



COLLEGE FACILITIES USE AGREEMENT

LAS POSITAS COLLEGE

3000 CAMPUS HILL DR., LIVERMORE, CA 94551

925.424.1631

Organization _____ Requester Name _____

Phone _____ E-Mail _____

Billing Address/City/Zip _____

TOTAL NUMBER OF EXPECTED ATTENDEES: _____

EVENT DESCRIPTION & SET-UP REQUIREMENTS - An event diagram must be attached

RESERVATION DATE(S)	ENTRY TIME	START TIME	EXIT TIME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FACILITY REQUESTED

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Synthetic Field | <input type="checkbox"/> Swimming Pool(s) | <input type="checkbox"/> Locker Rooms |
| <input type="checkbox"/> Main Theater | <input type="checkbox"/> Black Box Theater | <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Lecture Hall | <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Parking Lot(s) |
| <input type="checkbox"/> Other _____ | | | |
| <input type="checkbox"/> Resource and Equipment Requirements _____ | | | |

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.

Requester Signature _____ Date _____