



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT APPLICATION AND PERMIT FOR USE OF FACILITIES

Canada College
4200 Framhill Blvd, Redwood City
650-306-3459

College of San Mateo
1700 W Hillsdale Blvd, San Mateo
650-574-6220

Skyline College
3300 Colleg Dr., San Bruno
650-355-7000

Application Date

Non Profit ID/SSN

Organization/Division

Internal

External

Address

Contact

Title

Phone

REQUIRED Cell Phone

E-mail

Event Date

Arrival Time

Total Estimated Use

Event Start time

Event End Time

Departure time

Purpose:

Ancillary Issues:

Are you having concessions?	Yes	No	Please Describe
Are you selling tickets?	Yes	No	Price
Are you charging attendees a fee?	Yes	No	Amount

Proof of Insurance:

Facility

Gym Building

Academic Building

Fine Arts

Auxillary Spaces

Other

Main Gym

Class Rm

Studio Theatre

Cafeteria

Multi Purpose Rm

10-25 capacity

Main Theatre

Parking Lot

Dress Rm &

26-45 capacity

Gallery Theatre

Frisbee Lawn

Showers

46-100 capacity

Small Gym

Lecture Rm

Baseball Field

Choral Rm

Soccer Field

Assigned Room #

Tennis Court

Personnel:

Security

Custodial

Maintenance

Students

Special Tech

Other

Technical Requirements: Not all venues are equipped with all items--please inquire.

Sound System

Speakers

Podium

Media Cart

TV

Screen

VCR

LCD Media Cart/no computer

Lectern

Microphones

Choral Risers

Choral Shell

Overhead Projector

Music Stands

CD Player

Slide Projector

Theatre Lighting

Other items not listed:

Fees

Facilities Custodial Security Technical Equipment Other Expenses **Sub Total**

Deposit-due at signing

Deposit Amount

Commission:

Estimated Commission Amount

TOTAL ESTIMATED FEES

Permitee is responsible for actual cost

Special Requirements and Instructions

Deposit Return Date

Amount Returned

Explanation

I understand and agree to pay charges that may be incurred due to these special services.

SCHEDULING: Application and permit must be completed 45 days prior to the date of use.

COMMISSION: A 10% commission on fees collected by the Permitee will be paid to the institution

DEPOSIT: 50% of estimated fees required with return of contract, remaining due 30 days prior to event.

CANCELLATION: 10% of the deposit, minimum of \$20, is nonrefundable if the event is canceled by permittee

HOLD HARMLESS, INDEMNITY AND DUTY TO DEFEND.
The Permitee using San Mateo County Community College District ("the District") facilities agrees to indemnify, hold harmless, and defend in accordance with Civil Code §2778, the District, its Board of Trustees, officers, agents, employees and representatives from all claims, lawsuits or actions of every name, kind and description, brought for, or on account of injuries to or death of any person, including user or any employee, agent, or invitee of user, or damage to property including intangible property and to whomsoever belonging, where such injuries, death or damages occurred in, upon, or due to user's use of the District's premises or property, provided that this indemnity obligation shall not apply to injuries for which District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence.

INSURANCE. Permitee shall provide a Certificate of Insurance with coverage to respond as primary coverage and the College/District named as additional insured. Unless otherwise amended by written agreement executed by the Executive Vice Chancellor of the District, Permitee shall procure

and maintain the following coverages for the duration of this permit: Comprehensive General Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$2,000,000 per occurrence and \$4,000,000 annual aggregate; property damage insurance in an amount not less than \$2,000,000 per occurrence; and automobile liability insurance in an amount not less than \$2,000,000 including coverage for owned, non-owned and hired vehicles.

PROPERTY DAMAGE. The Permitee is liable for the care and protection of District property and will be charged for any damages sustained to the premises, furniture, or equipment because of the occupancy of District premises by Permitee

AVAILABILITY OF FACILITIES. This agreement shall be considered as a reasonable guarantee from the District to the Permitee that the facility will be available for use as specified. Should facilities be needed on an emergency basis for instruction or instruction-related purposes, the College reserves the right to reassign space or to cancel the contract up to forty-eight hours preceding the scheduled event. (Alternative space will be provided by campus)

ADDITIONAL CONDITIONS. In addition to the conditions listed above, this agreement shall be subject to all of the District's rules and regulations, including but not limited to the regulations regarding the Community use and charges for the use of District Facilities as indicated in Exhibit A attached hereto and by this reference made a part of this agreement.

PERMITEE HEREBY ACCEPTS THIS AGREEMENT AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS AS OUTLINED ABOVE AND AS STATED IN EXHIBIT A ATTACHED.

Requestor

Date

Division Dean

Date

Facility Monitor

Date

Vice President

Approve

Deny

Date

College Business Officer

Date



All users of the following facilities shall be under the direct supervision of a College employee or employees. Smoking is prohibited in all indoor locations and within a distance of twenty (20) feet from any doorway, entrance to an interior area, or air intake vent. Food, and beverages are prohibited in the gymnasium, multipurpose room, classrooms, the locker room facilities, the pool area, and the tennis court.

EXHIBIT A

COMMUNITY USE OF DISTRICT FACILITIES

Guidelines to be in the Assignment of Facilities:

- District organizations within the District will have priority over those from outside the District.
- In order to present a diversity of programs and services to the community, it may be necessary to give priority to requests from groups which have not previously used College Facilities.
- At times, to balance the programs and services presented, it may be necessary to give priority to groups wishing to present a program dissimilar to programs already scheduled.
- Once an application has been approved, the use shall not be preempted by another outside applicant.

Scheduling of Facilities:

- Applications for the use of College facilities must be made to the office designated by the College President or Chancellor-Superintendent.
- The college President or designee shall be empowered to approve or disapprove the application based upon the appropriateness of the activity and the facilities for the specified dates and times and to issue the contract.
- Applications for use of College facilities must be filed at least 3 weeks in advance of the time the use of the premises is desired. The College will not schedule the use of facilities for an outside organization more than three months in advance of an event and applications shall not be accepted more than six months in advance of use. Exceptions to the six month rule listed below in "d".
- Organizations wishing to use facilities during the summer months may apply at any time during the year, but these applications will not be processed before April 1 of each year.
- The date of payment established in the contract for facility, equipment, or labor rental fees shall be honored by the applicant. Fifty percent (50%) of the estimated charges established on the contract must be remitted prior to the date of the event.
- The application must include all requested facilities and equipment. The designated office will make arrangements for personnel to operate equipment requiring skilled operators. Facilities and equipment not listed in the contract are not to be used, with the exception of restrooms.

