

Las Positas College

3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1631

Online: [LPC Facility Rentals](#)



COLLEGE FACILITY USE AGREEMENT

Lecture Halls, Classrooms, Conference Room, and Cafeteria

APPLICANT INFORMATION

ORGANIZATION NAME: _____

CONTACT NUMBER: _____

CONTACT EMAIL: _____

CONTACT NAME: _____

DAY OF EVENT CONTACT: _____

NUMBER: _____

ADDRESS/BILLING: _____

NUMBER STREET

CITY

STATE

ZIP CODE

ORGANIZATION WEBSITE: _____

FACILITIES

Lecture Halls

L2400, 2420

Max Capacity, 175

Format: Set, Lecture Hall

L1000, 1011

Max Capacity, 106

Format: Set, Lecture Hall

Classrooms

Facility Preference 1: _____

Facility Preference 2: _____

Facility Preference 3: _____

List Building Location: [LPC CAMPUS MAP](#)

Conference Room

Conference Room, 1726

Max Capacity, 75

Format: Open, can be reset

Cafeteria

L1600 Cafeteria, 1620 A/B

Max Capacity, 122

Format: Dining, can be reset

**No furniture removal*

Parking Lots

Lot A

Lot B

Lot C

Lot D

Lot E

Lot H

Lot P

EVENT TITLE: _____ RENTAL DATE: _____ RENTAL DAYS OF THE WEEK: _____

RENTAL ENTRY TIME: _____ EVENT START TIME: _____ RENTAL EXIT TIME: _____

RENTAL TIME MUST INCLUDE SET-UP, EVENT, AND BREAKDOWN TIME

EVENT TYPE: _____ TOTAL NUMBER OF EXPECTED ATTENDEES: _____

EVENT FEE CHARGED TO ATTENDEE: _____

Comments: _____

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RESOURCES

All spaces include an instructor computer, overhead projector, screen, and a set number of tables and chairs. If your event requires registration tables and chairs, please note the number below.

6 Foot Tables: _____

Folding Chairs: _____

CAMPUS SAFETY and CUSTODIAL SUPPORT

In response to your application, our office will provide a quote of Custodial and Campus Safety hours. Please reference the [LPC Fee Schedule](#) for hourly rates.

*2 Hour minimum charge for all Campus Safety and Custodial Support

Facility Rentals are subject to the following conditions:

1. Agreement may be cancelled at any time prior to use should facilities be needed for college purposes.
 I agree to this condition
2. The District may require security or other personnel as condition of use whenever it is deemed to be in the District's best interests.
 I agree to this condition
3. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property, failure to pay promptly for any damage to District property or failure to pay promptly for facilities use.
 I agree to this condition
4. No structures, electrical modifications, facility modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Director of Maintenance & Operations.
 I agree to this condition
5. No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.
 I agree to this condition

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6. Lessee will be required to pay additional custodial clean-up fees if excessive mess or waste is left behind
 I agree to this condition
7. No food or drinks except water are allowed in any LPC facility.
 I agree to this condition
8. The Lessee is bound by the agreement start and end time agreed upon by the LPC Facility Rentals Office. Time Overage will be charged at a per hour overtime rate for any amount of time past contract end time.
 I agree to this condition
9. Evidence of insurance policy listing Las Positas College as the additionally insured must be received by the LPC Facility Rentals Office in order to confirm your request.
 I agree to this condition
10. Cancellation of the agreement less than ten (10) business days prior to event will result in loss of rental fees.
 I agree to this condition

THE APPLICANT AGREES THAT THE USE OF COLLEGE FACILITIES SHALL BE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE DISTRICT AS STIPULATED IN GOVERNING BOARD POLICY NO 6700. NOTICE TO APPLICANT: Facility Fees and Staffing charges will apply according to the Fee Schedule on the LPC Facility Rental web site. Requester will observe and obey all Guidelines for Rental of Facilities on the LPC Facility Rental web site. This is an application for use only. You will receive confirmation of use and invoice under separate cover. Payment is due upon receipt of invoice.

CERTIFICATE OF LIABILITY: A Certificate of Liability (COL) is required for all facility rentals in the amount of \$1 million naming Las Positas College as the Certificate Holder.

SIGNATURE: _____

DATE: _____

*CONFIRMATION OF FACILITY RENTAL IS DEPENDENT ON AVAILABILITY AND STAFFING.