

**NAPA VALLEY COLLEGE FACILITIES SERVICES
APPLICATION FOR USE OF COLLEGE FACILITIES**

I hereby make this application for use of College Facilities on behalf of the below named organization, which has authorized this application.

Name of Organization _____
 User/Authorized Agent _____
 Address of Authorized Agent _____ City/Zip _____
 Telephone Number _____ Cell # _____ email address _____
 Purpose of Meeting _____
 Name of person in charge if different than above _____

Will an admission charge or collection of funds of any type be made as prerequisite to participate? Yes No
 If yes, what will the proceeds be used for? _____ Amount per person \$ _____

DATES DESIRED	HOURS		FACILITIES REQUESTED	
	FROM	TO	BUILDING	ROOM

Number of chairs _____ **Number of tables** _____ **Expected Attendance** _____

SPECIAL SERVICES OR EQUIPMENT: Complete the attached form if special services or equipment is needed (public address system, folding tables, podium, etc.)

I understand that the use of College Facilities must be in accordance with the rules and regulations of the Board of Trustees of Napa Valley Community College District including the possibility of cancellation should the facilities be needed for the educational program. I further understand that in connection with the use of facilities, the organization named above is to pay the Napa Valley Community College District as stipulated.

I also understand and agree that the above named organization and its members shall be responsible and pay for any damage sustained by the District premises, furniture, or equipment because of the use or occupancy of said premises by said organization.

Submitting this form certifies that the applicant agrees to comply with statutes, regulations, and policies promoting the access for persons with disabilities and prohibiting discrimination.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned agrees to defend, indemnify and hold harmless the Napa Valley Community College District, its Board of Trustees, officers, agents, and employees, individually or 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 caused, 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 District facilities, furniture and equipment. The undersigned further agrees to provide a Certificate of Insurance for liability coverage naming Napa Valley College additionally insured on a separate endorsement, with limits as specified by the District.

Signature of User/Authorized Agent _____ Date _____

FOR COLLEGE USE ONLY

The request shall not be approved until the Facilities Services office has determined the estimated costs and the requester has agreed to them.

CHARGES:

Facility rental	\$ _____	Signature of user/authorized agent _____
Equipment rental	\$ _____	Date _____
Technician labor	\$ _____	
Maintenance labor	\$ _____	District Representative Signature _____
College Police labor	\$ _____	Date _____
TOTAL ESTIMATED	\$ _____	

Payment is due within seven (7) days of receipt of invoice.