

*Rancho Santiago Community College District*  
**SANTA ANA COLLEGE**

**CIVIC CENTER USER  
FACILITIES RESERVATIONS  
CHECK-OFF LIST**

\_\_\_ Reserve room/s with the Facilities Department at least thirty (30) days prior to event.  
**(Reservations are tentative until all paperwork has been submitted and approved.)**

\_\_\_ Submit the following to the Facilities Department:

- \_\_\_ Application/Permit for Use of Facilities
- \_\_\_ Facilities Policies Use Fill In Form
- \_\_\_ Original Certificate of Insurance
- \_\_\_ Additional Insured Endorsement
- \_\_\_ Tax Exempt I.D. # and Documentation (Non-Profit Groups)
- \_\_\_ Deposit (50% of Total Fee)
- \_\_\_ Phillips Hall Application (If Applicable)
- \_\_\_ Copy of Flyer Publicizing Event (If Applicable)
- \_\_\_ Copy of Program/Itinerary

Reservations will automatically be canceled if proper paperwork and deposit are not received fifteen (15) working days prior to the date of use.

\_\_\_ Balance of fees due seven (7) working days prior to first use.

\_\_\_ Written approval is required by Santa Ana College for the sale of any item during use or occupancy of District property.

\_\_\_ Confirmation/approval received.

.....  
**PLEASE COMPLETE & RETURN WITH APPLICATION**

\_\_\_ **Are any public officials included in your program?**  
Yes ( ) No ( ) If yes, please list names:

\_\_\_\_\_

\_\_\_ **Will there be any public officials in attendance?**  
Yes ( ) No ( ) If yes, please list names:

\_\_\_\_\_

\_\_\_ **Can the program include a role for the RSCCD Board of Trustees?**  
Yes ( ) No ( ) If yes, please contact the Board Secretary at (714) 480-7452

**APPLICATION/PERMIT FOR USE OF DISTRICT FACILITIES**

Santa Ana College  
1530 W. 17th Street  
Santa Ana, CA 92706  
(714) 564-6227



Date of Application \_\_\_\_\_

1. \_\_\_\_\_ represented officially by: \_\_\_\_\_  
(Name of Organization, Group, Etc.) (Name of owner, producer, etc. MUST BE PRESENT FOR ENTIRE EVENT)

2. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone# \_\_\_\_\_  
Fax #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**HEREBY APPLIES FOR USE OF THE FOLLOWING FACILITIES SUBJECT TO THE RULES AND REGULATIONS ON REVERSE SIDE AND THE ATTACHED INSURANCE REQUIREMENTS (EXHIBIT A), WHICH ARE MADE PART OF CONDITIONS UNDER WHICH PERMISSION WILL BE GRANTED**

Room _____	Date/s _____	Beginning Time _____	Ending Time _____
Room _____	Date/s _____	Beginning Time _____	Ending Time _____
Room _____	Date/s _____	Beginning Time _____	Ending Time _____

**THE DISTRICT RESERVES THE RIGHT TO CANCEL THIS PERMIT UPON 24 HOUR NOTICE AS IT DEEMS NECESSARY.**

3. Type of Activity (banquet, meeting, forum, etc.) \_\_\_\_\_ Est. Attendance \_\_\_\_\_

Admission Fees \$ \_\_\_\_\_ Tax Exempt ID No. \_\_\_\_\_

Net Proceeds will be used for (be specific): \_\_\_\_\_

4. Set-Up Required (auditorium, tables, etc.): \_\_\_\_\_

5. District Safety/Security Protection Required (at applicant's expense) Yes \_\_\_\_\_ No \_\_\_\_\_

FACILITY USER agrees that the District makes no representations or warranties as to the condition of the facilities which the FACILITY USER is entitled to use, and FACILITY USER agrees to take such property and facilities "AS IS." FACILITY USER acknowledges that it shall be FACILITY USER's responsibility and obligation to assure that the property and facilities are in proper and safe condition to be used for the purpose anticipated.