REGULATIONS GOVERNING SPECIFIC FACILITIES

- 1) **Swimming Pool (CSM).**
 - a) The pool hourly rental fee does not include the cost of the salary for a supervisor or lifeguard.
 - b) All renters must provide their own lifeguard. The lifeguard must have a current Advanced Life Saving, First Aid, and CPR certificates, copies of which must be filed with the College along with the required certificate of insurance.
 - c) Users shall be required to pay the salary cost of any additional employees necessary.
- 2) **Baseball and Softball Fields.**
 - a) The use of the baseball and softball fields by community groups is limited to those times when the fields are not used for college activities.
 - b) The main diamonds may only be used for league or tournament games. Practice sessions will be scheduled on other athletic playing fields.
 - c) Public toilets will be opened for scheduled games only.
 - d) Specialized facilities, such as batting cages, press box, and scoreboard are not available except for championship games.
 - e) Users will be required to pay the labor cost for infield preparation.
 - f) All scheduled use must recognize the need to maintain and water the facility.
 - g) Only games using 90-foot base paths in baseball and 60 foot base paths in softball will be permitted.
 - h) Users may be required to supply their own bases.
 - i) Infield must be taken from the appropriate batting circles.
 - j) No hitting into the fences is allowed.
- 3) **Football Stadium (CSM) Track.**
 - a) Contracted use of the football stadium or the track is limited to those facilities only (for example, the outfield of the baseball field or the softball field may not be used as warm-up areas).
 - b) The use of the stadium playing surface will be limited to activity participants. Spectators will not be permitted on the playing surface.
 - c) Running flats or track shoes with spikes of a 1/2" length or less will be the only shoes allowed on the running track. Track shoes with spikes longer than 1/2" baseball, football, soccer shoes will not be allowed.
- 4) **Gymnasium.**
 - a) Limited use of the gymnasium by outside organizations for other than College P.E. and athletic programs during the academic year may be allowed.
 - b) Nothing shall be used on any floor which will mark the surface in anyway.
 - c) There is a minimum of 25 participants to qualify for community use of any part of the gymnasium.
- 5) **Locker Rooms.**
 - a) The locker rooms may be rented at an additional cost and may require the hiring of a facility supervisor.
- 6) **Tennis Courts.**
 - a) These facilities will be limited to use for tennis only. Bicycle riding, skateboarding, and roller skating are expressly prohibited.
 - b) Drop-in use is permitted. Children under 16 years, however, must be accompanied by an adult.
- 7) **Other Playing Fields.**
 - a) These fields are for such activities as touch football, softball, soccer, and field hockey, and are primarily available for practice sessions or contest not involving spectators. Use will be limited generally to these stated activities.
 - b) Cool practice and model airplane flying shall not be permitted.
- 8) **Food Service College Lodge.** A food service management employee shall be present at all times the kitchen facilities are used by a non-College group. Use of the kitchen will be granted as follows:
 - a) **Full Meal Service:** The College President may, allow meals to be served to groups authorized to use College facilities. The charge for food shall be made in accordance with the food service management which shall include the cost of labor, food, fuel, and other supplies.
 - b) **Limited Use-Light Requirements:** When the kitchen is used for high refreshment service coffee, tea, punch, cookies, or doughnuts, the group will be charged for the supplies used and for rental and other fees as appropriate.
 - c) **Outside Catering:** Persons other than food service management employees will not be permitted use of the kitchen facilities for food preparation.

Performing Arts Center/Theater.

- a) Facilities use charges will be assessed according to the hours requested on the facilities use application. Additional hours may be arranged based upon facility availability and will be charged at the hourly rate.
- b) The College theater distributors must be on-duty the entire time the facility is in use (for which the user will be charged the labor costs).
- c) Users shall be required to pay the salary cost of any additional employees deemed necessary by the College.
- d) Eating, drinking, and smoking shall be limited to designated areas upon special request.

