



Business Services, 900 Rancho San Diego Parkway, El Cajon, CA 92019  
Phone (619) 660-4347 Fax (619) 660-4540

## **GCCCD Facility Use Contract Agreement**

### **I. REQUIREMENTS:**

External organizations renting a facility at Cuyamaca College *MUST* provide a Certificate of Liability Insurance for \$1 million dollars with Cuyamaca College as named insured. Non-Profit groups must provide Proof of Non-Profit Status.

### **II. INDEMNIFICATION:**

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

### **III. REFUND POLICY:**

This agreement can be terminated by either party without cause and without penalty by giving thirty (30) days written notice to the other party prior to the commencement of services. If terminated by the Requestor within fifteen (15) days of the event, only a 50% refund will be issued and if terminated less than fifteen (15) days of the event, no refund will be issued.

### **IV. NO SMOKING ORDINANCE:**

On January 1, 2009, and thereafter, it shall be the policy of the Board to prohibit smoking and/or other tobacco use on all property owned or controlled by the District (per BP 3560).

### **V. NO ALCOHOLIC BEVERAGES:**

No alcoholic beverages, intoxicants, controlled substances or tobacco in any forms shall be brought onto the property of the District in accordance with BP 3555. Persons under the influence of alcohol, intoxicants or controlled substances shall be denied participation in any activity.

### **VI. APPROPRIATE USE OF FACILITIES:**

1. No food or beverages are allowed in any classroom, the digital theater or Samuel M. Ciccati performing arts center.
2. No flammable items allowed inside buildings (i.e. candles, heaters, hot plates, microwaves, gas stoves, cooking appliances, or BBQ's).
3. No illegal drugs are allowed on the campus.
4. No loud or excessive use of profanity is allowed.
5. No excessive or inappropriately amplified noise is allowed.

### **VII. LAST MINUTE CHANGES FOR THE EVENT (CHANGE REQUESTS)**

1. Last minute changes from the original approved request subject to additional fees (i.e. Additional space, equipment, extra clean-up, supplies, etc.)

### **VIII. EVENT SUPPORT CHARGES (Required for large events)**

1. A refundable deposit of \$200 is required per event, per day to cover any potential damages, missing items, etc. to Cuyamaca College's property.
2. A Set-up and Clean-up fee of \$350 is required per event per day.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please sign agreement, scan, & e-mail to c-events@gcccd.edu or hand-deliver to Facilities Department, Office J-100.**