(Pursuant to: (Stats. 1959, C.2, 16564)

I do hereby certify that the information stated in the foregoing application is true, that I have read the rules and regulations on the reverse side of this application. I do further certify that the organization on whose behalf I am making application for use of school property does not, to the best of my knowledge, advocate the overthrow of the Government of the United States or the State of California by force, violence or other unlawful means, and that, to the best of my knowledge, it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Applicant does hereby covenant and agree that The District, its officers, agents, employees, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property arising directly or indirectly out of this agreement, including but not limited to user's use of the premises. Nor shall the District be liable for any loss, damage, liability, cost or expense to the property or persons (user's agents, employees, representatives, guests and invitees included) that may arise from use or occupancy of school property. Notwithstanding anything to the contrary contained herein, applicant agrees to defend, indemnify, and hold harmless the District, its officers, employees and agents from any and all damages of liabilities arising out of or in connection with the use or occupancy of school property.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

.....**DO NOT WRITE BELOW THIS LINE**.....

**TERMS:** 50% of fee payable with application, balances due seven working days prior to use. **PAYMENTS:** Payable to Rancho Santiago Community College District. Failure to comply with the terms will be cause to deny permission.

**FEES:**

Facility	\$ _____ (approximate)
Custodial	\$ _____ (approximate)
Safety Officer	\$ _____ (approximate)
Miscellaneous	\$ _____
Deposit	\$ _____ BALANCE DUE \$ _____

Department Representative \_\_\_\_\_  
District Representative \_\_\_\_\_

Permit for use: Granted \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

SANTA ANA COLLEGE  
RULES & REGULATIONS FOR USE OF COLLEGE FACILITIES

- \_\_\_\_\_ At least one authorized college employee shall be on duty whenever a facility is being used. Such employee shall be in charge of facility use and will report any damage or problems and may request law enforcement support if necessary. The college shall determine when management or skilled college personnel must be present and will assess charges accordingly.
- \_\_\_\_\_ The group or organization using the facilities will be liable for any damage to or destruction of District property. The applicant shall be fully responsible for damage to District property and equipment. Fees will be assessed for all damages and repairs required to restore said facility and equipment to its original condition. The college reserves the right to request a fee deposit from the applicant.
- \_\_\_\_\_ No intoxicants or narcotics are permitted in any form on college property at any time. Any unauthorized use of intoxicants or narcotics by any individual, group or organization, will be reported immediately to the local law enforcement agency and, if necessary, the event will be immediately shut down.
- \_\_\_\_\_ The group or organization contracting for the use of facilities is responsible for preservation of order and enforcement of all regulations pertaining to the use of college facilities.
- \_\_\_\_\_ Parking is enforced 24/7 and vehicles not displaying a valid parking permit will be cited. All groups, organizations, staff and participants shall adhere to posted parking regulations. No parking is allowed on any walkways or sidewalks without prior college approval.
- \_\_\_\_\_ Playing music (live, DJ, recorded or other) is prohibited, unless administratively waived in writing by the campus Vice President of Administrative Services.
- \_\_\_\_\_ Selling or serving food and beverages, or allowing cooking or barbecuing or food brought in from the outside by participants is prohibited, unless administratively waived in writing by the college.
- \_\_\_\_\_ Tobacco use, including electronic cigarettes and/or unapproved nicotine delivery systems, is not permitted in any building, facility, or on campus grounds

**Special Regulations - All Weather Track Surface and Artificial Turf Field**

- \_\_\_\_\_ 1. Gasoline/diesel or electric carts are NOT to be operated on the track surface or artificial turf field (emergency vehicles excepted).
- \_\_\_\_\_ 2. There shall be no food and/or drinks, sunflower seeds, etc. on any athletic field. Furthermore, there shall be no animals (with the exception of service animals AR344) allowed on campus, in any college facilities or athletic fields.
- \_\_\_\_\_ 2. Heavy equipment, heavy items, stools or any object with sharp or tapered protrusions are not to be used directly on the track or artificial turf field. The permittee must provide plywood or some type of approved protection for the track surface.

All events shall conform to all city, county, and state ordinances and fire regulations. Failure to abide by these rules and regulations constitutes grounds for cancellation of the event and the organization to be barred from any future use.