CHARGES FOR USE OF DISTRICT FACILITIES

- 10) **User Groups (Other Than District Organizations):**
 - a) **Group I:** Use by Civic Center Groups (When not collecting monies): The Educational Code creates a Civic Center at every community college where designated groups may meet for (a) supervised recreational activities and (b) for meetings and discussions of any subjects and questions which pertain to the educational, political, economic, artistic and moral interests of the communities in which they reside. These groups (when not collecting any monies or when all proceeds are used for the exclusive benefit of District students) are exempt from paying the rental fee but are required to pay for any labor and equipment costs incurred by the school during of as a result of their event. The group designated include, but are not limited to:
 - i) Citizen Group
 - ii) Parent-Teacher associations
 - iii) Camp Fire girls
 - iv) Boy and Girl Scout Troops
 - v) Fratern's organization
 - vi) School-community advisory groups
 - vii) Senior citizens' organizations
 - viii) Clubs and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school district.
 - b) **Group II:** Used by Non-Profit Groups (when not collecting any monies): Other non-profit groups may qualify for use of school facilities. If approved they would be charged the non-profit (direct-cost) rate along with labor and equipment usage cost if applicable. Non-profit organizations are required to provide a non-profit State ID number.
 - c) **Group III:** Use by Profit and Revenues Organizations (when not collecting any monies): These organizations which wish to present events of an educational, cultural or recreational nature, which otherwise would not be available to the community, may request such permission of the College President or Chancellor-Superintendent. If approved, they are to pay the fair retail value, labor and equipment cost if applicable.
 - d) **Group IV:** Use by Non-Profit and Civic Center Groups, Profit and Religious organizations (when collecting monies): With the approval of the College President or Chancellor-Superintendent, these groups may use school facilities and will be charged fair retail value plus ten percent (10%) of the proceeds when an admission fee is charged or contribution is collected at meetings and such monies are not used for the benefit or welfare of the District students. These groups will also be charged all direct costs incurred for labor and equipment if applicable. Non-profit organizations are required to have a non-profit State ID number.
- 11) **Guidelines for Precessing Applications for Use of Facilities:**
 - a) College supervision of the facility
 - i) In all cases of community use of facilities, a College employee shall be responsible for supervision of the facility. The supervisor may be part of the regular shift of an employee if direct supervision for the duration of the usage is not required. If specialized facilities are being used and an employee is assigned on an overtime hourly basis specifically to supervise the scheduled use on an exclusive basis, the organization shall be required to pay the labor fee per the stipulations of the employee group contracts. Where multiple users are scheduled at one time and one employee is deemed adequate, the cost shall be prorated.
 - ii) Monies collected by an organization using District facilities are defined to include the following:
 - i) Parking fee
 - ii) Admission charge
 - iii) Solicitation of a donation
 - iv) Free-will offering
 - v) Tuition payment
 - vi) Registration fee
 - vii) Entry fee
 - viii) Charge for class supplies or payment of a speaker
 - ix) Sale of literature or any other material.
 - b) Recreational use will include all use for aquatic sports and athletics. It will also include use of fields for activities such as band reviews and baton twirling.
 - c) Collection of fees for Use of facilities: If the Board policy and administrative guidelines regulating the use of facilities require a fee to be charged to a user group the procedures to be used are as follows:
 - i) The amount of fees shall be determined by the College granting the use in accordance with the District's schedule of fees.
 - ii) Users will be required to pay fifty percent (50%) of the estimated charges in advance of the date of use. On the date a fee is collected a receipt will be issued by the College and a copy sent to the district with the final billing information. If the user carries a contract, the District will issue a refund of the deposit minus the cancellation fee.
 - iii) The College shall prepare the billing information for all users on the appropriate form shortly after the use of facilities and all known charges are available. The billing shall contain the name of the organization, contact number, name of the authorized agent, address, date of use or uses, the facility used and all fees charged. The College shall retain a copy of the billing and file it in an approved contract file. If it is necessary to void an invoice, notification from the College will be forwarded to the Administrative Services Office as soon as possible with an explanation for such action.
 - iv) Completed permits and billing information use to be retained by the College for one year following completion of the District's annual audit. They may then be destroyed. District invoices will be retained as is appropriate for such records.
- 12) **Monies collected by an organization using District facilities are defined to include the following:**
 - i) Parking fee
 - ii) Admission charge
 - iii) Solicitation of a donation
 - iv) Free-will offering
 - v) Tuition payment
 - vi) Registration fee
 - vii) Entry fee
 - viii) Charge for class supplies or payment of a speaker
 - ix) Sale of literature or any other material.
- 13) **Recreational use will include all use for aquatic sports and athletics. It will also include use of fields for activities such as band reviews and baton twirling.**
- 14) **Collection of fees for Use of facilities: If the Board policy and administrative guidelines regulating the use of facilities require a fee to be charged to a user group the procedures to be used are as follows:**
 - a) The amount of fees shall be determined by the College granting the use in accordance with the District's schedule of fees.
 - b) Users will be required to pay fifty percent (50%) of the estimated charges in advance of the date of use. On the date a fee is collected a receipt will be issued by the College and a copy sent to the district with the final billing information. If the user carries a contract, the District will issue a refund of the deposit minus the cancellation fee.
 - c) The College shall prepare the billing information for all users on the appropriate form shortly after the use of facilities and all known charges are available. The billing shall contain the name of the organization, contact number, name of the authorized agent, address, date of use or uses, the facility used and all fees charged. The College shall retain a copy of the billing and file it in an approved contract file. If it is necessary to void an invoice, notification from the College will be forwarded to the Administrative Services Office as soon as possible with an explanation for such action.
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