

Request due thirty (30) working days prior to the event.

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

Application and Agreement for Use of District Property

Name of Organization		Date
Type of Organization		
Name of Event		
Attendance Expected	Description of Activity: <input type="checkbox"/> Meeting <input type="checkbox"/> Lecturer/Speaker <input type="checkbox"/> Dinner <input type="checkbox"/> Dance <input type="checkbox"/> Performance <input type="checkbox"/> Concert <input type="checkbox"/> Sport Event <input type="checkbox"/> Alcohol <input type="checkbox"/> Other _____	
Authorized Supervisor/Representative		

Amount Charged (if any) \$	Is the activity open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Will anything be offered for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be any paid participants? <input type="checkbox"/> Yes <input type="checkbox"/> No
How will proceeds be used?	

Date of Event	Day of Week	Access Time	Start Time	Vacate Time	Room Requested

Request is hereby made for use of the following facility (ies) (See Appendix 3B1(b) for facility information by site. (Please Check and, if applicable, identify location under checked location.)

<input type="checkbox"/> Baseball/Softball Field <input type="checkbox"/> Cafeteria/Food Service <input type="checkbox"/> Campus/Student Center <input type="checkbox"/> Gymnasium	<input type="checkbox"/> Indoor Theater <input type="checkbox"/> Outdoor Theater <input type="checkbox"/> Locker Rooms <input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Soccer Field <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Stadium <input type="checkbox"/> Track Only	<input type="checkbox"/> Classroom	<input type="checkbox"/> Practice Field
			<input type="checkbox"/> Conference Room	<input type="checkbox"/> Special Room
			<input type="checkbox"/> Forum	<input type="checkbox"/> Other
			Special Requests	

Staff Services Requested/Required								
Custodial Staff		Food Service Staff		Please Check Meals and Time Needed				
Number Needed	Time Needed		Number Needed	Time Needed		Meals	From	To
	From	To		From	To			
						<input type="checkbox"/> Breakfast		
						<input type="checkbox"/> Lunch		
						<input type="checkbox"/> Dinner		

Responsible party entering into agreement: I have read and understand the rules, regulations and policies of the Kern Community College District and assume responsibility for adherence. I hereby certify that I shall be personally responsible, on behalf of my organization, for any damage sustained by the District premises, furniture, or equipment because of the occupancy of said premises by my organization. I agree to hold the College and the Kern Community College District, its Governing Board, the individual members thereof, and all District officers, agents 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 or occupancy of District property.

Certificate of Insurance: One million (\$1,000,000) minimum liability. The certificate must identify Kern Community College District as additional insured and be accompanied by an endorsement.

<input type="checkbox"/> Copy Received	<input type="checkbox"/> Pending Receipt	Name of Insurance Agency
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Cancellations require 72-hour notification. All expenses incurred by the Kern Community College District prior to cancellation are non-refundable. Payment of total amount due must be received in the Business Office ten (10) working days prior to use.

Deposit Due Date		TOTAL COSTS To Be Billed	\$
Responsible Party/Organization			
Address		City	Zip Code
Contact Person	Title	Telephone Number	Fax Number
Signature			Date

Confirmation Number:	Nonprofit, Tax ID Number:	Purchase Order Number:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Addendum attached	<input type="checkbox"/> Facilities <input type="checkbox"/> Information Services <input type="checkbox"/> Custodial <input type="checkbox"/> Business Services	<input type="checkbox"/> Maintenance <input type="checkbox"/> Student Activities <input type="checkbox"/> Public Safety <input type="checkbox"/> Foundation/PIO <input type="checkbox"/> Food Services <input type="checkbox"/> District Office <input type="checkbox"/> Media Services <input type="checkbox"/> Other:
<input type="checkbox"/> Group I <input type="checkbox"/> Other <input type="checkbox"/> Group II _____ <input type="checkbox"/> Group III _____		

Kern Community College District COST FACTORS

Services	Number of Employees	Number of Days	Total Hours	Cost	Total
Facility Rental				\$	\$
Utilities				\$	\$
HVAC				\$	\$
Lights				\$	\$
Custodial				\$	\$
Technician				\$	\$
Security				\$	\$
Equipment				\$	\$
Other				\$	\$
TOTAL					\$

Rules, Regulations, and Policies of the Kern Community College Regarding the Use of District Property

<p>Financial/Legal Arrangements: The official representative must be an officer of the group or submit written authority from the organization making the application for use of District/College property and shall be responsible for all damage or loss of District/College property. If a rental charge is required, it shall be paid ten (10) working days in advance to the College Business Office unless other specific arrangements are made, such as a deposit based upon the contract agreement. Any additional set-up, clean-up, or requirement for use of District/College personnel per Group I, II, and III charges will be billed to the organization after the event. In order to receive a refund of the deposit, events requiring major set-up, use of District/College personnel, Food Services, and other District/College resources require a two-week notice for cancellation. Exceptions to the two-week notice of cancellation deadline are at the discretion of the College's Business Director or President. Expenses incurred by the College or Kern Community College District prior to cancellation may be charged.</p> <p>Fire and Safety Regulations:</p> <ol style="list-style-type: none"> At no time shall there be more persons admitted to the auditorium or other assembly room than the legal seating capacity will accommodate. Flammable decorations including stage scenery shall be fire resistant or flame proofed in accordance with requirements of the State Health and Safety Code. No device, which produces flame, sparks, smoke, or explosions, shall be used in the auditorium or other assembly room without the approval of the Fire Chief. Large facilities such as auditoriums require ushers to the-exists. The applicant shall contact the person in charge at least ten (10) working days and ascertain the number of ushers required. <p>General Rules:</p> <ol style="list-style-type: none"> All users are expected to observe District/College regulations, policies, and procedures. Statutes in Education Code Sections 82537, 82542, 82544, and 82548 are policy as set forth herein. Use and occupancy of District/College property shall be primarily for the educational programs of the District. Any authorized use or occupancy of the property for other than District/College purposes shall be secondary and subordinate to this primary purpose. Final approval for use of District/College facilities shall not be granted more than three (3) months in advance. The Chancellor or College President may deny the use of District/College facilities if the meeting or event is deemed to be an interference with the educational functions of the District/College. Chancellor, College President or Designee will approve the Application for Use of Facilities. The District/College will assume no obligation in the event that a change of day or time is requested once an application has been approved. The District/College reserves the right to cancel, as a result of extenuating circumstances. Any permit may be revoked without previous notice where conflicting days have resulted or where need of the property for District/College purposes has subsequently developed. Permits may be revoked for other causes at any time upon reasonable notice. Permits are not transferable. 	<p>General Rules (continued):</p> <ol style="list-style-type: none"> District/College furniture or apparatus may not be removed or displaced by any permit-tee without permission from and under the supervision of the District employee in charge. No alterations or physical changes shall be permitted in any buildings or landscape. Decorations must meet fire safety regulations and shall be erected and removed in a manner so as not to disturb or destroy the property. When a facility is used, full details of services and equipment must be furnished in advance. A District/College supervisor will be required. Personnel may be furnished by the District/College, and in some circumstances, District/College personnel will be required. All other personnel used by the organization in staging its event are to be employed and paid by the organization. There shall be no smoking in the District/College buildings, nor shall intoxicants or narcotics be used, nor shall profane language, quarreling, or gambling be permitted. Violations of this policy or any other regulation of this type during occupancy shall be sufficient cause for: <ul style="list-style-type: none"> Immediate revocation of permit; Immediate suspension of the activity; Removal of all participants from the facility; The denial of further use of District/College premises to the organization. Programs and events presented on District/College property shall at no time contain matter which tends to cause a breach of the peace, or which constitutes subversive doctrine or seditious utterances, or which agitates for changes in our form of government or social order by violence or unlawful methods. Facility use applicant must provide proof of adequate supervision for any event. The Chancellor or College President or designee shall judge adequacy. Applicants are also responsible for providing law enforcement officers when required by District/College representative to ensure crowd, parking, and traffic control. If free use of the facilities is granted to the applicant, the event shall be non-exclusive and shall be open to the public. The District employee in charge of facilities is to preserve order, protect the District/College property, and carry out the provisions, intents and purposes of this policy. The Chancellor, College President or designee must approve the use of a campus stadium, gymnasium, or auditorium used for fund raising by a community group or special promoter. District-managed equipment may be removed from District/College property by students or staff members only when such equipment is necessary to accomplish tasks arising from their District/College-approved activities or job responsibilities. In all cases where equipment is removed from the campus, prior approval must be secured from the appropriate administrator. Use of District/College equipment, both on and off site, for personal use is prohibited.
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