



# APPLICATION FOR USE OF DISTRICT PROPERTY BY OUTSIDE GROUPS

City College of San Francisco, Buildings & Grounds, 50 Friday Kahlo Way, San Francisco, CA 94112

Email: [facilities-events-committee@ccsf.edu](mailto:facilities-events-committee@ccsf.edu)

Fees assessed based on rental space & services required.

**THIS FORM IS NOT FOR EMPLOYEE, FACULTY OR STUDENT USE.**

Revised 9/2023

Building/Site: \_\_\_\_\_ Room: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Times: \_\_\_\_\_

Day(s) of the week: \_\_\_\_\_

Organization or Sponsor: \_\_\_\_\_

Type of Organization:  Educational  Recreational  Community Service  Other

Description of activities: \_\_\_\_\_

Is this meeting open to the public?  Yes  No Expected Attendance \_\_\_\_\_

Will the activity create excessive noise (live or amplified music, public address system, etc.)?  Yes  No

If yes, describe: \_\_\_\_\_

Does the activity have electrical power requirements?  Yes  No If yes, describe: \_\_\_\_\_

Will minors (under 18 years) be attending?  Yes  No If yes, you must submit proof of molestation insurance.

Will anything be offered for sale?  Yes  No If yes, what will be sold? \_\_\_\_\_

Will there be a cover/entrance fee or anything charged?  Yes  No If yes, how much per person? \_\_\_\_\_

Will donations, collection of dues or fees be solicited or required?  Yes  No

What will the proceeds from any of the above be used for? \_\_\_\_\_

The application must be signed by the Site Administrator and then submitted to the Events Committee no later than fifteen (15) working days prior to use. Any individual, group, or organization using District property ("Facility User") under the provisions of the Civic Center Act, or for any other purposes, shall hold the San Francisco Community College District, its Board of Trustees, 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. Facility User shall insure its activities in connection to the facility rental with commercial general liability (GL) insurance with limits of no less than \$1,000,000 per occurrence / \$2,000,000 aggregate, automobile liability (Auto) no less than \$1,000,000 per occurrence / \$2,000,000 aggregate if facility user or its agents shall operate motor vehicles on District property, and worker's compensation if Facility User employees shall enter District property. The GL and Auto policies shall be endorsed to name the San Francisco Community College District, its Board of Trustees, officers, agents and employees as an additional insured. The Certificate of Insurance and additional insured endorsement shall be delivered to the District at least five (5) days prior to the use of District property. 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 page 2.)

### HOLD HARMLESS AND IDEMNIFICATION AGREEMENT

The undersigned agrees to defend, indemnify, and hold harmless the San Francisco Community College District, Its Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments, and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage, or otherwise, however cause, brought or recovered, against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned's use of location identified above.

**I HAVE READ THE CONDITIONS AND REQUIREMENTS LISTED ON PAGE 2 AND UNDERSTAND THAT THEY CONSTITUTE A PART OF THIS APPLICATION.**

\_\_\_\_\_  
Signature of the Advisor/Representative

\_\_\_\_\_  
Title or Office

\_\_\_\_\_  
Day of Event On-Site Representative

\_\_\_\_\_  
Print Name of the Advisor/Representative

\_\_\_\_\_  
Address of Advisor/Representative

\_\_\_\_\_  
Print Name of the Day of Event On-Site Representative

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Telephone and email address

\_\_\_\_\_  
Day of Event Telephone and email address

### Application Approval (internal use only)

Site Administrator: \_\_\_\_\_

AVC Facilities: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CONDITIONS OF USE.** All Rules and Regulations of the Board of Trustees of the Education Code of the State of California are to be observed strictly by those using District property and facilities. In the event of a change of plans, date, or cancellation, notice must be given to the center concerned 48 hours before the date of intended use. When cancellation occurs, the sponsor shall notify the Director of Buildings and Grounds. Reimbursement may be made upon written request from the applicant if payment has been made in advance.

**BOARD OF TRUSTEES REQUIREMENTS:**

1. Use and occupancy of District property shall be primarily for public education purposes. Any other authorized use of occupancy of the property shall be secondary and subordinate to this primary purpose
2. The Site Administrator has full responsibility for supervision and management of all property at all times.
3. The Director of Buildings and Grounds of the District shall approve all permits for use and occupancy of District property by authorized individuals, groups, or organizations.
4. District premises shall not be available to non-school organizations on such occasions or during such hours as have been scheduled in advance by the various administrators for District exercises or functions connected with regular District activities.
5. Charges for the use of District facilities shall be determined from a Schedule of Fees adopted by the Board of Trustees.
6. No food or beverages will be allowed for sale or use within any building without prior approval and authorization by the Director of Buildings and Grounds.
7. Use of intoxicants or narcotics is prohibited in or about District buildings and premises, nor shall profane language, quarreling, fighting or gambling be permitted.
8. District furniture or apparatus shall not be removed or displaced by any permittee.
9. School property shall be protected from any damage or mistreatment and permittees shall be responsible for the condition in which they leave the school building. In case school property is damaged, the cost, thereof, shall be paid by the permittee. (See also 2 above.)
10. Upon receipt of notice that a permit has been issued to a non-school agency for use, the administrator of the facilities shall designate a regular custodial employee to open the building, be in charge during the use, and to secure the building after the use. The District employee in charge of the building or grounds, within or upon which any meeting may be held is empowered to take all necessary means to enforce these rules.
11. Any permit may be revoked without previous notice where conflicting dates have resulted or where need of the property for District purposes has subsequently developed. For other cause, permits may be revoked at any time upon reasonable notice.
12. Persons or organizations using District premises including a stage or stage equipment shall not be permitted to remove or displace furniture or equipment nor change or manipulate controls except as requested and approved at the time of application.
13. Neither the District custodian assigned to the facility requested nor any other District person, other than the cognizant administrator, shall permit any individual or group to use any equipment, room, or other facility on the premises which was not designated on the application as approved by the Director of Buildings and Grounds. Any departure from the original approved request allowed by an administrator shall be communicated to the Director. Applicant should be aware of the possibility of additional charges resulting from changes in the use of the facilities.
14. The District shall assume no responsibility for mail for a non-District group and shall not permit the use of telephones or District mail by any such group or representative thereof.
15. The Board of Trustees reserves the right to provide police protection for all meetings held on District property when it deems such protection desirable.
16. Organizations granted the use of District buildings or grounds under the Civic Center Act are not permitted to use District equipment which needs an operator, such as motion picture projectors, public address systems, or other institutional equipment.
17. District premises shall not be used by any person or group as its political campaign headquarters.
18. A custodian and/or engineer will be on duty during the entire time of usage.
19. It shall be the duty of the custodian on duty to see that these rules and regulations are enforced and to report any violations or attempted violations to the Director of Buildings and Grounds, via the Site Administrator. Whenever the Board of Trustees feels that these rules and regulations have been violated, they shall revoke such permit or permits to use as have been given to the organization in question and shall refuse to give further permits to them.
20. Opening of the buildings for use shall be dependent upon the showing of an approved permit to the District employee in charge.
21. No public meeting or entertainment held on District property will be permitted that reflects in any way upon or discriminates against, citizens of the United States because of their race, color, creed, sex, or national origin. Neither will the use of a facility be granted for the purpose of conducting religious services.

[THE END]