

Application Procedure

1. Completed application forms must be submitted to the Office of Student Life and Community Services at least **two weeks** prior to the date of intended use, but no more than six months in advance of such use.
2. The Office of Student Life and Community Services will check the application form, determine availability of requested facilities, assist in arrangements and establish necessary charges.
3. All equipment and facilities to be used **must be listed on a separate application form.** Arrangements will be made by the Office of Student Life and Community Services for College personnel to operate all equipment and facilities. The permit holder will be responsible for applicable labor charges. **A separate application must be completed for each area or facility requested.**
4. Upon college approval of the application to use facilities, the Office of Student Life and Community Services will return a copy of the completed form to the representative of the organization making the request. This completed form shall serve as a permit to use facilities. Organizations **should not** release advertising materials or publicity information until such a permit is issued.
5. The District may require that an organization eligible for *Public Service Use* charges, but which has not before used College facilities, pay a deposit equal to the estimated cost of the use of the facility. Such deposit will be credited to the account of the organization when the bill is ultimately rendered. **This deposit policy will apply to all applicants under the *Fair Market Use* formula.**
6. Use charges must be paid within ten days of receipt of the statement from the College business office. The District reserves the right to withdraw consideration of subsequent requests from organizations that do not comply with this policy.
7. Permit holders will be responsible for all costs unless cancellation is received **at least 72 hours in advance** of the scheduled starting time of the event.
8. Groups or organizations using College facilities under these rules will be liable for any damages to or destruction of District property. Negligence will result in the group or organization being held accountable for damages and withdrawal of consideration of subsequent requests.