



General Facility Rental Guidelines:

- District facilities are available for community use when such use does not conflict with District programs and operations. All events are subject to cancellation should the facilities be needed for instructional program use.
- Requests must be submitted no later than 20 business days prior to the event date.
- Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.
- Any changes made to the initial request must be submitted in writing to the Facilities Services Department a minimum of 48 hours in advance.
- All user groups are required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- All user groups are required to provide the District with a certificate of insurance for \$2,000,000 naming Napa Valley College as the certificate holder as well as “additional insured” on a separate endorsement.
- As a condition of using college facilities, please include the following disclaimer in all public announcements: ***"This event is not sponsored nor endorsed by the Napa Valley Community College District."***
- Advertising or publicizing your event prior to official approval is done at your own risk. Napa Valley College does not provide marketing support for non-academic events.
- College Police & Facilities Services staff will automatically be notified of your event. They will be responsible for locking and unlocking the facilities and can be reached via phone at 707-256-7777. No person applying for use of District property shall be issued a key to District facilities.
- Overtime rates may apply for services for College Police, Site Supervision, Custodial, Maintenance, & Media Technician labor.
- We charge for parking! Questions about visitor parking regulations may be addressed to the College Police Department: (707) 256-7777
- No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District except within the guidelines of the District’s alcohol procedures. If your organization intends on serving beer or wine, please notify the Facilities department immediately so the proper instructions can be given.
- No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Vice President of Administrative Services.
- Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.