

Merritt College

Facilities Rental Overview

External Reservations

All Application for Use of Facilities forms must be turned in **30 days prior to schedule use** in accordance with Peralta District Board Policy 6700. Any application not received within this timeframe will be processed at the discretion of staff and may be denied.

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

| | |
|--------|--|
| Step 1 | <ul style="list-style-type: none">The Application of 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 | <ul style="list-style-type: none">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.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.Total charges are paid in full within 10 working days of the rental date. |

Internal Reservations

Submit your application to the Dean of Special Programs and Grants, to the Director of Student Activities and Campus Life or VP of Student Services, for authorization as an official Merritt event. All events authorized by Dean Garcia 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.

*** PLEASE DO NOT ADVERTISE EVENTS UNTIL ALL THESE STEPS ARE COMPLETED***

Please note:

- During rental time, all college policies and regulations must be observed, as noted on the Policies and Procedures hand out.**
- 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.
- No PETS are allowed on College premises.

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 spent, 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.

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 schedule 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

Application for Use of Facilities BUSINESS CONTACT INFORMATION

Name: _____ Title: _____ Date: _____

Company/Organization name: _____

Phone: _____ Cell Phone: _____ E-mail: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

EVENT INFORMATION

Type of Facility Requested: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

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? _____

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 Merritt College and 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: _____

COLLEGE USE ONLY

(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 By: _____

Signature: _____ Date: _____

For Internal Events Only

Authorization Signature: _____
(Dean Garcia)

Other Funder: _____
(President or Business Manager)

Amount Approved: \$ _____

Date Approved: _____

Facilities Rental Needs

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

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 |
|--|--------------|------------------|--------------|
| CD Player | \$20 | 1 | |
| Easel & Flipchart | \$10 | 1 | |
| 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 | 1 | |
| Piano (Huey P. Newton Conference Room, Stadium) | \$50 | 1 | |
| Sound System (Gym, Huey P; Newton Conference Room, Stadium) | \$50 | 1 | |
| TV/DVD Player | \$25 | 2 | |
| Whiteboard | \$10 | 1 | |
| Chairs | TBD | 300 | |
| Podium | \$40 | 1 | |
| Tables (6-Foot) | TBD | 45 | |
| Overhead Projector | TBD | 1 | |

*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 PARK AND AUTHORIZED (PERMIT RECEIVED)*

Merritt College AV Tech Support Questions

Event Name: _____

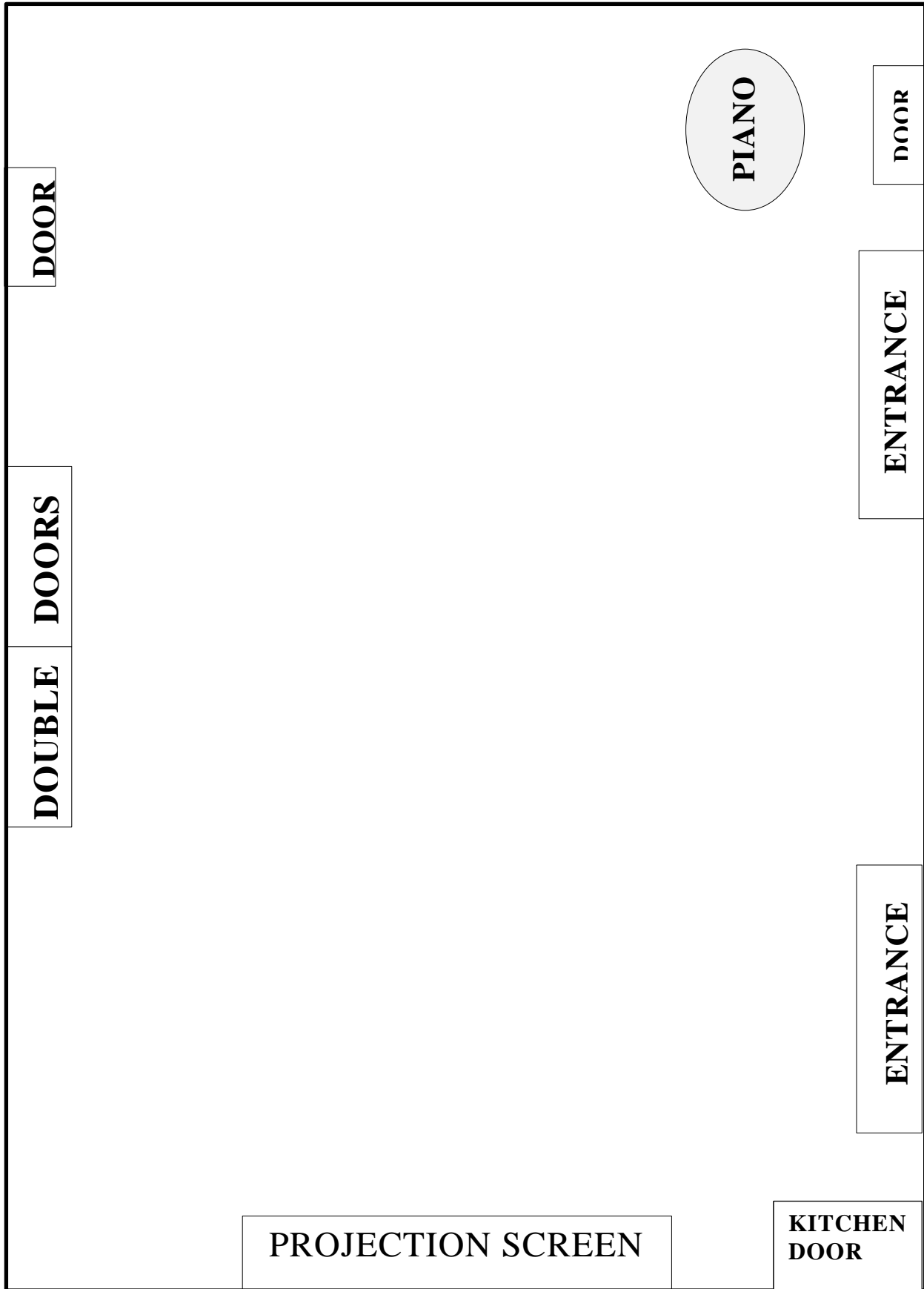
Event Date & Time: _____

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?
- 15) Do they need a wireless microphone?
- 16) Do they need additional wired microphones?
- 17) Can you provide I.T. with a copy of the presentation agenda or printed event program with a timeline?
- 18) What time will you be done with the equipment so that it can be shut down and put away?
- 19) Any other factors that you think I.T. staff should know to better support your event.

STUDENT LOUNGE

Handicapped Ramp



Hallway

Each table seats 6-8