

APPLICATION FOR USE OF MODESTO JUNIOR COLLEGE FACILITIES

Applicant: Please provide complete information. **Please type, print and sign form. Please fax this application request to 209-575-6793 or scan and email to mjcevents@yosemite.edu.**

Full name of applicant:

Date:

*Please note: Applicant is expected to be the on-site supervisor of the activity and the contact person.

Address

City

zip

contact phone number

Contact email address:

Name of organization requesting facility _____

Does this organization/group have official non-profit status (501 c 3 designation)? Yes No

Your position with the above organization/group:

Billing address if different from above:

Campus requested: MJC East MJC West Room(s)/area requested _____

Media equipment or other needs (i.e. tables, chairs etc.):

Special set up needs and/or set up diagram attached:

Date(s) requested:

Start time:

am pm

End time:

am pm

Additional time needed for set up and clean up:

Type of event/activity (describe fully):

Will food be served? No Yes what kind/by whom?

Estimated attendance: Participants _____ Adults: _____ Youth: _____ Spectators: _____

Will fees, tickets, admission/donation be charged or collected for this activity? No Yes Price \$ _____

Will Sales or money transfers occur on site? No Yes , explain _____

Applicant: Please read this statement and sign below.

I certify that I am the authorized representative of the above organization; that the above statements are true to the best of my knowledge. I agree to be responsible for the safe keeping of the facilities used for the above activity and for payment of all charges. I further agree that the school property will be used in accordance with the policy adopted by the Yosemite Community College District (here after referred to as YCCD) Board of Directors and resulting administrative guidelines.

On behalf of the above organization, it is agreed that the organization shall indemnify, defend and hold harmless YCCD, its officers, agents, and employees from any claims, actions, liability or costs, including attorney fees and other costs of negligence of the lessee, its members, officers, agents, spectators or invitees.

The Lessee shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with its activities. In addition, Lessee shall be responsible for any loss, damage, or destruction of property belonging to YCCD caused by the sole or joint negligence of the Lessee.

Signature of applicant _____

(Authorized signer for above Organization)

Note: Pre-payment of fees may be required 14 days prior to event/activity date.

Partial Statement of Regulations and Policies

For all applicants: A signed Facility Use Agreement Contract, Certificate of Insurance Liability with an additional endorsement form, and payment in full (if required) are needed 14 days in advance before facilities may be used. The Events/Facilities Coordinator at MJC will prepare and send the Facility Use Contract to the group for signature. For further information please contact the Events/Facilities Coordinator at 209-575-6020.