

Form, Certificate and Permit(s) must be completed and submitted in person to Facilities Planning and Management (FPM), or by email at xiongxe@butte.edu and leech@butte.edu at least 15 working days prior to use date. Forms must be submitted to FPM for your request to be considered. Submitting to any other District departments will not be accepted.

**Butte-Glenn Community College District
External Organizations
Facility and Equipment Use Application (FUR)**

Contact Information

Person Requesting

Name of Organization/Department: _____

First/Last Name: _____

E-mail: _____

Cell Number: _____

***Person Onsite at Event** (if other than requestor)

*The person must be onsite and present when the activity is taking place. For Butte College activities, the onsite person must be a Butte College employee.

First/Last Name: _____

E-mail: _____

Cell Number: _____

Event Details

1. Name of Activity: _____

2. Detailed Activity Description (attach a sheet if needed): _____

3. Reservation Date(s) Required Entry Time(s) Actual Start Time(s) Actual Exit Time(s)

4. Request is hereby made for the use of the following Butte College property and should reflect all requirements you have for your function to include equipment, services, and map(s) - BE SPECIFIC. PLEASE NOTE: ANYTHING NOT LISTED WILL NOT BE PROVIDED. (Please check):

- Arts Theatre Center for Excellence Campus Center Dining Campus Center Lounge
- Campus Center Lawn CC Lawn under solar panel Quad Lawn mini-amphitheater
- Quad Lawn under solar panel Gymnasium Baseball Field Softball Field Soccer Field
- Large Practice Field Small Practice Field Locker Room M W Football Field
- Classroom(s) _____ Other _____

5. Equipment/Media Needs (Enter quantity below): **Attach map(s) indicating where the equipment it to be set up. See FUR Informational Sheet for equipment availability and additional information.**

- Folding tables (8 foot) _____ Table top lecterns _____
- Folding chairs _____ Trash cans _____
- Stages (8 pieces, 6'x8' ea) _____ Recycle bins _____
- Ramps (2) _____ Access to electrical outlets
- Podiums _____ BBQ Pit on CC Lawn

Extension cords are not available.

Barricades/directional signage

Date/time to setup/tear down: _____

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Other Details

6. Is it open to the public? Yes No Expected Attendance #: _____
7. Is there an admission charge, donation, collection, dues or tuition fee required? Yes No If yes, list amount per person \$_____
8. Are you a non-profit organization? Yes No If yes, provide tax-exempt no. _____
9. Do you need rooms open by College Police? Yes No (By checking yes, FPM will coordinate access to the space; please contact College Police for any security and after-hour event problems at 530-895-2351.)
10. Any food and/or beverages at the activity? Yes No Provided by Butte College Dining Services (For catering or to obtain catering order, call Food Services at (530) 879-6187)
11. Do you have any media needs? Yes No
12. Do you need directional signage along Campus Drive or Parking Lots? Yes No
13. Will you have outside buses/vans arriving and/or parking on campus? Yes No
14. Any vehicles that will need to un/load on sidewalk where a permit will need to be issued? Yes No
15. Do you need a pre-event meeting with FPM? Yes No
16. Are there any Butte College department co-sponsor/s for this event? Yes No If yes, please indicate:

17. Rain options:
18. Special requests:
19. **Hold Harmless & Indemnification Agreement:** The undersigned agrees to defend, indemnify and hold harmless the BGCCD, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, actions and judgments arising from personal injuries, property damage or otherwise, however caused, that may arise from or be alleged to be caused by the undersigned's use or occupancy of District facilities, furniture, equipment or grounds. The undersigned further agrees to provide a certificate of insurance for liability coverage's satisfactory to the District.
20. **Insurance Requirement:** At least five days prior to the use of facilities, organizations must submit to Facilities Planning and Management an insurance certificate with combined single limits of \$1,000,000 and an additional insured endorsement naming the Butte-Glenn Community College District, it's Board of Trustees, officers, agents and employees. The insurance certificate provided by organization pursuant to this agreement must also state that this insurance shall be primary to any insurance purchased or owned by the District. The District will not provide setups, services or facilities until required insurance is provided.
21. Payment must be received no later than five (5) working days after use.
22. The District reserves the right to deny requests for use of facilities and equipment if activity is deemed to be high risk including but not limited to those involving aircraft or watercraft, speed contests, rodeo activities, animals, fireworks, etc.
23. Declaration of Applicant:
a) I, the undersigned, hereby certify that I will be held personally responsible on behalf of the applicant for any damages sustained by the District, including its buildings, furniture, equipment or grounds, occurring through the occupancy or use of said facilities and/or grounds by the applicant, normal wear and tear excepted.

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- b) I hereby certify that I have received and read the rules, regulations, conditions and terms accompanying this application and that I and the applicant which I represent will abide by them and will conform to all applicable provisions of the Constitution and the laws of California and to all other rules and regulations of the Board and its authorized agents which may be communicated to the applicant.
- c) It is agreed that if cancellation is not made at least 48 hours in advance, full fees will be charged and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities. (Fees will be charged if setup has been started at the time of cancellation?)
- d) In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.
- e) The undersigned states that to the best of his/her knowledge the school property for use of which application is hereby made will not be used for commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means and that to the best of his/her knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.
- f) In signing this application, the undersigned on their behalf and on behalf of the organization acknowledges that the BGCCD assumes no responsibility for the condition or maintenance of the facility/equipment used, and that organization assumes all risk and liability of any type relative to the use of facility/equipment.

Authorized Person Signature/Title/Phone no. _____ Date _____

Onsite Contact Person Signature/Title/Phone no. _____ Date _____

(Must be present and responsible for conduct and compliance with agreement)

Contact Person/Title/Phone no _____ Date _____

Recorded by Facilities Planning and Management Staff _____ on _____