



MiraCosta Community College District Application and Agreement for Use of College Facilities

GENERAL PROVISIONS

The MiraCosta Community College District facilities identified as "civic centers" or designated public forums are available for community use when such use does not conflict with district programs and operations. Non-district user groups are required to complete this application, including the district's prescribed hold-harmless and indemnification agreement acknowledging financial responsibility for any losses, damages, or injuries incurred by any person as a result of the use of the facilities. User groups may be required to provide a certificate of insurance with limits acceptable to the district. The district will determine if additional district personnel is required to ensure the event runs safely and smoothly; the user group will be responsible for these additional costs.

APPLICANT INFORMATION

Organization: _____

If this organization is a registered, non-profit entity, please provide the Tax ID Number: _____

Contact Person: _____

Title: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

Fax: _____

FACILITY REQUESTED

Oceanside Campus (located at 1 Barnard Drive, Oceanside, CA 92056)

- Classroom
- Concert Hall
- Conference Room
- Dining Hall
- Outside Area
- Parking Lot
- Sports Field/Track
- Other

San Elijo Campus (located at 3333 Manchester Avenue, Cardiff, CA 92007)

- Classroom
- Conference Room
- Parking Lot
- Dining Hall
- Other

Community Learning Center (located at 1831 S. Mission Avenue, Oceanside, CA 92056)

- Classroom
- Community Room
- Conference Room
- Outside Area
- Parking Lot
- Other



EVENT INFORMATION

Event Title:

Event Date:

Event Start Time:

Event End Time:

Event Prep / Set Up Time:

Estimated Event Breakdown:

Brief Description of Event:

Detailed Description

Please attach a description of the event with enough detailed information for someone unfamiliar with the event to have a thorough understanding of what is proposed. For example, food, vendors, music, etc. For outdoor events include a map/site plan and include number of any refuse and recyclable containers, portable restrooms, staging area, etc.

Will food or refreshments be served? YES NO

If your event will have food, certain guidelines apply. Do not order or purchase food for your event until you have confirmation from MiraCosta that your plans comply with the college district's regulations.

Estimated Attendance:

Estimated Number of Vehicles:

Please note that parking fees apply. \$1.00 per vehicle per day for the Oceanside and San Elijo Campuses and \$.50 cents per vehicle per day for the Community Learning Center. Please speak with your coordinator regarding various options on how to pay for charges.

Parking fees do not apply when renting a whole parking lot.

Is this event open to public? YES NO

Is admission being charged or contribution asked? YES NO

Does this event require any special equipment? Please check any that apply:

- Computer
- Digital projector
- Microphone
- Tables
- Chairs
- Staging
- Podium
- Any other requirements?

Fees may apply for some rentals.

Do you anticipate delivering specific event equipment? Please identify equipment:

Logistics Meeting

YES NO

We encourage scheduling a logistics meeting to discuss your event and set-up options, especially if this your first time using MiraCosta's facilities.



May MiraCosta post this event on the college's public calendar? YES NO

If YES, provide the following information, if different from above:

- Contact person:**
- Phone:**
- Email:**
- Website:**
- Blurb:**

I/we agree to observe all regulations of the Governing Board of MiraCosta College, including those printed at the end of this application. I/we understand that failure to comply with any district regulations will result in immediate revocation of the approved application. I/we agree to use reasonable care and diligence in protecting the facilities, and agree to pay for loss or damage beyond reasonable wear. MCC does not endorse or sponsor the event described herein. Furthermore, by signing below, the applicant declares that he/she is a designated representative of the organization and has the authorization to apply for facilities on behalf of the organization.

Electronic Signature of Applicant:

Date:



Rev.05/12

MiraCosta Community College District Regulations Governing Use of School Facilities

Failure to comply with any district regulation will result in immediate revocation of the approved application.

1. District activities shall have priority in the use of district facilities. Use of district facilities by off-campus groups shall not interfere with scheduled district activities.
2. Only those facilities approved in the application shall be used.
3. All grounds, buildings and equipment must be returned to their original condition and location after use, unless other arrangements are approved in advance in the application.
4. Specialized equipment, including physical education equipment shall not be used unless a qualified instructor or supervisor is present.
5. The dates and hours of use approved in the application must be observed.
6. An authorized district representative must be present to open and close the facilities.
7. Parking regulations must be followed. Parking is restricted to marked parking lots.
8. Smoking is prohibited at all college sites unless the person is in his/her personal vehicle. Food and drink are restricted to certain areas and are not allowed inside any classrooms.
9. Youths using district facilities must be under adult supervision at all times.
10. Alcoholic beverages shall not be served on district property or under an approved facilities use agreement or other, similar district contract arrangement, except in accordance with AP 3560.
11. If the nature of the use of facilities is such that there may be loss and/or damage to district property, or at any other time requested by the District, a deposit shall be required to cover loss and/or damage. Any portion of the deposit not used to cover loss and/or damage will be refunded to the applicant.