

# Riverside Community College District

## Facilities Utilization Office

Riverside City College  
4800 Magnolia Ave.  
Riverside, CA 92506-1299  
(951)222-8498

Norco Campus  
2001 Third Street  
Norco, CA 92860-2600  
(951)372-7000

Moreno Valley Campus  
16130 Lasselle Street  
Moreno Valley, CA 92551-2045  
(951)571-6351

### REQUEST FOR USE OF COLLEGE FACILITIES

Please fill out all fields before submitting. Incomplete requests **will not be processed.**

Facility Requested						
Date(s) of Use						
Time(s) Facility Must Be Opened		Actual Time of Event		Actual Time Event Ends		Time(s) Facility Must Be Closed
Description of Activity						
Will admission fees, contributions or membership dues be collected? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Name of Requestor						
Representative Name and Title						
Mailing Address						
City, State & Zip						
Phone Number				E-Mail Address		

**Please Note:**  
 1. APPROVAL IS NOT GRANTED UNTIL SIGNED COPY STAMPED 'APPROVED' IS RETURNED TO THE REQUESTOR.  
 2. Please submit this form at least 2 weeks prior to event, changes accepted until 7 days before event.  
 3. Please notify Facilities Utilization Office **IN WRITING** as soon as possible in the event of cancellation.  
 4. Deposit due two days prior to use. (Prices subject to change each year.)

### Equipment/ Setup Requested (Include number of all pertinent items) REQUEST WILL NOT BE ACCEPTED WITHOUT SETUP DETAIL

# Of Chairs		# Of Tables		Lectern/ Podium		Parking Spaces	
Setup Description							

Signed By \_\_\_\_\_  
**The above signed is subject to all the conditions and fees set forth by Administrative Procedure (AP) 6700 governing the use of Riverside Community College District Facilities and to any special conditions stated below:**

**INTERNAL USE ONLY (Signature does not indicate event approval )**

Department	Date	
Facilities	Date	

**Riverside Community College District**  
**Hold Harmless Agreement & Insurance Requirements**  
**Addendum To**  
**Request for use of College Facilities**

1. The *User* hereby agrees to indemnify, defend, and hold harmless the District and its officers, employees, and agents from any and all losses, damages, claims, liability, expenses or cost arising from any accident or occurrence causing injury or damage to any person or property (including *User's* employees or property) relating or attributed to the District's authorization to use the District's facilities.
  
2. The *User's* obligation to indemnify, defend and hold harmless as hereinabove provided shall continue notwithstanding the expiration or revocation of the permission to use the District's facilities.
  
3. The *User* shall secure and maintain during the duration of this permission to use the District's facilities, public liability and property damage insurance to protect it from claims for damages for personal injury, including death, as well as from property damage which may arise from or which may be alleged to arise from the permission granted by the District. Such insurance shall include public liability insurance in an amount not less than \$1,000,000 for injuries, including death, and property damage as the result of any one occurrence.
  
4. ***Policies or certificates evidencing such coverage shall be filed with the District. The policies shall not be cancelled without ten days prior notice to the District. The wording on the certificate is to read:***  
  
RIVERSIDE COMMUNITY COLLEGE DISTRICT IS ADDED AS ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF THE DISTRICT'S AUTHORIZATION \_\_\_\_\_ TO USE THE DISTRICT'S FACILITIES.  
(User's Name)
  
5. The insurance required hereunder shall not be deemed a limitation on *User's* agreement to save and hold the District harmless and if the District becomes liable for an amount in excess of the insurance, the *User* will save and hold the District harmless for the whole amount thereof.

This Addendum is incorporated into the *REQUEST FOR USE OF COLLEGE FACILITIES* signed by the *User*.

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*Signature of Authorized Person*

*Title*

*Date*