



**APPLICATION/AGREEMENT
FOR COMMUNITY USE OF COLLEGE FACILITIES AND GROUNDS**

A \$20.00 non-refundable *application fee* must be submitted along with this application. All required information must be furnished before the application can be processed. Fees must be paid ten working days prior to scheduled event. Make check payable to **J.F. Drake State Community & Technical College**. Applications must be filed with the **Director of Operations** not less than ten (10) working days before intended use. **Cash will not be accepted for payment of fees; Only checks or money orders will be accepted. **SEE ATTACHED RULES AND REGULATIONS****

PERMIT # _____ Date of Application _____

Facility Requested (Name) _____

Activity/Event _____

Date(s) of Event _____ Projected Attendance _____

Open building at _____ AM / PM

Close building at _____ AM / PM

Individual/Organization _____

Address _____

Phone _____ (w) _____ (h)

Type of Activity _____

Person Responsible / in Charge _____

Phone _____ (w) _____ (h)

Is the organization a non-profit type? Yes No

Is there a third-party contract/arrangement with a profit making

individual/organization? Yes No

If so, list the name of individual/organization:

Will food be served? Yes No

Will money be collected? Yes No

Will admission fees be accepted? Yes No

Will donations be accepted? Yes No

Will raffle tickets be sold? Yes No

Other (specify) _____

(Name)

(Organization)

(Date)

CALCULATION OF FEES BY SCHOOL PERSONNEL

*Rental Area	Number	Hours	Fee	Subtotal
o Lecture Hall	_____	_____	_____	_____
o Cafetorium	_____	_____	_____	_____
o Classroom(s)	_____	_____	_____	_____
o Media Center	_____	_____	_____	_____
o Utilities	_____	_____	_____	_____
o Other	_____	_____	_____	_____

*Personnel	Number	Hours	Fee	Subtotal
Activity Supervisor	_____	_____	_____	_____
Custodian	_____	_____	_____	_____
Facility Supervisor	_____	_____	_____	_____
Finance Clerk	_____	_____	_____	_____
Maintenance Tech	_____	_____	_____	_____
Security	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
A/V Tech	_____	_____	_____	_____
Other	_____	_____	_____	_____

*Special Fees	Number	Hours	Fee	Subtotal
Application Fee	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total _____

- | | |
|---|--|
| Is an IRS letter submitted? | <input type="radio"/> Yes <input type="radio"/> No |
| Is this a school-affiliated event? | <input type="radio"/> Yes <input type="radio"/> No |
| Is a liability insurance policy attached? | <input type="radio"/> Yes <input type="radio"/> No |
| Is an indemnity clause attached? | <input type="radio"/> Yes <input type="radio"/> No |

Comments: _____

<input type="radio"/> Approved <input type="radio"/> Disapproved	Dean of Fiscal Affairs	_____
<input type="radio"/> Approved <input type="radio"/> Disapproved	Dean of Operations	_____
<input type="radio"/> Approved <input type="radio"/> Disapproved	President	_____

**J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE
APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES AND GROUNDS**

RULES AND REGULATIONS

1. The requesting individual/organization will be responsible for any losses, injuries, or damages to person or property which may occur while using or in control of said premises.
2. In consideration for use of the premises, the requesting individual /organization agrees to indemnify, save, and hold J.F. Drake State Community & Technical College (JFDSCTC) harmless from any and all claims connected with, in whole or in part, by act or omission of said organization or any person admitted to the premises by the organization.
3. Non-college affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate and fire legal property liability and \$75,500 for property damage with no deductible, with an insurance company authorized to do business in Alabama, naming the College as an additional insured. Insurance certificates shall be provided to the College 15 business days prior to the event.
4. The requesting individual/organization assumes full responsibility for the conduct of all persons admitted to the premises.
5. Use of college facilities by other than college-affiliated groups is not to interfere with the college program. Organizations that are not college affiliated are encouraged to make arrangements for use of facilities at community schools (primary location—high schools).
6. JFDSCTC reserves the right to deny the use of college facilities when the College deems it necessary in the public interest. No college facility, building, or grounds will be used for unlawful purposes.
7. Organizations/individuals using College facilities will conduct orderly meetings and gatherings and will not incite others to disorder nor be abusive of other groups or individuals by reason of race, creed or color.
8. A college employee approved by the President shall be present at all times facilities are in use, if deemed necessary. Use of indoor or outdoor facilities will be supervised by a JFDSCTC employee or designee approved by the President.
9. Events should not disturb or be a nuisance to the community surrounding the college. All events shall be ended by 11:00 p.m.
10. *The kitchen in Building 300 will not be used.*
11. No person shall possess, discharge, or set off any fireworks, or bring any firearms, weapons or other explosive devices on any JFDSCTC facility.
12. No person shall discard litter at any facility except in designated receptacles.
13. No person shall remove, deface, damage or otherwise injure any structure, sign, fence, equipment, in or on the College facility or grounds.
14. No person shall operate or park a motor vehicle in or upon any College grounds other than designated parking areas.
15. No person shall possess an open container or consume any alcoholic beverage while on the College property.
16. No tobacco use of any kind is permitted on College property.
17. The college facility is not to be used for any other purpose or in any other way than its designed use, without expressed written permission.
18. All permits/contracts are subject to immediate cancellation if it is discovered that information given on an application is misrepresented.
19. The activity chairman or other person responsible for the event shall carry the facility use permit upon his or her person during the activity.
20. An approved permit will only be good for use of the designated areas of the facility. User has no privilege for the use of any area other than those stated in the permit.

These rules and regulations are accepted and agreed to on _____ by:
(Date)

(Name)

(Organization)