



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

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*

RENTAL DATE: _____

RENTAL DAYS OF THE WEEK: _____

RENTAL ENTRY 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: _____

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: _____

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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.

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.

REQUESTOR SIGNATURE _____

DATE: _____

LPC Facility Rentals Office Received: _____