D2. Application for Use of Facilities - Internal

Merritt College
12500 Campus Drive – Oakland, CA 94619 – (510) 434-3967

Facilities Rental Overview: Internal Reservations
For Merritt Clubs and Programs Only

PROCESS OVERVIEW – *Please read in entirety before submitting your request.*

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
There are two kinds of reservation, Basic Reservations and Standard Reservations.

Basic Reservation:
Basic reservations are for casual use such as meeting for a discussion. Basic reservations ***DO NOT ENTAIL ANY SET UP OR SERVICES.*** To obtain a basic reservation, please email ligarcia@peralta.edu and provide the following information: the date, time, and room desired; your name and title; your contact number; and the purpose of the reservation. You will receive an email confirming your request. You **MAY NOT move around furniture or serve food for such reservations**. Individuals and programs ignoring these rules will no longer be eligible for Basic Reservations. **A basic reservation may not be turned into a Standard Reservation**. They can either be kept or cancelled.

Standard Reservation Process:

1. **COMPLETE** the Peralta Community College District Application for Use of Facilities from within 30 days of your event date.
2. **COMPLETE** the Event Needs form, Room Setup form, AV Support form.
3. **SUBMIT the above forms to Dean of Student Services or VP of Student Services,** for authorization as an official Merritt event. Please note that ***well planned and promoted events demonstrating both efficient use of resources and benefits to campus life and student enrichment will receive greatest priority.***

All events authorized by the Dean of Student Services will automatically be insured by the ASMC and covered by the College Event Fund, supplied by the President, Student Services, Business Office and contributing departments.

If your event is not authorized as an official Merritt event, then complete the following steps as well:

1. **Provide** 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** to Dean Powell.
2. **Provide full payment for the event within 10 working days** of the rental date to either the Dean of Student Services or Business Services. Be sure to keep a receipt for your records. Make checks payable to Merritt College. Cash is also accepted. Credit Cards are not.

PLEASE DO NOT ADVERTISE EVENTS UNTIL ALL THESE STEPS ARE COMPLETED AS YOUR RESERVATION WILL NOT BE OBSERVED UNTIL THEN

I have read and understood the above.

Signature: _____ Date: _____

*All events organizers are encouraged to begin planning in a timely fashion, and to coordinate with the campus Public Relations and Information officers to promote College events.

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 94607 (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	_____
Groundsworker	_____
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 Internal Reservation: Event Needs

Please note that Merritt College does not have an official event staff. To prepare for events, regular staff must suspend their existing duties or work overtime. To help prevent unnecessary back up in campus task loads, please plan ahead and adhere to your stated plans. Changes in plans and last minute requests may, or may not be granted at the discretion of impacted staff members.

Event organizer(s): _____ Contact Number(s): _____

_____ _____

Department/Program: _____

I will take the room AS IS. ☐ I request a set-up. ☐ ***Please attach diagram to receive set-up.***

My event will be catered. ☐ I will provide my own food. ☐ There will be no food. ☐

Number of attendees: _____

What steps are you taking to promote your event? Beginning when? _____

_____

_____

I request the following equipment:

EQUIPMENT	Number Available	Check Box to Request
Cassette Deck	1	
CD Player	1	
Easel & Flipchart	5	
LCD Projector	2	
Microphone	3	
* NOMAD (state of art integrated system including microphone, projector, computer, Internet connection, Document Viewer) Please contact Merritt IT at merrittIT@peralta.edu	3	
Piano (Huey P. Newton Conference Room, only)	1	
Sound System (Gym, Huey P. Newton Conference Room, Stadium)	2	
TV/ DVD Player	4	
Whiteboard	5	
Additional Chairs How many?: _____	300	
Podium	1	
Tables (6-Foot) How many?: _____	45	
Overhead Projector	2	
Guest Speaker Parking Passes		

*Please make all arrangements to use the **Nomad** through the Office of Instruction (Ext. 2410) or IT (Ext. 2433). Please provide at least one week notice.

COST ESTIMATE	
Facility	$
Catering/Food	$
Decorations	$
Promotion	$
Other: _____	$
Other: _____	$
Other: _____	$
Other: _____	$
Other: _____	$
Other: _____	$
Total Cost Estimate:	$

This event is authorized as an official Merritt College Event:

Authorization Signature: _____ Date: _____
(Dean Powell)

Other Funder: _____ Date: _____
(President or Business Manager only)

Amount Approved: $_____

WRITTEN SIGNATURE REQUIRED. NO VERBAL, EMAIL, OR OTHER FORMS OF AUTHORIZATION WILL BE ACCEPTED.

