APPENDIX D – FACILITIES
D1. Application for Use of Facilities - External

PERALTA COMMUNITY COLLEGE DISTRICT

COLLEGE OF ALAMEDA	LANEY COLLEGE	MERRITT COLLEGE	BERKELEY COLLEGE
555 Ralph Appezzato Memorial Parkway Alameda CA 94501 (510) 748-2228	900 Fallon Street Oakland, CA 94807 (510) 464-3121	12500 Campus Drive Oakland, CA 94619 (510) 436-7368	2050 Center St. Berkeley, CA 94704 (510) 981-2800

Application for Use of Facilities

PRINT OR TYPE

Date of Application _____

The _____
Name of Organization

Application Number _____

Through its authorized agent: _____
Name   Title

_____
Street Address   City   Zip Code   Telephone No.

hereby makes application for use of the following facility:

_____
_____
Describe

Dates and times requested are as follows:

Month _____   Date _____   Time Facility to be Opened: _____   Time Facility to be Closed: _____

State the nature of use, title of performance, names of speakers, as appropriate. Describe fully. Use reverse side if necessary.

_____
_____

Are Contributions, collections, dues, registration fees or other donations to be received?   Yes _____ No _____

Amount per Attendees $ _____   Estimate Total $ _____

The applicant shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by his or its use or occupancy of the herein described premises. The applicant agrees to protect, defend and identify the Peralta Community College District, its officers, employees and agents, and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of his or its use of said premises.

The applicant agrees and will provide a policy of public liability and property damage insurance for the protection of the public and the lessor with limits of not less than **$1 million liability / $ 500, 000 property damages.**

The undersigned states that, to the best of his knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime. I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: _____   Date: _____

Signature of Authorized Agent: _____   Title: _____

Telephone: _____   E-mail: _____   Date: _____

COLLEGE USE ONLY

Facility and Service Costs:
Application Fee	$ _____
Facility Costs	_____
Police Services	
Groundworker	_____
Maintenance Eng	_____
Custodian	_____
A V Technician	_____
Equipment Use Fee	_____
Security Deposit	
Other	_____

(Non-refundable)   Preferred User Rate?   Yes _____ No _____
Cost to be Charged to Applicant?   Yes _____ No _____

Public Liability and Property Damage Insurance Required?   Yes _____ No _____

Cost Payment Deadline: _____

Approved: _____

Authorized Agent Signature _____   Date _____
Peralta Employee on Site: _____

State Law Prohibits Alcohol of any kind on Merritt College Campus. Any violation of above Law can include closure of Event and forfeiture of rental fee.

CC: Applicant – Community Services – Custodial – Physical Plant – Police Services – P. E. Dept. (if applicable)

Merritt College

Office of Business Services • 12500 Campus Drive, Q222 • Oakland, CA 94619

Facilities Rental Overview

Request Deadlines

All Application for Use of Facilities forms must be turned in 30 days prior to scheduled use in accordance with Peralta District Board Policy 6.64. Any applications not received within this timeframe will be processed at the discretion of staff and may be denied.

Rental Process

A facility rental is not authorized until the following steps have been completed:

Step 1	1. The Application for Use of Facilities form is completed and signed by an authorized individual from your group and handed in with the $25 application fee (non-refundable).
Step 2	2. A $200 security deposit is provided (the security deposit may exceed $200 at the discretion of the Merritt College president in the case of large events). 3. An original insurance certificate for a minimum of one million dollars in public liability and five hundred thousand dollars in property damage, endorsed to the Peralta District, 333-East 8th Street, Oakland CA 94606, is provided. 4. Total charges are paid in full within 10 working days of the rental date.
Step 3	5. The official rental permit, an Application for Use of Facilities, signed by the College Business Manager, has been received by you. This permit must be available for inspection by security and District personnel during the time of rental.

PLEASE DO NOT ADVERTISE EVENTS UNTIL ALL THESE STEPS ARE COMPLETED

Please note:

- During rental time, all college policies and regulations must be observed.
- It is expressly forbidden for renters to subcontract to other organizations, groups, or individuals.
- Alcoholic beverages and controlled substances are prohibited on all Peralta Community College District property and within District facilities.

