to use)
 I will require audio/video playback on ____ DVD ____ VCR ____ Computer

If this form is not received twenty (20) business days prior to your event, technical support may not be provided.

- Vehicles can unload in the area surrounding the theatre but must relocate to permanent parking in the east or west parking lots (with the purchase of a daily pass) as soon as unloading occurs.
No food or beverages are allowed in the theatre auditorium or on stage
- User must disclose (at time application is submitted) of any additional rental or props to be placed in or around the Yuba College Theatre such as tent, scenic drops, tables, flower delivery, etc. If Yuba College agrees to rental, the items must be removed immediately after event concludes or receive approval to pick it up after the event.
If you have volunteers to offset the theatre staff with ushering, box office, or parking, please have them available for a training session prior to the event.
- If the college staff is to sell tickets, please provide a list of instructions (i.e., ticket price, who to make check out to, will call ticket pick up, etc.). Also have change (\$1 and \$5) available to use as base cash.
Please provide programs to the box office so the ushers can hand them to the guests when they go inside the auditorium
- If reserved seating is used, please provide several copies of the seating chart for ushers to assist patrons during event.

Applicant Signature: _____ Date: _____

STATEMENT OF INFORMATION

Community Requests Only

The Yuba Community College District makes available, under the California Civic Centers Act, use of its facilities and grounds. Some specialized facilities are designed for instructional use only and are not available to outside groups. According to Education Code 82537 (c), no use shall be granted in a manner that constitutes a monopoly for the benefit of any person or organization. Furthermore, according to Education Code 82537 (d), no use shall interfere with the required purposes of the college facilities and grounds.

- Application for facility use must be received twenty (20) business days prior to event and use of facilities is subject to availability.
- A certificate of liability insurance, naming the **Yuba Community College District** as “Additional Insured,” for Bodily Injury Liability Limits of at least \$1 million and Property Damage Liability Limits of at least \$1 million shall be in force and on file with the college 48 hours before the actual dates of use.
- Cancellation must be submitted 48 hours prior to the event.
- All fees assessed to an organization are due to Yuba College 30 days following the event. Please make checks payable to Yuba College.
- All facilities must be returned to the original condition in which they were rented.
- No nails, screw, staples, tack, tape or other fasteners shall be used on 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 the 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 juvenile organizations or groups must have adult sponsorship and supervision.
- Possession or consumption of alcoholic beverages, drugs, or narcotics, or the possession of firearms and weapons of any kind, are not permitted on college property.
- Applicants issued an approved application shall fully comply with all ordinances, laws, and regulations pertaining to the use and occupancy of district facility, 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.
- All visitors to the campus must purchase a daily parking pass from 6am to 6pm, Monday through Friday.

Your signature verifies acknowledgement of policies, procedures and fees and that _____ will defend, indemnify and hold harmless the District, its officers, employees and agents from any and all injuries, losses or damage, including damage to District property, which may result from or arise in any way out of their use of the facilities, regardless of cause.

Applicant Signature: _____ Date: _____

YUBA COMMUNITY COLLEGE DISTRICT
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
Community Requests Only

Name of APPLICANT: _____

Date of Event: _____

APPLICANT shall be responsible for, and DISTRICT shall not be answerable or accountable in any manner for any loss or expense by reason of any damage or injury to person or properties, or both, arising out of the acts of APPLICANT, its agents, officers, employees, guests or invitees, or resulting from APPLICANT's activities on the District Facilities or from any cause whatsoever arising out of or in connection with this License or any other use or operations on the District Facilities. APPLICANT shall indemnify and defend DISTRICT, its directors, officers, agents, employees, and invitees against and will hold and save them and each of them harmless from any and all actions, claims, liens, damages to persons or properties, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, association, entity, corporation, political subdivision, or other organization arising out of or in connection with APPLICANT's activities on the District Facilities, and any other use of and operations on the District Facilities pursuant to the APPLICANT's use of District Facilities, whether or not there is concurrent passive negligence on the part of DISTRICT, its agents, employees or officers, but excluding such actions, claims, damages to persons or properties, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of DISTRICT, and in connection therewith:

(i) Actions Filed. APPLICANT shall defend any action or actions filed in connection with any of said claims, liens, damages, penalties, obligations or liabilities, and will pay all costs and expenses, including attorneys' fees incurred in connection therewith.

(ii) Judgments Rendered. APPLICANT shall promptly pay any judgments rendered against APPLICANT or DISTRICT covering such claims, liens, damages, penalties, obligations and liabilities arising out of or in connection with such use of and operations on the District Facilities referred to herein and agrees to save and hold DISTRICT harmless therefrom.

(iii) Costs and Expenses; Attorneys' Fees. In the event DISTRICT is made a party to any action or proceeding filed or prosecuted against APPLICANT for such damages or other claims arising out of the use of and operations on the District Facilities referred to herein. APPLICANT agrees to pay DISTRICT any and all costs and expenses incurred by them in such action or proceeding together with reasonable attorneys' and expert witness fees.

APPLICANT further agrees to indemnify, defend and hold harmless DISTRICT, its directors, officers and employees and each of them from any claim or cause of action arising out of or related to the legality or legal interpretation of this License, including, without limitation, DISTRICT's authority to enter into this Agreement and/or authority to grant APPLICANT the use of District Facilities.

Authorized Contracting Representative of APPLICANT:

Printed Name

Signature

Title

Date