

CITY COLLEGE OF SAN FRANCISCO
 SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
 BUILDINGS & GROUNDS
 50 Phelan Avenue, S-142
 San Francisco, California 94112
 (415) 239-3133

APPLICATION FOR USE OF DISTRICT PROPERTY

Request is hereby made for the use of _____ (Room)
 in the _____ (Building or Site)
 Use is requested:
 (a) starting date: _____ ending date: _____
 (b) _____ from _____ a.m./p.m. to _____ a.m./p.m.
 (Day of Week)

Organization or Sponsor:
 Type of Organization: Educational Recreational Community Service
 School Connected Political Other
 Is this activity related to your instructional department? Yes No
 If yes, which department? _____

Dean _____ (Please Print) _____ (Signature)

Description of activities to be conducted _____
 (USE ORIGINAL FORM AVAILABLE FROM BUILDINGS & GROUNDS, S 142, 239-3164)
 Is meeting open to public? Yes No Attendance expected _____
 Will anything be offered for sale? Yes No
 Is an admission to be charged? Yes No If yes, how much per person? \$ _____
 Will donations, collections, dues or fees be solicited or required? Yes No
 What will proceeds from any of the above be used for? _____

The application must be signed by the Site Administrator before it is submitted to the Director of Operations and must reach his office not later than ten (10) working days prior to use of District facility.

Any individual, group, or organization using District property under the provisions of the Civic Center Act, or for any other purposes, shall hold the San Francisco Community College District, Board of Trustees, the individual members thereof, and all District officers, agents and employees free and harmless from any loss, damage, liability cost or expense that may arise during, or be caused in any way by such use of occupancy of District property. Organizations which do not qualify under the provisions of the Civic Center Act shall be required to furnish insurance in the types and amounts as follows: Public Liability - \$100,000/\$400,000. Property Damage - \$400,000. A Certificate of Insurance shall be delivered to the Office of the Director of Operations of the San Francisco Community College District at least five (5) days prior to use of the Building.

All arrangements for use of District property must be made to the satisfaction of the Chancellor and subject to the Rules and Regulations of the Board of Trustees of the San Francisco Community College District. (See Reverse Side.)

I HAVE READ THE CONDITIONS AND REQUIREMENTS LISTED ON THE REVERSE AND UNDERSTAND THAT THEY CONSTITUTE A PART OF THIS APPLICATION.

Signature of Applicant or Representative _____ Title or Office _____
 Name: _____ (Please Print) Address: _____ (Zip Code) _____
 Company: _____ Telephone: _____

APPLICATION APPROVAL

_____ Site Administrator (please print and sign)	_____ Director of Operations
DATE: _____	DATE OF APPROVAL: _____