



GLENDALE COMMUNITY COLLEGE DISTRICT

FACILITIES USE AGREEMENT

1500 N. Verdugo Road, Glendale, CA 91208
 818-240-1000, Ext. 5109 or 5112 - FAX 818-549-9436

College-sponsored Event <input type="checkbox"/> Div./Dept. _____

This agreement must be submitted by any person, group or organization who would like utilize the college facilities or venues. This includes employee requests for personal use.

All insurance forms, deposits and any other documentation required by College policy must be completed and filed with the Administrative Services Office in AD114 by the date indicated below.

SMOKING: GLENDALE COMMUNITY COLLEGE DISTRICT IS A SMOKE-FREE CAMPUS 24/7, INCLUDING PARKING LOTS AND SATELLITE CAMPUSES. CONTACT CAMPUS POLICE FOR OFF-CAMPUS SMOKING AREAS. INDIVIDUALS WHO DO NOT COMPLY WILL BE ASKED TO LEAVE AND MAY BE CITED FOR VIOLATION OF THIS REGULATION.

PARKING: \$3.00 daily "Pay and Display" permits can be purchased in Lot B at the southeast corner of the parking structure. Metered parking is also available in the city parking lots across the street on Verdugo Road.

FOOD: Food and drinks (except water) are not allowed inside any buildings unless expressly permitted.

SIGNAGE: CONTACT THE COLLEGE POLICE FOR SIGNAGE REGULATIONS. ANY DAMAGE TO COLLEGE PROPERTY DUE TO IMPROPER SIGNAGE WILL BE BILLED TO RENTER.

THIS EVENT WILL BE NOT BE ALLOWED TO PROCEED IF THE ABOVE CONDITIONS ARE NOT MET.

Event Name:		
Organization, Group or Person:		
Address:		
Email:		Phone:
Dates & Hours		
Event Duration	Attendance	Date of Contact
Facility/Venue:		
FEES		AMOUNT
Facility Rental Fee:		
College Police Fee:		
Custodial Fee:		
Facilities Personnel/Equipment Fee:		
Other Fees:		
Reservation Fee (non-refundable):		
TOTAL RENTAL FEE		

SECURITY DEPOSIT (refundable) - separate check required, to be returned after event.	
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Total due by:

Failure to follow the rules and regulations as contained in Administrative Regulation 6700 Use of College Facilities will result in suspension of use privileges.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Date: _____

SIGNATURE OF DISTRICT REPRESENTATIVE

PRINT NAME AND TITLE

Date: _____