



FACILITY RESERVATION GUIDELINES

We want your event to be a success! These guidelines are designed to assist you with our three-step reservation process.

- 1. THE FACILITY RESERVATION STEP:** Request your facility and by submitting a Facility Use Application about four (4) to six (6) weeks in advance of your event. Some events may require more lead time and, understandably, District facilities are heavily booked at certain periods of the academic year. A longer lead time results in smoother event planning for all.

The Facility Use Application is important to the planning process. The application gives us the information we need to determine if we have facilities available to meet your needs and what applicable rental costs will be. When completing the Application form, please remember to:

- **Complete all information requested.** Missing information only delays processing your request.
- **Review the Facility Usage Rules and Regulations attached to the Application form.** These rules are important terms and conditions that must be followed.
- **Review supplemental document requirements and timelines shown below.**
- **Sign and date the application.**
- **Return the application along with supporting documents at the address listed above.**

DOCUMENT REQUIREMENTS AND TIMELINES	
DOCUMENT	DUE
Facility Use Application	Four (4) to six (6) weeks prior to event
State or Federal Certification of Non-Profit Organization Status	With application submission. ¹
Certificate of Insurance	Upon approval of application.
Worker's Compensation Insurance, If Required	Upon approval of application.
Deposit, If Required	With application submission.
Fee Payment	May be provided upon signature of permit/agreement but be provided no later than ten (10) business days prior to event. ²
Floor plan if special set-up is required.	With application submission. ³
¹ When this document is not received, your organization is charged at a higher rate. ² Payments are to be directed to the Bursar's Office at the address listed above. ³ Large complicated events, or those requiring a specialized set-up, may require a planning meeting with support service department representatives before the permit/agreement is completed.	

- 2. THE FEE ESTIMATE STEP:** Upon receipt of your Facility Use Application, the Event Coordinator evaluates your request in terms of equipment, service and staffing requests and provides you with a rental fee estimate. This process usually takes seven (7) business days or less.
- 3. THE CIVIC CENTER PERMIT / LEASE AGREEMENT STEP:** Once your rental fees are determined and accepted, the Event Coordinator initiates District's formal approval process. Civic Center Permits are prepared for rentals of 48 hours or less and are generally approved by the Board of Trustees designated representative within three (3) business days. Lease Agreements are required for rentals over 48 hours and must go before the Board of Trustees for approval. Since the Board meets monthly, an emphasis is made on preparing Lease Agreements for each month's "board agenda" deadline.

If you have any questions or desire further assistance with your rental, please feel free to contact:

Renee Madrid-Rios, EVENT COORDINATOR
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