



REQUEST FOR FACILITY USE OF A CO-SPONSORED/PARTNERSHIP EVENT

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) for personnel, equipment use, utilities are needed 10 days in advance before facilities may be used. The Events/Facilities Manager at MJC will prepare and send the Facility Use Contract to the group for signature. For further information please contact the Events/Facilities Manager at 209-575-6020.

Name of MJC Division/Department: _____

Name of off campus organization: _____ Contact person: _____

Phone # (____) _____ Cell (__) _____ Email _____

Address _____ City _____ State _____ Zip _____

Date of requested event/activity: _____

Facility requested: _____

The event/activity being proposed is: _____

Briefly explain the event/activity and how this ties back to the mission of the college: _____

If approved please explain how the MJC Division/Department will benefit educationally and/or financially with this event/activity: _____

By approving this request all parties understand that the facility use fee for the facility rental is being waived – all other fees apply. In addition, the YCCD employee acknowledges that they will be present at this co-sponsored event in accordance of YCCD Board Policy 6700 #J.

Name of YCCD employee requesting: _____

Division/Department Dean Manager: _____ MJC President/Designee: _____

Please forward this approved form to MJC Events/Facilities Office, Morris 110, East Campus.