

FACILITY APPLICATION - CONTRACT

DE ANZA COLLEGE (408) 864-8333
 Foothill-De Anza Community College District
 21250 Stevens Creek Blvd., Cupertino, CA 95014

Date of application _____
 Contract No. _____

Organization _____
 Organization Representative _____ Phone _____
 Address _____ City _____ Zip _____
 Purpose of Use _____ Admission fees _____
 Number Expected _____ Ticket sale Location _____ Materials sold Yes _____ No _____

FACILITY REQUESTED _____

DATE(S) OF USE	Use additional Sheet If Necessary REQUIRED ENTRY TIME	EXIT TIME
_____	_____	_____
_____	_____	_____

THIS IS AN APPLICATION FOR USE. RETURN COMPLETED FORM TO FACILITIES RENTAL OFFICE. YOU WILL RECEIVE CONFIRMATION AND CHARGES UPON APPROVAL OF USE FOR THE FACILITY MINIMUM OF 10 WORKING DAYS.

Confirmed Facilities _____

SUBJECT TO THE FOLLOWING CONDITIONS:

1. Contract may be cancelled at any time prior to use should facilities be needed for college purposes.
2. Lessee shall be responsible for any damages sustained by the school premises, furniture or equipment, because of occupancy of said premises by Lessee. Lessee responsible for own cleanup or additional charge will be assessed.
3. Lessee shall abide by and enforce the rules, regulations, and policies of the Foothill-De Anza Community College District governing the use of college facilities.
4. Lessee agrees to hold the Foothill-De Anza Community College District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

5. **NO ALCOHOLIC BEVERAGES OR DRUGS ALLOWED ON CAMPUS. No food, beverages, or smoking allowed in facility.** Contact Food Services for catering needs at 408-864-8515.
 The use of College facilities is subject to all of the terms and conditions, including all rules and regulations governing the facilities, imposed by the Lessor, and in addition the Lessee agrees to guarantee the Lessor against all loss or damage to the rented premises or to the buildings or to the fittings or furnishings thereof during the time that said facilities are used or are under control of the Lessee. In this respect, the Lessee agrees to furnish a **Certificate of Insurance in the amount of \$1 million** listing De Anza College as additionally insured. Said insurance shall provide primary coverage regardless of other policies Lessor may have, and shall state that the same may not be altered or canceled to Lessor's detriment without 30 days prior written notice to Lessor. Lessee agrees to provide Lessor in advance of occupancy with certificates showing such insurance to be in force. Lessee hereby accepts contract and agrees to be bound by terms and conditions as outlined herein.

SIGNATURE _____ **DATE** _____

FOR OFFICIAL USE ONLY

FACILITIES SIGNATURE AND CHARGES

Facility _____ Plant Services _____ Security _____ Application Fee _____
 Audio Visual _____ Other _____
 SUGNATURE _____ Date _____

TOTAL FEES