

Campus

Name of organization

Facility requested

No. 1 Date Day Start Time AM PM End Time AM PM

No. 2 Date Day Start Time AM PM End Time AM PM

No. 3 Date Day Start Time AM PM End Time AM PM

Describe event, activity or meeting

Who eligible to attend?

Will food or refreshments be served? YES NO If yes, specify

(7 day minimum is required for all specific event setup/work requests)

List specific custodial/furniture request

Need doors unlocked YES NO Start Time AM PM End Time AM PM

Please check applicable items, if any

Other

Media Equipment Requested

- Monitor
- Projection TV
- Telephone
- Portable PA System
- Overhead Projector
- Portable Screen

Auditorium Services Available

- Piano
- Projector Screen
- Podium
- Stage Furniture
- Stage Lighting
- Spotlight
- Microphones/Sound System

Groups requesting technical/lighting equipment require use of **our** paid media technician. Does your organization agree to pay hourly wages for that service? Yes No If yes, list number of paid technicians desired and hours each will work: Workers: Hrs:

For Off-Campus Groups Only:

Has your group used our facilities before? Yes No When?

Do you charge the public for lessons, admissions, etc. Yes No

Are you a non-profit organization? Yes No

The organization I represent agrees to pay rental and use fees required by Coastal Bend College; to assume responsibility for arrangements for the activity; for supervision during the event; for repair and/or replacement of furnishings, facilities, media or electronic equipment damaged or destroyed due to our use. I understand that approval of this request is contingent on authorization of the Coastal Bend College President and on availability of the facility/service requested.

Signature _____ Date

Print your name Phone Number

Address City Zip Code

For Authorized CBC Personnel

Request is reviewed by:

Date

NOTES

Facilities Implications:

Total Cost:

Total Overtime Hours:

Number of facilities personal needed for setup :

Rental Equipment:

In-Kind Donations:

Request is **authorized** for **Non-College Group(s)**:

College President

Date

Charge for facilities Yes No Custodial Media Technician Media Equipment Other

To: Requestors

Rental services requested have been APPROVED

Rental services requested have NOT BEEN APPROVED. Please resubmit request if group has alternate dates/time.

Approved by

Date

Liability Release

Coastal Bend College (CBC) requires it be held **"Free and Harmless:"** of any and all injuries, illnesses or accidents incurred by spectators, participants, judges, and any other persons who might be injured, or become ill, while attending or using CBC's facilities in any manner.

CBC is pleased to support the community by allowing its facilities to be used for events and activities, but advises all that they, as a condition for using these facilities, must be agreeable to a **"Hold Harmless Clause"** covering any accidents or illnesses that might happen during the period of usage by the various organizations or groups. CBC does not provide supervision for non-college activities, and does not wish to incur liability for any misfortune that might happen, and therefore requests that you sign the following statement:

The organization agrees to indemnify and hold Coastal Bend College (hereafter known as CBC), harmless against any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees for the defense of such claims and demands arising from the conduct or management of organization's business on CBC's premises or grounds, or its use of CBC's premises, or from any breach on the part of the organization of any conditions of this agreement, or from any act or negligence of organization, its officers, agents, contractors, employees, concessionaires, or invitee in or about CBC's premises who might be injured or become ill while attending or using CBC's facilities in any manner.

In case of any action or proceeding brought against CBC by reason of any such claim, the organization, upon notice from CBC, agrees to defend the action or proceeding by counsel acceptable to CBC. CBC shall not be liable to the organization, nor its employees or invitee and organization agrees to hold CBC harmless and to indemnify CBC from any and all claims and liabilities for such damage.

Authorized signature of organizational representative of the activity: _____

Date