



Application and Agreement for Use of District Facilities

Contact: Denise Marshall, Facilities Scheduling Coordinator
 11110 Alondra Blvd., Norwalk, CA 90650
 Email: marshall@cerritos.edu Phone: 562.860.2451, Ext. 2303

ORGANIZATION:

Name: _____ Name of Event: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Type of Organization: _____ Non-Profit#: _____

AUTHORIZED REPRESENTATIVE/APPLICANT:

Name/Title: _____

Business phone number: _____ Ext _____ Mobile Number: _____

Fax Number: _____ Email Address: _____

Cerritos College Contact (If Applicable):

DESCRIPTION OF ACTIVITY:

- Activity open to the public Entrance fee charged
- Concert Dance/Theatre Dining Filming Lecture/Speaker
- Meeting Performance Photo Shoot Sports Event Training/Workshop
- Web Shoot Other

LOCATION/VENUE

Request is hereby made for use of the following facility:

- Athletic Venue: (specify) _____ HPED Dean Approval: _____
- Classroom/Lecture Room Performing Arts Theater
- Student Center Special Request/Other: _____
- Conference Room Locker Room
- Teleconference Room Utility Field

Date of Event	Expected Attendance	Access Time	Event Start Time	Vacate Time
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

HOLD HARMLESS AGREEMENT

Responsible party entering into agreement: I have read and understand the rules, regulations and policies of the Cerritos Community College District and assume responsibility for adherence. Organization/Applicant shall be responsible for any damage sustained on District premises, furniture, or equipment due to the occupancy of said premises. Organization/Applicant agrees to hold the Cerritos Community College District, its governing board the individual members thereof, and all district officers, agents, volunteers, and employees free and harmless from any loss, liability, cost or expense that may arise during, or be caused in any way by, such use of occupancy of District premises. Cancellations require 72-hour notification period. All expenses incurred by the Cerritos Community College District prior to cancelation are non-refundable.

CERTIFICATE OF INSURANCE/ENDORSEMENT/WORKERS COMPENSATION

\$1,000,000.00 minimum liability insurance required. The certificate must identify Cerritos Community College District as additional insured and be accompanied by an endorsement. District may require increased minimum liability amounts if event or activity warrants additional coverage.

Organization/Applicant shall maintain workers compensation insurance as required by the State of California and Employer's Liability Insurance.

PARKING

Parking permits can be purchased [online](#). Special event parking permits are \$5.00 per day. For more information, please visit the [Parking Regulations Page](#).

SIGNATURE

I have reviewed, understand, and agree to abide by the attached District Facility Use Agreement.

Applicant Name/Please Print

Signature/Date

Organization/Title

Address

City

State

Zip code

Approved

Denied

Anthony Parker

Signature/Date

Dir. of Physical Plant & Construction Services
Cerritos College
11110 Alondra Blvd. Norwalk, CA 90650

CERRITOS COLLEGE OFFICE USE ONLY

ESTIMATED FEE(S):

Facility Rental: _____

Custodial: _____

Security: _____

Event Mgr.: _____ Name: _____

Other: _____

TOTAL: _____

50% DEPOSIT REQUIRED: _____ (YES/NO)

Deposit Amount: _____

Note: Final invoice may vary from estimate due to total event hours, staff hours, damages and/or extra costs. Special event parking is \$5.00.

Final Invoice Amt. \$ _____