



# APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

Applicant's Name \_\_\_\_\_ Email \_\_\_\_\_  
 Organization \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Check type of facility and equipment required:  
 Lecture Hall     Conference Room     Classroom     Stadium     Swimming Pool     Main Gym     Fields  
 Performing Arts Center     Campus Center     Marquee (separate application required)     Other \_\_\_\_\_  
 Number of chairs to be rented \_\_\_\_\_    Number of tables to be rented \_\_\_\_\_  
 Additional Needs: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Start time of event: \_\_\_\_\_ Estimated end time: \_\_\_\_\_  
 Time building is to be open \_\_\_\_\_ ( PAC events: Billing begins a minimum of 1 hour before event starts.)  
 Performing Arts Center Events: Dates and hours of rehearsals: \_\_\_\_\_  
 All Other Events: Dates and hours for set up: \_\_\_\_\_  
 Purpose and nature of use \_\_\_\_\_ PAC Events: Number to call for ticket information \_\_\_\_\_  
 Expected attendance \_\_\_\_\_ Open to public?  Yes  No Will admission be charged?  Yes  No

PAC EVENTS: Food and drinks at PAC performances, if any, are provided by the PAC concessionaire, at their sole discretion.  
 ALL OTHER EVENTS: Will there be food or drinks served at the event?  Yes  No  
 Food or Drinks for Stadium events will be provided by the Citrus College concessionaire at their sole discretion.

A Certificate of Liability Insurance must be furnished to the college no later than two weeks prior to the scheduled event. Such certificate shall carry bodily injury and property damage combined single limits of at least \$1,000,000 per occurrence and name Citrus College as an "additional insured" with respect to the activity in question.  
 The undersigned has read the indicted attachments to this agreement and understands that they are incorporated herein and form a part of the agreement.  
 Sports Venues Rules for Use     Rental Rules and Regulations (second page of this document)  
 Locker Room Rules for Use     Haugh Performing Arts Rental Rates & Procedures

The undersigned has read and hereby agrees to abide by and enforce all rules and regulations, including insurance requirements, pertaining to the use of school facilities established by the Board of Trustees of the Citrus Community College District which are printed on the second page of this application. Please type and return all copies.  
 Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

*Do not fill in below this line.*

## PERMIT FOR USE OF SCHOOL PROPERTY

Facilities approved \_\_\_\_\_  
 Dates and hours of use \_\_\_\_\_  
 Charge of use \_\_\_\_\_

All facility usage fees are due and payable 30 days prior to facility usage. If fees are not paid prior to the event, the event shall be considered cancelled, and the venue shall be made available to other users. The district reserves the right to charge an advance deposit.

Application approved by Citrus Community College District Board of Trustees. Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative of the Board of Trustees

Citrus College reserves the right to cancel or change any of the above dates for use of the facilities by the college.

See Second Page for Rules and Regulations

# RULES AND REGULATIONS

## OFF CAMPUS GROUPS

### Statements of Information

The applicant agrees to furnish, no later than 2 weeks prior to the activity, such liability or other insurance for the protection of the public and the Citrus Community College District as the college requires. The applicant agrees to reimburse the college district for any damage to college property occasioned by or growing out of the use herein requested. If the applicant is self insured, the district shall require the applicant to provide insurance to cover the college district for the amount the applicant is self insured.

Should it be necessary to extend the time beyond that specified in this application, special permission must be obtained from college personnel before the meeting or event convenes. In such instances, additional charges will be made.

The applicant agrees to hold Citrus Community College District, its officers, agents, employees and its insurers and indemnitors, if any, harmless from any and all damages, claims and demands whatsoever, including costs and attorney's fees from any source, including but not limited to, applicant including applicant's employers and agents, and persons on or near the premises by invitation or license of applicant, arising out of, or in any manner connected with the use of said premises by applicant, whether due to the alleged condition or maintenance of the premises or to alleged negligence of Citrus Community College District or otherwise. Applicant accepts said premises in the condition in which they are delivered and in reliance upon its own inspection or opportunity to inspect.

Rent shall commence on the date and time indicated on the agreement or the date when the applicant first occupies the venue in any way, whichever comes first.

Multiple months use on the request will not be permitted unless approved by the Business Office. If you have separate requests please use one form for each activity.

Subject to the above agreement, and in accordance with applicable laws, rules and regulations, this request will be granted by the Citrus Community College District when approved by the Board of Trustees and signed by an authorized representative.

### “NOTIFICATION OF TAXABILITY OF POSSESSORY INTEREST”

“The right to possession of the property leased may subject the lessee to property taxation pursuant to California Revenue and Taxation Code Section 107 and following.” See attached requirements and conditions for use of Citrus facilities for more information.