

Group Tour Request Form

Please allow 3-5 business dates to process your completed request and provide you with an invoice. Submit all paperwork, insurance certificates, and PO's to Jocelyne Lopez at lopezj@yosemite.edu. For any questions, please call our mainline at 209-575-6196.

Requestor Contact Information

Name: _____ Email: _____ Phone: _____

Fieldtrip Information

Group Leader – *please provide contact if different than requestors information.*

Name: _____ Email: _____ Phone: _____

Number of Students: _____ Number of Adults: _____ Grade: _____

Lunch on Campus: Yes No Transportation Method: _____

Planetarium Show: _____

For list of our Shows please visit: <https://www.mjc.edu/instruction/sme/gvm/planetarium.php>

Dates:

Fieldtrip Dates – *Please provide 3 dates that will work for your group and transportation arrangements. Our team will attempt to provide you with your top choice. We will reach out and provide you with several alternatives if none of your dates are available.*

1. Date: _____
2. Date: _____
3. Date: _____

Invoicing:

Please provide an email where an electronic copy of your official invoice can be sent for processing and payment.

Email: _____ Phone: _____

Group Tour Requirements:

Sign and Return the Following:

Visitor Code of Conduct

MJC Facilities Application

Insurance Requirements – *We suggest you provide a copy of our insurance requirements to your school district risk manager for assistance. The verbiage on your insurance document must match ours to fulfill our policy.*

West Campus Map – *For your information only.*

I have received, understand and completed all the above documents. I understand that all documents are due to the GVM at the time of my request. Failure to complete fully and sign all required documents may result in delay or cancellation.

Signature: _____ Date: _____

MODESTO JUNIOR COLLEGE
GREAT VALLEY MUSEUM
2201 Blue Gum Avenue, Modesto California 95358

Visitor Code of Conduct

The Great Valley Museum and William R. Luebke Planetarium at Modesto Junior College welcomes everyone to learn about science and our home, the Great Central Valley of California. Respectful sharing of spaces and resources ensures an enriching experience for all visitors. This ensures that the entire visiting public is treated with respect, and that every visitor has an equal opportunity to enjoy a meaningful experience. Along with the Yosemite Community College District Board Policy and Procedure 5500, Standards of Conduct, the following conduct is asked of all visitors. We ask that all visitors follow the guidelines described below.

Visitor Behavior

- Appropriate personal behavior and conduct are required from visitors at all times.
- Visitors must adhere to instructions posted and/or verbally communicated by museum staff.
- All children under the age of 12 must be accompanied by an individual 18 years of age or Older.
- Visitors are required to wear proper attire while on Museum property. Shirts and shoes must be worn at all times.
- Strollers are permitted in all galleries, unless otherwise noted.
- Eating and drinking are not permitted in any part of the Museum or Planetarium. Food and drink is permitted in the lobby of the Science Community Center.
- Visitors are to refrain from shouting, running, and other disruptive behavior.
- Pets are not permitted in the Museum.
- The Museum and Planetarium are smoke-free buildings (including e-cigarettes).
- The following items are not permitted in the Museum at any time:
- Bicycles, scooters, tricycles, skateboards, roller/in-line skates, drugs or alcohol, weapons of any kind and any other item deemed dangerous by the museum.

Safety and Security

- To preserve the artifacts on display, visitors are not to touch or lean on any of the exhibits or displays.
 - Photography is permitted for personal use only, with hand-held equipment. Please exercise due care when taking close-up photographs of any exhibit or display. The use of tripods, monopods, etc. is not permitted unless pre-approval has been requested and given. To make such a request, please visit the front desk. In some special exhibitions, photography may not be permitted. Signs will be posted wherever such restrictions apply.
- Trespassing, entering, or remaining in or upon Museum premises when the Museum is not open to the public, except with the express consent of Museum staff, is strictly prohibited.
- Any access onto or within any adjacent areas under construction or closed to the general public is also prohibited.
 - Tampering with fire and safety devices, such as fire extinguishers, alarm pull stations or light switches is not permitted.

Please sign once have reviewed and consent to comply with the museum's established rules and regulations.

Signature: _____ **Date:** _____



APPLICATION FOR USE OF MODESTO JUNIOR COLLEGE FACILITIES
CORONAVIRUS ADDENDUM

Facility User: 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.

