

# SAMPLE



San Francisco Community College District  
Buildings and Grounds  
50 Phelan Avenue, Maintenance Shops  
San Francisco, CA 94112  
(415) 239-3164

## APPLICATION FOR USE OF DISTRICT PROPERTY

Request is hereby made for the use of The Cafeteria (Room)  
 in the Smith Hall (Building or Site)  
 Use is requested:  
 (a) Starting Date: 2/14/12 Ending Date: 2/14/12  
 (b) Thursday from 6:00 a.m. (p.m.) to 9:00 a.m. (p.m.)  
 Organization or Sponsor: Dance Hall Club  
 Type of Organization:  Educational  Recreational  Community Service  
 School Connected  Political  Other (Club) AS Council  
 Is this activity related to your instructional department?  Yes  No  
 If yes, which department?  
 Dean: Samuel Santos (Please Print) (Signature)  
 Description of activities to be conducted: Valentine's Day Dance for all CCSF students  
 Is meeting open to public?  Yes  No Attendance expected: 100  
 Will anything be offered for sale?  Yes  No  
 Is an admission to be charged?  Yes  No If yes, how much per person? \$ 5.00  
 Will donations, collections, dues or fees be solicited or required?  Yes  No  
 What will proceeds from any of the above be used for? to support the club members for a regional dance competition in May

The application must be signed by the Site Administrator before it is submitted to the Director of Buildings and Grounds 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 Buildings and Grounds 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 Advisor: Patrick Swayze Title or Office: Dance Instructor / WELL  
 Name: Patrick Swayze Address: 50 Phelan Ave 94112  
 (Please Print) (Zip Code)  
 Club/ AS Council: Dance Hall Club Telephone: x1234

APPLICATION APPROVAL	
Site Administrator (please print and sign)	Director of Buildings and Grounds
DATE:	DATE OF APPROVAL: