

Coastline  
Golden West  
Orange Coast  
District

## APPLICATION FOR AND USE OF COLLEGE FACILITY AGREEMENT

College Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

INSTRUCTIONS: Carefully and legibly complete all applicable parts of this form, paying special attention to the insurance requirements as well as the rules and regulations.

Application Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is your group a nonprofit entity seeking a nonprofit rate? Yes  501(c)(3)# \_\_\_\_\_ No

Specifically describe your meeting/event/nature of use in the box below (use additional sheet if necessary)

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

AV equipment needed: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start/End Times \_\_\_\_\_ Setup Time: \_\_\_\_\_

Rental Fee estimate (based on current District Facility Usage Fee Chart)

Room/Space Rental: \_\_\_\_\_ rooms x \_\_\_\_\_ per room x \_\_\_\_\_ hours = \_\_\_\_\_

Parking Space Rental: \_\_\_\_\_ spaces x \_\_\_\_\_ per space x \_\_\_\_\_ hours = \_\_\_\_\_

Safety/Security Officer: x \_\_\_\_\_ per staff x \_\_\_\_\_ hours = \_\_\_\_\_

M & O Staffing: # of staff \_\_\_\_\_ x \_\_\_\_\_ per staff x \_\_\_\_\_ hours = \_\_\_\_\_

AV (see above): \_\_\_\_\_ = \_\_\_\_\_

Other Costs (Describe): \_\_\_\_\_ = \_\_\_\_\_

Total Costs: \_\_\_\_\_

## FACILITIES USE RULES AND REGULATIONS

1. Use and occupancy of college property shall be primarily for public college purposes. Any authorized use or occupancy of the property for other than public college purposes shall be secondary and subordinate to this primary purpose. The District reserves the right to deny any facility use that it deems inappropriate use of the college campus.
2. The terms "person," "persons," or "group of persons," as used in these rules and regulations are defined to mean and include the person, persons, or group of persons, applying for the use of college property. Where the applicant is a person, or two or more persons associated together in a partnership, the application should be signed by the president or the secretary of the Organization making the application. In all