Name of organization requesting facility: _____ Date: _____

Address: _____ City: _____ Zip: _____

Contact phone number: _____ Contact email address: _____

Full name of supervising Facility User: _____

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

Does this organization/group have official non-profit status (501c3) 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: _____

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

In addition to the above Application and Agreement for the Use of Facilities, Facility User/Representative enters this Coronavirus Addendum and further hold harmless Agreement, incorporated into the Application and Agreement, as follows:

1. Including, but not limited to, the SARS-CoV-2 virus (the "Coronavirus"), the Applicant/Representative (the "FACILITY USER") agrees to strictly, and without exception, follow all local, state, and federal guidelines regarding human protection from the Coronavirus (the "Guidelines"). The Guidelines to strictly follow are located at various sites, including, but not limited to:
 - a. <https://covid19.ca.gov/>
 - b. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - c. <http://schsa.org/publichealth/pages/corona-virus/>
2. The FACILITY USER shall not hold the event and shall cancel the event if all Guidelines will not, are not, or cannot be met before, during, or after the event.
3. The FACILITY USER shall stop the event immediately and send all invitees/participants away if they are observed not to be meeting all required Guidelines.
4. The District may terminate the FACILITY USER's use of the District facility at any time if, in the sole discretion of the District, the District determines that the FACILITY USER or their invitees/participants are not in full compliance with the Guidelines. If the District terminates the FACILITY USER's use of the District facility pursuant to this paragraph, the FACILITY USER will be not be entitled to a refund of any fees and will not be entitled to recover any consequential damages arising from such termination.
5. The District makes no representation regarding the condition of the facility in use. It shall be the FACILITY USER's sole responsibility to appropriately and thoroughly clean, disinfect, and maintain a clean, disinfected, and sanitized environment before, during, and after the event, including the use of Coronavirus products approved by the Environmental Protection Agency (EPA) and in compliance with the Healthy Schools Act (HSA).
6. Assumption of Risk. FACILITY USER recognizes that there is presently a significant element of risk of Coronavirus transmission when any group of people gathers. FACILITY USER has reviewed and understands the risks reflected in the local, state, and federal alerts and guidelines, including, but not limited to, the links above. FACILITY USER assumes all risks, known and unknown, arising from Your use and occupancy of the District facility, including risks from the Coronavirus. FACILITY USER assumes full responsibility for any sickness, hospitalization, bodily injury, death, loss of personal property, quarantines, and all related costs and expenses of any person arising from Your use and occupancy of the District facility. ("Your" is defined herein as the FACILITY USER and each of their employees, District facility invitees, participants, volunteers, students, members, and all other related persons, agents, and entities.)
7. Waiver and Release of Claims. To the fullest extent permitted by law, FACILITY USER releases the Yosemite Community College District, its affiliated campuses, and their governing boards, affiliates, subsidiaries, divisions, administrators, directors, officers, employees, agents, and volunteers (collectively referred to herein as the "District"), from and against all claims and causes of action, for any injury or harm of any kind which may arise from or out of Your use and occupancy of the District facility, including the risks from Coronavirus. This release is intended to discharge the District against any and all liability arising out of or connected in any way with Your use and occupancy of the District facility, even though that liability may occur or arise out of the negligence or carelessness on the part the District. I understand that by signing this Agreement, I am releasing claims and giving up substantial rights, including my right to sue, and acknowledge that I am doing so voluntarily. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.
8. **INDEMNIFICATION. TO THE FULLEST EXTENT PERMITTED BY LAW, ON BEHALF OF MYSELF AND MY ORGANIZATION, I AGREE TO IMMEDIATELY DEFEND, INDEMNIFY, AND HOLD THE DISTRICT (AS DEFINED ABOVE) FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE IN WHOLE OR IN PART FROM THE APPLICATION AND AGREEMENT FOR THE USE OF FACILITIES AND THIS CORONAVIRUS ADDENDUM, INCLUDING AS IT RELATES TO ANY EXPOSURE TO THE CORONAVIRUS (AS DEFINED ABOVE). THE DEFENSE AND INDEMNITY OBLIGATIONS UNDER THIS PARAGRAPH SHALL APPLY REGARDLESS OF THE DISTRICT OR ANY OTHER PERSON OR ENTITY'S ACTIVE OR PASSIVE NEGLIGENCE.**

Addendum acknowledgment: I acknowledge that I have read this addendum and agree to all of its terms and that I fully understand my responsibility to adhere to all Coronavirus guidelines and instruction during the use of the District facility.

Signature of Facility User _____

(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 Facility Users: 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.



Modesto Junior College

Insurance Requirements: Vendors and Outside Groups Using Campus Facilities

There are certain insurance requirements mandated by the MJC if an outside vendor or group is coming on campus to use campus facilities for any purpose, or to provide a contracted service. Examples of such events may be, but are not limited to:

Dance Groups	Workshops/Seminars	Sports events
Car Shows/Festivals	Meeting space	Other type of facility rental
Tours		

The requirements are as follows:

A Certificate of Insurance (COI) **and** an additional insured endorsement must be provided with the following coverage limits:

