

FOR OUTSIDE ORGANIZATIONS ONLY

Liability insurance coverage is mandatory for all outside organizations when making application for use of any COS buildings and/or grounds. Groups applying to use a college facility must provide a certificate of insurance with endorsement naming the College of the Sequoias Community College District as an additional insured, providing coverage in the amount of \$1 million per occurrence, and \$2 million aggregate. **IT IS YOUR RESPONSIBILITY TO OBTAIN ALL DOCUMENTS AND REQUIRED SIGNATURES BEFORE SUBMITTING THE APPLICATION. PLEASE ATTACH THE INSURANCE POLICY WITH ENDORSEMENT TO THIS REQUEST.**

REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. When fee is charged, payment shall be submitted to the Facilities Office. If reservations are not canceled and group fails to appear, charges will be billed for a minimum of one hour for the room and two hours for any services required. 24 hours notice of cancellation is required.
2. Campus Police is in charge at all times and to be assisted in maintaining order and conduct by a representative of the organization.
3. Parking on campus is by permit only and is strictly enforced. Daily permits can be obtained from the Permit Machines located in the parking lots.
4. All damages to school property shall be paid for by the organization using the property when such damage occurs. School pianos are not to be moved without special permission.
5. Use of liquor on school property is strictly prohibited.
6. Facilities are to be used as furnished. Special permission is required before any alterations, additions, electrical appliances, special equipment/lighting, or decorations are used. Facilities must be promptly evacuated at the close of the scheduled hours.
7. No food or drinks allowed in classrooms.

ANY VIOLATION OF THESE CONDITIONS WILL CONSTITUTE SUFFICIENT CAUSE FOR REFUSAL TO GRANT FURTHER USE OF THE PROPERTY

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

Notwithstanding any insurance coverage which may be in effect, and in addition to any additional undertakings referred to herein, Applicant agrees at all times to protect, indemnify, and hold the College of the Sequoias District, its Board of Trustees, free and harmless, and to provide legal defense from any and all liabilities, claims, losses, judgments, damages, demands or expenses resulting from the Applicant's negligence arising out of Applicant's use or occupancy of the District's facilities, specifically including, without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of;

- (1) the loss of or damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein;
- (2) the injury to or death of any person including, but not limited to, the officers, members, representatives, agents, guests, invitees, and/or employees of the Applicant or of the District; or
- (3) damage to any property arising from the use, possession, selection, delivery, return, condition or operation of the District's facilities.

Applicant further agrees to reimburse the District for all the liabilities, claims, losses, judgments, damages, demands, expenses, fines, penalties, including reasonable attorney's fees incurred by the District because of the Applicant's negligence arising out of Applicant's use or occupancy of the District's facilities.

THIS AGREEMENT SUPERSEDES ANY OTHER HOLD HARMLESS & INDEMNIFICATION AGREEMENT RELATIVE TO THE USE OF DISTRICT FACILITIES.

I have read and understand the Hold Harmless & Indemnification Agreement.

Applicant's Signature: _____ Date: _____