Checks

Please make checks payable to Merritt College. Be sure to indicate the following on your check: 1) the name of your organization; 2) the facility to be used; and 3) the date(s) of the rental (indicate a regular schedule by time span, ex: 9/7/07 – 12/14/07)

Mailing address: Merritt College, Business Office, Attn: Facilities Coordinator, 12500 Campus Drive, Room Q222, Oakland, CA 94619

Cash payments may be made in person at the **College Cashier's Office**, Building Q, Room 215, Monday through Friday, 9:00 AM to 4:00 PM.

Parking

All parking regulations are strictly enforced by the Alameda County Sheriff's Office/Peralta Police Service. Continuing violations of parking regulations by a group may result in cancellation of the group's rental agreement. Please ask for a parking information brochure for your group's reference.

Refund/Cancellation Policy

All fees, except the $25.00 application fee, are 100 percent refundable—unless an event is cancelled less than 10 working days before the scheduled rental time. In such cases, 75 percent of fees, with the exception of the application fee, will be refundable. Refunds will be paid within three weeks after written notification of the cancellation has been provided.

Security Services

Police Services are available for emergencies through dialing (510) 466-7236, or by pressing the activation button on any of the blue phones located around campus.

I have read and understood the above.

Signature: _____   Date: _____

Merritt College

Office of Business Services • 12500 Campus Drive, Q222 • Oakland, CA 94619

FACILITY RENTAL NEEDS

I will take the facility AS IS. ☐   I will require a set-up. ☐ (*Please attach diagram to back*)

There will be food/catering. ☐   I will provide my own food. ☐   There will be no food at this event. ☐

Audio Visual, Information Technology & Other Needs:

I do not require anything. ☐   I request the following (*please check requests*):

The below equipment is available with rentals. Please note some equipment is only available for certain rooms.

Equipment	Cost Per Day	Number Available	Please Check
Cassette Deck	$20	1	
CD Player	$20	1	
Easel & Flipchart	$10	5	
LCD Projector	$50	2	
Microphone	$20	3	
NOMAD (state of art integrated system including microphone, projector, computer, projection of hard copy on screen, Internet access Document Viewer)	$100	3	
Piano (Huey P. Newton Conference Room, only)	$50	1	
Sound System (Gym, Huey P. Newton Conference Room, Stadium)	$50	2	
TV/ DVD Player	$25	4	
Whiteboard	$10	5	
Chairs	TBD	300	
Podium	$40	1	
Tables (6-Foot)	TBD	45	
Overhead Projector	$		

*Event related technical aid and/or labor will be charged.

Would you like to speak invite Merritt College students or the public to your event?   Yes ☐   No ☐

Would you like to speak with Merritt College Public Relations or Public Information?   Yes ☐   No ☐

Initial:

_____ I understand that events must be paid in advance.

_____ I understand that all events must be booked at least one month in advance, or requests might not be granted.

_____ I understand that any changes or additional requests made less than ten business days before an event, are considered last minute, and may or may not be granted, depending upon staff and equipment availability.

Signature: _____   Date: _____

*RESERVATIONS ARE NOT FINAL UNTIL PAID AND AUTHORIZED (PERMIT RECEIVED) *

Merritt College AV Tech Support Questions?

Event Name:_____

Event Date & Time:_____

Things we will need to know to ensure successful set up and use include:

1) Location to be set up.

2) Time presentation will start.

3) Presenter's contact information.

4) If any network services will be required.

5) If they will need QWS or PROMT access.

6) If they are bringing any media (USB flash drive, CD/DVD/VHS, paper and slides)

7) If they are bring their own computer (Mac or PC)

8) Will they require wireless access?

9) How early before the presentation time can they be here to test media and learn to use Nomad ?

10) Do they need someone standing by to make things work?

11) Do they want to use the document viewer?

12) Do they have a backup plan if their first choice in media should fail?

13) If they are using PowerPoint was the presentation created on a PC or Mac? (If it was on a Mac was it "saved for PC"?)

14) Do they need a podium Microphone?

15) Do they need a wireless microphone?

16) Do they need additional microphones?

17) Will the Nomad be loud enough of do they need additional amplification?

18) How many people do you expect? (This can affect the amount of amplification equipment needed).

STUDENT LOUNGE

Handicapped Ramp

Double | Doors

Door

Piano

Door

Entrance

Hallway

Entrance

Each table seats 6-8

Projection Screen

Kitchen Door