



Palo Verde College
 One College Drive Blythe, CA 92225
 (760) 921-5500

Request for Use of Facilities

Please type or print legibly and submit to:
PVC Maintenance and Operations Department

Name of Organization or Sponsoring Group: _____

Purpose and nature of use: _____

Type of facility requested: _____ Expected attendance _____

Date(s) requested: _____ From: _____ a.m. p.m. To: _____ a.m. p.m.

Will admission be charged or donations solicited? Yes No If yes, proceeds will be used for: _____

Indicate room set-up, special equipment, special instructions (provide diagram if needed): _____

Eligible persons or groups may use district buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The groups identified in **Education Code Section 82542(a)** will be permitted to use District facilities or grounds without charge, except for direct costs as described below, when an alternative location is not available. Examples of such organizations are: **Student clubs and organizations; fund-raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of students of the district; parent-teacher associations; school-community advisory councils; boys or girls clubs or groups; senior citizens' organizations; other public agencies; organizations, clubs or associations organized for cultural activities and general character building or welfare purposes; disaster relief organizations.**

Examples of direct costs are:

- *The cost of opening and closing the facilities if no college employees would otherwise be available to perform that function as part of their normal duties;*
- *The cost of a college employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;*
- *The cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and*
- *The cost of utilities directly attributable to the organization's use of the facilities.*

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other district employees, and salaries paid community college district employees necessitated by the organization's use of District facilities.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with at least \$1 million per occurrence in general liability and adding the Palo Verde Community College District as an additional insured party, and or other proof of financial responsibility acceptable to the District.

In accordance with **Education Code 82530 et seq.**, the undersigned certifies that he/she is a representative of the named organization and that he/she has read the Administrative Procedure for Use of College Facilities, AP 6700, and agrees to conform accordingly.

(PLEASE PRINT) NAME OF ORGANIZATION REPRESENTATIVE/APPLICANT

Signature of Organization Representative/Applicant _____ Date _____ Telephone _____

Mailing Address _____ City _____ State _____ Zip Code _____

Approval of Facilities Controller _____ Date _____