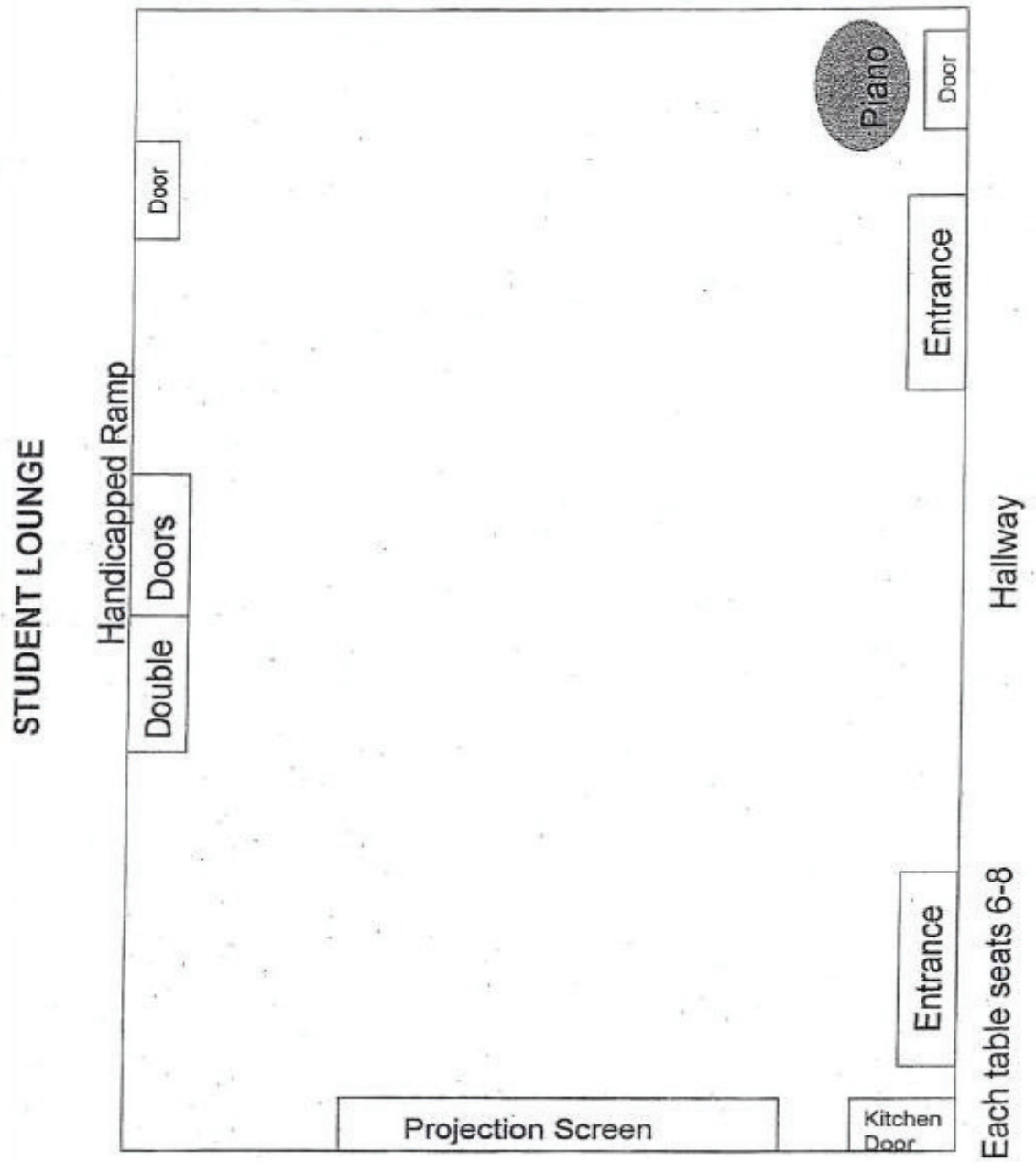
Merritt College AV Tech Support Questions?

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
Door
Double
Doors
Piano
Door
Entrance
Hallway
Entrance
Each table seats 6-8
Projection Screen
Kitchen
Door