- GENERAL LIABILITY COVERAGE:**
 - Comprehensive **or** Commercial form minimum limits (higher limits may be required due to the nature of the event or the number of people in attendance):
 - Each Occurrence \$1,000,000
 - General Aggregate \$2,000,000
 - Products/Completed Operations Aggregate \$1,000,000
- EMPLOYER LIABILITY:** (Commercial Entities) \$1,000,000
- BUSINESS AUTOMOBILE LIABILITY:** If applicable (using non-state vehicles at the event), COI must show evidence of minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000.
- WORKERS' COMPENSATION:** If applicable, the COI must show evidence as required under California State Law with Employer's Liability \$1,000,000.
- RATING:** Coverage must be placed with an insurance company with an AM Best rating of A VII or equivalent unless otherwise agreed to by the College.
- DESCRIPTION OF OPERATIONS:** The COI must show specific information as to the date(s) and event for which it's being issued. If **Blanket COI** please add in the description field to include all activities during the policy year.
- ADDITIONAL INSURED ENDORSEMENT FORM:** Accompanying the COI must be a separate endorsement to the policy naming: **Yosemite Community College District, its board, officers, agents and employees** of each of them as additional insured, except for professional liability and workers' compensation insurance.
- HOLD HARMLESS CLAUSE:**
- CANCELLATION:** Be in compliance with the latest revised *ACORD* form standard cancellation language "*Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.*"
- DEADLINE:** We request this information to be received by the Events/Facilities Office at least **one week prior to the event.**

These requirements are made pursuant to the Modesto Junior College and in accordance to Board Policy and Administrative Procedures No. 6700. Inquiries should be directed to the College Events/Facilities office at (209) 575-6020.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER [1] <i>Insurance Company's Name</i> <i>Address</i> <i>Telephone and Fax Numbers</i>	CONTACT NAME: _____ PHONE (A/C No. Ext): _____ FAX (A/C No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: _____	
	INSURER(S) AFFORDING COVERAGE [3]	
INSURED [2] <i>Insured's Name</i> <i>Address</i>	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EXCLUSION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE [4]	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
[A]	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				[5]		EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ \$								
[B]	AUTOMOBILE LIABILITY ANY AUTO				[9]		COMBINED SINGLE LIMIT (Ea accident) \$ \$								
[C]	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in N/A) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER														
E.L. EACH ACCIDENT	\$														
E.L. DISEASE - EA EMPLOYEE	\$														
E.L. DISEASE - POLICY LIMIT	\$														
[C]															

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 [6] Yosemite Community College District is named as Additional insured for: [insert dates, title and purpose of event or if blanket coverage please add in the description field to include all activities during the policy year]. Holder requests 30-day written notice of changes or cancellation.

CERTIFICATE HOLDER [7] Yosemite Community College District/MJC Attn: Events/Facilities Office 435 College Avenue Modesto, CA 95350	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE [8]

Legend

- [1] **Producer** provides information as indicated.
- [2] Provide **Insured** information (Official legal name of Insured)
- [3] List of **Company A, B, C or D** from "Insurers Affording Coverage" into corresponding Coverage's **INSR LTR** field.
- [4] **Type of Insurance** shall be in accordance with Insurance Requirements as specified in contract documents.
- [5] **Policy** shall be in effect during the term of the contract. **Renewals** shall be mailed to Certificate Holder.
- [6] Add **Additional Insured** provision and **attach required additional insured policy endorsement**.
- [7] Make certificate holder out to the address and attention of Modesto Junior College Facilities and Events
- [8] Insurance Certificate must be signed by **Authorized Representative**.
- [9] Automobile limits required for any transports by bus or van owned or operated by an Educational Institution.

[1] POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

[2] This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

[3] Name Of Additional Insured Person(s) Or Organization(s)

**Yosemite Community College District / Modesto Junior College, its
board, officers, agents and employees.**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

