

PERALTA COMMUNITY COLLEGE DISTRICT

COLLEGE OF ALAMEDA
555 Atlantic Avenue
Alameda, CA 94501
(510) 522-7221

LANEY COLLEGE
900 Fallon Street
Oakland, CA 94607
(510) 464-3235

MERRITT COLLEGE
12500 Campus Drive
Oakland, CA 94619
(510) 531-4911

BERKELEY CITY COLLEGE
2050 Center Street
Berkeley, CA 94704
(510) 981-2800

Date of Application

Application for Use of Facilities

PRINT OR TYPE

Name of Organization	Through its authorized agent:		
Title	E-mail Address	Telephone Number	
Address	City	State	Zip Code

Hereby makes application for use of the following facility:

From: Date To: Date Use comment area for multiple opening and closing times.

Classroom(s) (30 - 50) Facility: Open Close

Classroom(s) (51 - 90) Facility: Open Open

Furniture/Equipment Requirements (Please indicate how many for each category. A diagrams is required for all special facility setup requests.)

Chairs <input style="width: 30px;" type="text"/>	Podium <input style="width: 30px;" type="text"/>	CD Player <input style="width: 30px;" type="text"/>	PA Speakers <input style="width: 30px;" type="text"/>	LCD Projector <input style="width: 30px;" type="text"/>	Projector Screen <input style="width: 30px;" type="text"/>
Lectern <input style="width: 30px;" type="text"/>	6ft. Tables <input style="width: 30px;" type="text"/>	DVD Player <input style="width: 30px;" type="text"/>	Microphone <input style="width: 30px;" type="text"/>	Sound System <input style="width: 30px;" type="text"/>	Other <input style="width: 100px;" type="text"/>

Please state nature of use, title performance, names of speakers, as appropriate. Describe fully.

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

Are contributions, collection, dues, registration fees or other donations to be received? Y N 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 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 the commission of any crime. I certify (or declare) under penalty or perjury that the foregoing is true and correct.

Signature of Applicant _____ Date _____

Facility and Service Costs:	Facility Office Use Only			
Application Fee _____	Per/hr = \$ _____	Non-Profit? Y N	FS/CS Y N	
Custodial Services _____ @ _____	Per/hr = \$ _____			Facility Number
Equipment Fee _____ @ _____	Per/hr = \$ _____	Cost to Charge to Applicant? Y N		
Facility Cost _____ @ _____	Per/hr = \$ _____	Public Liability and Property Damage Insurance Required? Y N		
Facility Supervisor _____ @ _____	Per/hr = \$ _____	Cost Payment Deadline _____ Payment Received _____		Deposit/Partial/Full
Ground Support _____ @ _____	Per/hr = \$ _____	President Approval: _____		
Locker Room Attd _____ @ _____	Per/hr = \$ _____	Peralta Employee on Site _____		
Security Services _____ @ _____	Per/hr = \$ _____			
Technician AV _____ @ _____	Per/hr = \$ _____			
Technician Theatre _____ @ _____	Per/hr = \$ _____			
Misc. Services _____ @ _____	Per/hr = \$ _____			
TOTAL \$ _____				

Nature of Use Continued....

If applicable, please specify the setup for each venue intended for use.

Room Setup Configurations

