

PERALTA COMMUNITY COLLEGE DISTRICT

Form - Must have Adobe Acrobat 7.0 or higher in order to save completed form.

COLLEGE OF ALAMEDA
555 Atlantic Avenue
Alameda, CA 94501
(415) 522-7221

LANEY COLLEGE
900 Fallon Street
Oakland, CA 94607
(415) 834-5740

MERRITT COLLEGE
12500 Campus Drive
Oakland, CA 94619
(415) 531-4911

BERKELEY CITY COLLEGE
2050 Center Street
Berkeley CA 94704
(510) 981-2840

Application for Use of Facilities

PRINT OR TYPE

The _____
Name of Organization

Through its authorized agent: _____
Name

_____ Date of Application

_____ Application Number

_____ Title

_____ Street Address _____ City _____ State _____ Zip Code _____ Telephone No.

hereby makes application for use of the following facility:

*

_____ Describe _____

**Attach Diagram/Layout for Atrium Set Up - C=Chair, T=Table, P= Podium, M=Microphone, S=Speaker*

Dates and times requested are as follows:

Month _____	Dates _____	Time Facility to be Opened: _____	Time Facility to be Closed: _____
_____	_____	_____	_____

State nature of use, title of performance, names of speakers, as appropriate. Describe fully. Use reverse side if necessary.

Type/Print N/A If Not Applicable

Number of Attendees _____ Admission Fee \$ _____ Tickets on Sale at _____

Are contributions, collections, dues, registration fees or other donations to be received? Yes No

Amount per Attendee \$ _____ Estimated Total \$ _____

The applicant shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by his or its use or occupancy of the herein described premises. The applicant agrees to protect, defend and indemnify the Peralta Community College District, its officers, employees and agents and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of his or its use of said premises.

The applicant, if requested, agrees and will provide a policy of public liability and property damage insurance for the protection of the public and the lessor with limits of not less than \$1,000,000 to public liability and \$500,000 property damage.

The undersigned states that, to the best of his knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime. I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature of Applicant _____ Print Name: _____

COLLEGE USE ONLY

Facility and Service Costs:

Facility Cost	\$ _____	Costs to be Charged to Applicant?	Yes _____ No _____
Police Services	_____	Public Liability and Property Damage Insurance Required?	Yes _____ No _____
Groundsworker	_____	Costs Payment Deadline	_____
Maintenance Eng.	_____	Approved:	_____
Custodian	_____	Signature	_____
Technician	_____	Date	_____
Locker Room Attd.	_____	Peralta Employee on Site:	_____
Equipment Use	_____		
TOTAL:	\$ _____		