



Application for Use of District Facilities Palomar Community College District

FINANCE AND ADMINISTRATIVE SERVICES

1140 West Mission Road, San Marcos, CA 92069-1487

Phone: (760) 744-1150 Extension 3450

Fax: (760) 761-3562

Email (questions only): EventsScheduler@Palomar.edu

ADMINISTRATIVE OFFICE USE ONLY	
System Entries PS: _____	MS: _____
STUDENT REQUESTS: Must have pre-approval of Director, Student Affairs: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Date: _____	
Reason for Disapproval: _____	
Certificate of Insurance Received: _____	
Non-Refundable \$50 Application Fee Received: _____	
Estimated Fees: _____ (Fiscal Services will bill applicant upon completion of event.)	

Department	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE PRINT OR TYPE CLEARLY:

Name and Type of Organization: _____ Profit Non-Profit

Contact Person: _____ Telephone: _____ Fax: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

AREA REQUESTED:(Athletic Fields, Classroom, Dance Studio, Education Center, Gymnasium [Dome], Patios, Pavilions, Performance Lab, Pool, Student Union, Theatre*, etc.): **For the Theatre, please also fill out the "Application for Use of Howard Brubeck Theatre".*

DETAILED DESCRIPTION OF ACTIVITY (indicate name and topic if a speaker): _____

DATE OF EVENT (day and date)	HOURS NEEDED	ACTUAL TIMES OF EVENT	SETUP TIME (if needed)	CLEAN-UP	# OF PEOPLE
1st Request:	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
2nd Request or Alternative #1:	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
3rd Request or Alternative #2:	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm to	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	

Will admission fees, contributions or membership dues be collected?: Yes No Amount of Charge? _____

How will proceeds be used? Charity Expenses Profit Other: _____

Is event open to the public? Yes No Will you need campus parking for visitors? Yes** No

**Requests for Parking Permits should be submitted after this "Use of Facilities" Application has been approved and the applicant has received notification. Please access the "Planned Event Parking Permit" Application at: <http://www.palomar.edu/police/forms.htm>.

EQUIPMENT REQUESTS (include quantity of all pertinent items):

Chairs _____ Electric Spider Boxes _____ Lectern (Podium) _____ Stage _____ Tables _____

Please include tables needed for food service (see "Special Needs/ Food Services #2" below) in this count.

ROOM SETUP: If a special setup is needed, please include a detailed diagram of your setup preferences.

SPECIAL NEEDS:

1) **AUDIO-VISUAL:** Please contact Lee Hoffmann in our AV department at: (760) 744-1150 x3234 for any requests.

2) **FOOD SERVICES** (food/drinks/snacks): Aramark is the sole provider of concessions and catering services on campus. Contact Diane Lach (DLach@Palomar.edu) or Kathy Stockton (KStockton@Palomar.edu) at (760) 744-1150 Ext. 2232.

Tables Food Service _____ Please include this quantity in the above under "Equipment Requests/Tables" Other: _____

A CERTIFICATE OF INSURANCE in a minimum amount of \$1,000,000.00 must be filed with the Palomar Community College District prior to any event naming the District as an additional insured. Such policy shall be considered primary to all District policies whether self-issued or not. **For details, contact Business Services at (760) 744-1150 Ext. 2122.** The applicant agrees to indemnify and save harmless the Palomar Community College District, its officers, agents and employees against any and all loss, damage, and/or liability that may be suffered or incurred by the school district, its officers, agents and employees, and against any and all claims, demands, and causes of action that may be made or brought against the school district, its officers, agents and employees, caused by, arising out of, or in any way connected with the use by applicant of the Palomar Community College District facility or the privilege herein granted. Applicant further agrees to be personally responsible, on behalf of his/her organization for any damage sustained by the school premises, furniture or equipment because of the use or occupancy of said premises by his/her organization and to abide by and enforce the rules, regulations, and policies of the Palomar Community College District governing the use of the school facilities and equipment. **Failure to submit the Certificate of Insurance two (2) weeks prior to the event will be cause for cancellation of approval to use college facilities as requested. Requests from campus departments do not require "A Certificate of Insurance".**



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Please note that by signing this form you hereby understand and agree that:

- All requests will be based on a first come, first served basis and are required to be submitted three (3) weeks in advance of the first requested use date, so please plan accordingly.
 - An authorized representative of the organization must return the completed forms along with the **non-refundable \$50 application fee** within two (2) weeks of the first contact in order to officially reserve the facility. Failure to meet this schedule may result in the cancellation or rescheduling of the event.
 - For rental of the Howard Brubeck Educational Theatre, an additional security deposit must be paid within two (2) weeks of the first completed application.
 - Approved forms will be returned to the lessor by U.S. Mail and **must be in possession of the lessor when the facility is being used**. The application is to be available for presentation to Campus Police and/or Palomar College representatives, as identification and verification, that the group is authorized to use the facility. **Groups unable to provide a copy of the approved application will be required to leave the facility.**
 - No changes to the initial application will be accepted after approval has been granted. In the event of a cancellation of an approved "Application for Use of District Facilities" by the applicant, that applicant or organization may be liable for all college costs and expenses in preparing the facility for its use.
 - Permission to use the Palomar Community College District (PCCD) facilities is subject to cancellation by PCCD for operational or physical emergency. Losses or expenses incurred by the applicant due to such cancellation are not the responsibility of PCCD. In such cases, PCCD will make every effort to offer a suitable alternate date.
 - The Palomar Community College District prohibits the possession and use of alcoholic beverages at all campus locations.
- PALOMAR COLLEGE DEPARTMENTS:** Please provide your fund/charge account number (required):

Bus Unit	Account	Fund	Organization	Program	Sub-Class	BY	Project/Grant
PALMR							

I certify that the information provided is true and correct, and that I have read and agree to the terms contained herein:

Signature: _____ Date: _____

Student Advisors/Instructors Please Print Your Name: _____

SUBMIT COMPLETED FORM(S) AND PAYMENT TO:

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FOR INQUIRIES PLEASE CONTACT:

Ana Maria Wright, Finance & Administrative Services
Palomar College
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For Finance and Administrative Services USE ONLY

Palomar College Authorized Representatives: _____
Events Scheduler, Finance and Administrative Services

DISTRIBUTION: _____
Administrative Assistant, Finance and Administrative Services

- | | | | | | |
|---|--|---|---|---|---|
| <input type="checkbox"/> Applicant | <input type="checkbox"/> Aramark | <input type="checkbox"/> Audio-Visual | <input type="checkbox"/> Campus Police | <input type="checkbox"/> Campus Sponsor | <input type="checkbox"/> Communications Office (non-academic) |
| <input type="checkbox"/> Department _____ | | | <input type="checkbox"/> Escondido Center | | |
| Facilities Functions: | | <input type="checkbox"/> Building Services | <input type="checkbox"/> Custodial Services | <input type="checkbox"/> Grounds Services | |
| <input type="checkbox"/> Fiscal Services | <input type="checkbox"/> Student Affairs | <input type="checkbox"/> Telephone Services | <input type="checkbox"/> Theatre | | |