



Application for Use of District Facilities

Contact: Monica Castro, Facilities Scheduling Specialist

11110 Alondra Blvd., Norwalk, CA 90650

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ORGANIZATION:

Name of Organization: _____

Name of Event: _____

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

Type of Organization: _____ Non-Profit #: _____

AUTHORIZED REPRESENTATIVE/APPLICANT:

Name: _____

Business phone number: _____ Ext _____ Mobile Number: _____

Fax Number: _____ Email Address: _____

Cerritos College Contact (If Applicable): _____

EVENT DESCRIPTION:

☐ 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			

Will you need Audio/Visual Equipment or Assistance? ☐ Yes ☐ No

Please specify:

LOCATION/VENUE - Request is hereby made for the use of the following facility:

- | | |
|---|--|
| ☐ Athletic Venue: (specify) _____ | HPED Dean Approval: _____ |
| ☐ Classroom/Lecture Room | ☐ Parking Lot |
| ☐ Student Center | ☐ Utility Field |
| ☐ Conference Room | ☐ Locker Room |
| ☐ Teleconference Room | ☐ Special Request/Other: _____ |
| ☐ Performing Arts Theatre (340 capacity) | ☐ Performing Arts Ctr. - Piano Recital Hall (92 capacity) |

Date of Event	Estimated Attendance	Access Time	Event Start Time	Vacate Time
		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM
		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM
		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ PM
		☐ AM ☐ PM	☐ AM ☐ PM	☐ AM ☐ 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. The District may require increased minimum liability amounts if the event or activity warrants additional coverage. Insurance and additional insured endorsement must be submitted to the Cerritos Community College District no later than **fifteen (15) days prior to the event**.

Commercial General Liability coverage shall include the following minimum limits:

- **\$1,000,000** per occurrence
- **\$2,000,000** aggregate
- **\$1,000,000** Personal & Advertising Injury
- **\$1,000,000** Each Occurrence
- **\$50,000** Fire Damage (any one fire)
- **\$5,000** Medical Expense (any one person)

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

PARKING

Cerritos College retains full authority over all campus parking lots, including their use and availability, and retains the right to all parking revenues. A valid parking permit is required and must be purchased [online](#) or onsite via QR Code. Parking permits are available for \$5.00 per day. All parking is subject to District parking regulations. Parking cannot be re-sold by the Applicant. For additional details, please visit the [Parking Regulations Page](#).

SIGNATURE

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

☐ **Effective September 3, 2025, the Board of Trustees approved the new Facility Rental Rates. Any applications received after this date will be subject to the new rates.**

Applicant Name/**Please Print**

Signature

Date

Organization/Title

Address

City

State

Zip Code

Approved

Denied

Elmer Gomez
Director of Physical Plant &
Construction Services

Signature/Date

Cerritos College
11110 Alondra Blvd. Norwalk, CA 90650

CERRITOS COLLEGE OFFICE USE ONLY

ESTIMATED FEE(S):

Facility Rental: _____

Custodial: _____

Grounds: _____

Campus Police: _____

Event Mgr.: _____

Trash Bin(s): _____

Other: _____

TOTAL: _____

50% DEPOSIT REQUIRED: _____ (YES/NO)

Deposit Amount: _____

Name: _____

**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 per stall.**

Final Invoice Amount \$ _____