**In case of emergency, please contact Campus Safety at 714/564-6330**

## EXHIBIT A

Rancho Santiago Community College District

### INSURANCE REQUIREMENTS FOR USE OF FACILITIES

Below are the insurance requirements for the use of Rancho Santiago Community College District facilities.

1. A Certificate of Insurance must be provided for the following: Commercial General Liability with a \$1,000,000 each occurrence, \$2,000,000 Aggregate Limits of Liability per occurrence for Bodily Injury, Personal and Advertising Injury and Property Damage. The Rancho Santiago Community College District, its Board, Officers, employees, agents and volunteers are to be named as "Additional Insured" by separate endorsement.
2. These policies shall be in full force and effect for no less than 48 consecutive hours prior to the date of the activity shown on the Application/Permit for Use of Facilities, and it shall remain in full force and effect for no less than 48 consecutive hours after the termination of the activity. )
3. Under "Description of Operations" on the Certificate of Insurance, the information must include the user, date/s and name of event, as well as the facility location.
4. **Under "Certificate Holder" it must read:**
  - a. **Rancho Santiago Community College District**
  - b. **ATTN: Facilities**
  - c. **1530 W. 17th Street**
  - d. **Santa Ana, CA 92706**
5. The Certificate of Insurance must clearly indicate a typed "Date of Issuance".
6. The Certificate of Insurance must be an original (**photocopies will not be accepted**) and come directly from the producer.
7. The Certificate of Insurance must be signed by authorized issuer.
8. Under Cancellation, the Certificate of Insurance must read:
  - a. "Should any of the above desired policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder..."
9. The original Certificate of Insurance should be sent via email to donahoe\_chandra@sac.edu or mailed to (**Facsimiles not accepted**):

Santa Ana College  
Maria Cardona/Administrative Services  
1530 W. 17th Street  
Santa Ana, CA 92706

# COMMUNITY USE OF FACILITIES

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

	<b>Daily Non-Profit Rental User Fee</b>	<b>Daily Commercial Rental User Fee</b>
1. College Gymnasium - G105 (add \$270.00 if canvas floor is required plus labor charges)	**\$500.00	**\$650.00
2. Small Gymnasium - W-107	**\$150.00	**\$300.00
3. Athletic Fields		
A. Baseball	**\$300.00	**\$500.00
B. Football	**\$300.00	**\$500.00
C. Track	**\$300.00	**\$500.00
D. Soccer/Softball	**\$200.00	**\$500.00
5. Pool (must have certificated lifeguards on duty, salary to be paid by user)	**\$100.00	**\$400.00
6. Tennis Courts (tournaments only)	\$3.00 Per Court, Per Hour	\$5.00 Per Court, Per Hour
7. Wrestling Room - W-111	**\$200.00	**\$400.00
8. A. Classrooms	\$8.00/1st Hour, \$4/Each Add't 1 Hour	\$20/1st Hour, \$5/Each Add't 1 Hour
B. Lecture Halls (85+)	\$20/1st Hour, \$10 Each Add't 1 Hour	\$40/1st Hour, \$10 Each Add't 1 Hour
9. Amphitheater	\$75/1st Hour, \$20 Each Add't 1 Hour	\$150/1st Hour, \$50 Each Add't 1 Hour
10. Theater (plus stage technician costs)	\$200/1st Hour, \$25 Each Add't 1 Hour	\$400/1st Hour, \$50 Each Add't 1 Hour
11. Parking Lot	\$1.00 Per Space/ \$100 Minimum	\$3.00 Per Space/ \$300 Minimum
12. Johnson Ctr. Conference Rooms	\$100.00 to \$150.00	\$175.00 to \$250.00
13. Dining Room (Meetings/Seminars)	**\$180.00	**\$280.00

\*\* 4 Hours, Then 10% Each Additional Hour

Pursuant to the Civic Center act, local community groups under specific conditions will be able to use college facilities free of charge. For other non-college sponsored groups and other organizations charging admission, the above rental charge will be assessed.

Note: Every community use request will be evaluated on an individual basis for additional costs such as Custodial, Maintenance, Safety Officer(s), Media & Stage Technician.