

Cerritos College

Application and Agreement for Use of District Facilities

Contact: Denise Marshall, Facilities Scheduling Coordinator

11110 Alondra Blvd., Norwalk, CA 90650

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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) _____ HPEDA 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.

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

Signature/Date

Director of Physical Plant/Construction Services
Cerritos College
11110 Alondra Blvd.
Norwalk, CA

CERRITOS COLLEGE OFFICE USE ONLY

ESTIMATED FEE(S):

50% DEPOSIT REQUIRED: _____ (YES/NO)

Facility Rental: _____
Custodial: _____
Security: _____
Event Mgr.: _____
Parking: _____
Other: _____
TOTAL: _____

Amount: _____

Name: _____

Note: Final invoice may vary from estimate due to total event hours, staff hours, damages and/or extra costs.

Final Invoice Amt. \$__