

ACTIVITY DATE REQUEST

Student Activities & Affairs Office



This form is to request an activity in the areas indicated below. Completed applications must be submitted at least two (2) weeks in advance to the Student Activities & Affairs Office.

Person Requesting: _____ Date: _____

Email (Outside Organizations): _____ Phone: _____

Department/Club/Organization: _____ Group Size: _____

Event Title (List specific activities): _____

EVENT LOCATION (Use the letters in the table to reference the location below)

A	Quad	F	Giant Forest Walkway
B	Quad Stage	G	Giant Forest Courtyard
C	Sequoia Breezeway	H	Food Court
D	Sawtooth Amphitheater	I	Ponderosa Courtyard
E	Lodgepole Circle	J	Alta Peak Patio

DATE(S) REQUESTED	LOCATION	EVENT SET-UP TIME	TIME OF EVENT
_____	_____	_____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____
_____	_____	_____	to _____

Number of Tables: _____ **Number of Chairs:** _____ **Electrical Outlet:** Yes No

Audio/Visual Equipment: Yes No (Please specify): _____

Other Special Arrangements: _____

- * If requesting setup/arrangement of tables and chairs please attach a diagram.
- * If the event is canceled, you must notify Facilities AND the Student Activities & Affairs Office.
- * Club Advisors signing this form must be present at the event. Weekday and daytime activities should have periodical physical presence of the supervisor. Evenings and weekends require physical presence.
- * Forms signed by a student will not be accepted.

Requestor's Signature: _____ **Date:** _____

Director, Student Activities & Affairs: _____ **Date:** _____

Facilities Office Use Only:

Event ID Number: _____ Approved: _____ Date: _____

Blocked Out Event: Insurance on file for Outside Organizations:

FOR OUTSIDE ORGANIZATIONS ONLY

All outside organizations must submit a statement of liability insurance coverage in the amount of \$1,000,000 (one-million dollars) when submitting an application for the use of any District facilities. It is your responsibility to obtain the insurance and required signatures before submitting the application. Please attach the insurance policy to this request.

REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. When a fee is charged, payment shall be submitted to the Cashier's Office.
2. A 24-hour cancellation notice is required prior to your event date. If reservations are not canceled and the group fails to appear, charges will be billed for a minimum of two hours for the room and two hours for any additional services required.
3. District Police shall be responsible for maintaining order and conduct. Group support in this effort is appreciated.
4. Parking on campus is by permit only and is strictly enforced Monday–Friday, 6am–10pm. Daily permits can be obtained from the permit machines located in the parking lots.
5. The requesting party will be responsible for reimbursing the District for any property damage, missing equipment or related concerns that are discovered after the event.
6. Use of liquor on District property is strictly prohibited. Exceptions may be granted by District Police and must comply with local ABC permitting requirements and regulations.
7. Facilities are to be used as furnished. Special permission is required before any alterations, additions, electrical appliances, special equipment, lighting, or decorations are used.
8. Musical instruments are not to be moved without prior approval(s) confirmed on the request form.
9. If utilizing a computer lab, please shut down all computers, projectors, etc., and lock up smart carts before leaving the room.
10. No food or drinks allowed in classrooms.
11. Facilities must be promptly vacated following the approved event “end” time.

Any violation of the 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 Sequoias Community College 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 use or occupancy of the District's facilities and/or the active or passive negligence of the Applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees, 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 imposed or incurred by the District because of the applicant's use or occupancy of the District's facilities and/or active or passive negligence of the applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees.

This agreement supersedes any other Hold Harmless and Indemnification Agreement relative to the use of the District facilities.

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

Applicant's Signature: _____ Date: _____