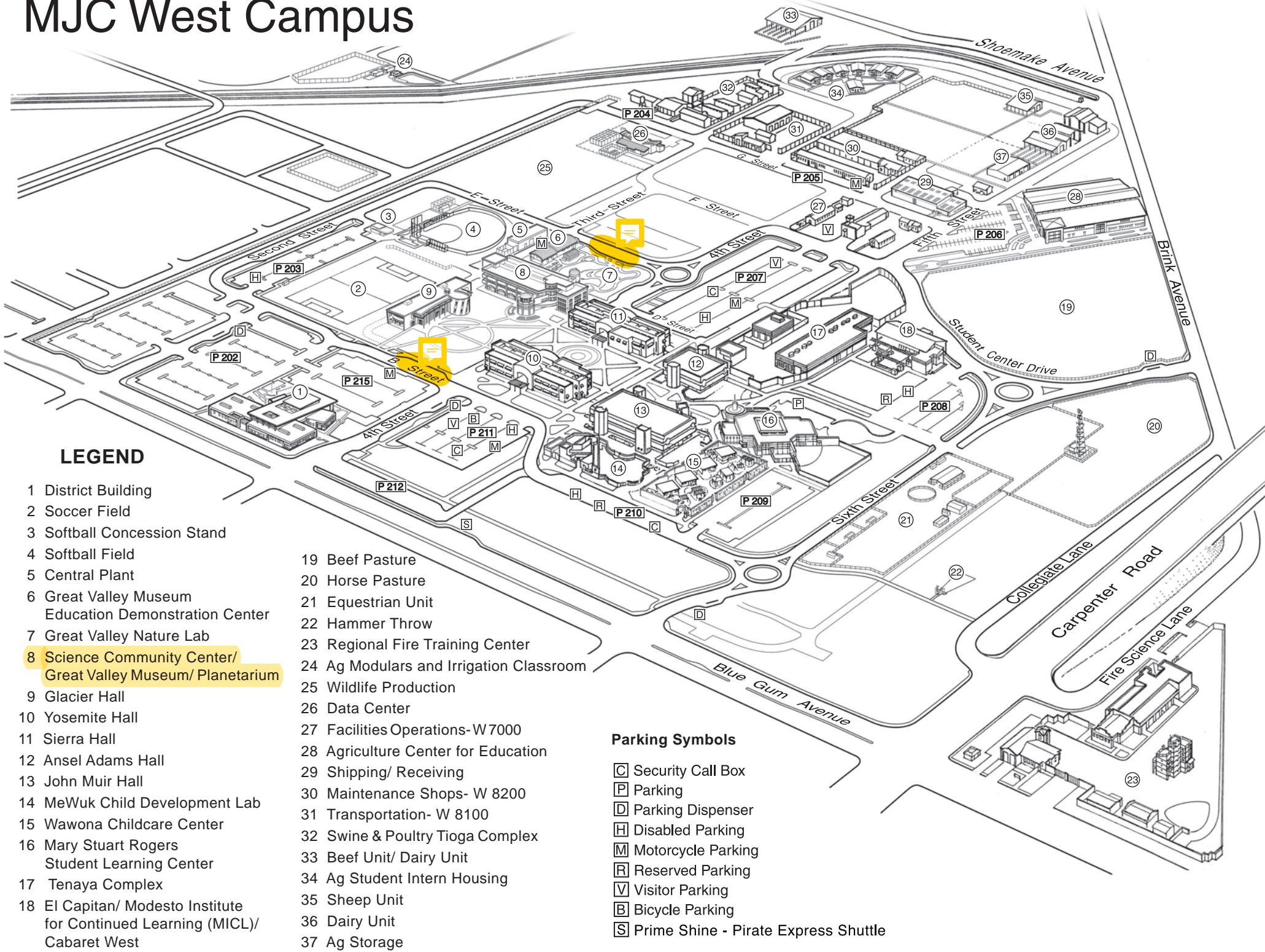
Legend

[1] **Policy Number** corresponds with number on Certificate of Insurance

[2] Statement that the **Endorsement** modifies Certificate of Insurance provided

[3] Names **Yosemite Community College District / Modesto Junior College, its board, officers, agents, and employees** as additional insureds, except for professional liability and workers' compensation insurance.

MJC West Campus



LEGEND

- | | |
|--|---|
| 1 District Building | 19 Beef Pasture |
| 2 Soccer Field | 20 Horse Pasture |
| 3 Softball Concession Stand | 21 Equestrian Unit |
| 4 Softball Field | 22 Hammer Throw |
| 5 Central Plant | 23 Regional Fire Training Center |
| 6 Great Valley Museum
Education Demonstration Center | 24 Ag Modulars and Irrigation Classroom |
| 7 Great Valley Nature Lab | 25 Wildlife Production |
| 8 Science Community Center/
Great Valley Museum/ Planetarium | 26 Data Center |
| 9 Glacier Hall | 27 Facilities Operations-W 7000 |
| 10 Yosemite Hall | 28 Agriculture Center for Education |
| 11 Sierra Hall | 29 Shipping/ Receiving |
| 12 Ansel Adams Hall | 30 Maintenance Shops- W 8200 |
| 13 John Muir Hall | 31 Transportation- W 8100 |
| 14 MeWuk Child Development Lab | 32 Swine & Poultry Tioga Complex |
| 15 Wawona Childcare Center | 33 Beef Unit/ Dairy Unit |
| 16 Mary Stuart Rogers
Student Learning Center | 34 Ag Student Intern Housing |
| 17 Tenaya Complex | 35 Sheep Unit |
| 18 El Capitan/ Modesto Institute
for Continued Learning (MICL)/
Cabaret West | 36 Dairy Unit |
| | 37 Ag Storage |

Parking Symbols

- ☒ Security Call Box
- P Parking
- D Parking Dispenser
- H Disabled Parking
- M Motorcycle Parking
- R Reserved Parking
- V Visitor Parking
- B Bicycle Parking
- S Prime Shine - Pirate Express Shuttle