

Riverside Community College District Facilities Utilization Office

Riverside City College
4800 Magnolia Ave.
Riverside, CA 92506-1299
(951)222-8498

Norco College
2001 Third Street
Norco, CA 92860-2600
(951)372-7158

Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551-2045
(951)571-6351

REQUEST FOR USE OF COLLEGE FACILITIES

Please fill out all fields before submitting. Incomplete requests **will not be processed.**

Facility Requested _____

Date(s) of Use _____

Time(s) Facility Must Be Opened	Actual Time of Event	Actual Time Event Ends	Time(s) Facility Must Be Closed
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Description of
Activity
(Attach if needed)

Will admission fees, contributions or membership dues be collected? Yes No Anticipated Attendance _____

Name of Requestor _____

Representative Name
and Title _____

Mailing Address _____

City, State & Zip _____

Phone Number _____

Please Note:

1. APPROVAL IS NOT GRANTED UNTIL SIGNED COPY STAMPED 'APPROVED' IS RETURNED TO THE REQUESTOR.
2. Please submit this form at least 2 weeks prior to event, changes accepted until 7 days prior to event.
3. Cancellation must be made 48 hrs prior to event to avoid penalties.
4. Deposit due five days prior to use. (Prices subject to change each year.)

E-Mail Address _____

**Equipment/ Setup Requested (Include number of all pertinent items)
REQUEST WILL NOT BE ACCEPTED WITHOUT SETUP DETAIL**

# Of Chairs	# Of Tables	Lectern/ Podium	Parking Spaces
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Setup Description
(Attach if needed)

Signed By _____

The above signed is subject to all the conditions and fees set forth by Administrative Procedure (AP) 6700 governing the use of Riverside Community College District Facilities and to any special conditions stated below:

INTERNAL USE ONLY (Signature does not indicate event approval)

Department Date _____

Facilities Date _____

RIVERSIDE COMMUNITY COLLEGE DISTRICT

ADDENDUM TO REQUEST FOR USE OF COLLEGE FACILITIES

HOLD HARMLESS AGREEMENT & INSURANCE REQUIREMENTS FOR USE OF COLLEGE FACILITIES

1. User hereby agrees to indemnify, defend, and hold harmless the District and its officers, employees, students and agents, individually and collectively, from and against all losses, damages, claims, liabilities, expenses, costs, obligations and causes of action, of whatever kind, arising in any manner whatsoever, out of, or in connection with, the use of District facilities, identified in the Request for Use of College Facilities, for the active negligence and willful acts or omissions of User's Trustees, officers, vendors, sub-contractors, agents and employees.
2. User's obligation to indemnify, defend and hold harmless as noted above shall continue notwithstanding the expiration or revocation of the permission to use the District's facilities.
3. User shall secure and maintain during the duration of this permission to use the District's facilities, public liability and property damage insurance to protect it from claims for damages for personal injury, including death, as well as from property damage which may arise from or which may be alleged to arise from the permission granted by the District. Such insurance shall be in the minimum amount of \$1,000,000 per incident and \$2,000,000 aggregate.

Insurance requirements may be met by a program of self-insurance, through a policy(ies) of insurance with an AM Best rated insurance company with an A+ rating, coverage through a Joint Powers Authority, or any combination thereof.

User shall supply District with a Certificate of Insurance covering the entire time that User will be using District facilities, evidencing the required coverage and ***naming "Riverside Community College District" as an additional insured.***

4. The insurance required shall not be a limitation on User's agreement to indemnify, defend and hold the District harmless and if the District becomes liable for an amount in excess of the insurance, User will indemnify and hold the District harmless for the entire amount in excess of the insurance.

This Addendum is incorporated into the REQUEST FOR USE OF COLLEGE FACILITIES signed by the User.

Organization Name _____

Printed Name & Title of Authorized Person: _____

Signature of Authorized Person _____

Date Signed: _____