

# Request For College Facilities/ College Facilities Contract

3800 Charco Rd  
Beeville, TX 78102

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 custodial/maintenance requests or setups)**

List specific custodial/furniture request

Need doors unlocked  YES  NO

Name of faculty/staff sponsor:

Date:

Please check applicable items, if any

Other

### Media Equipment Requested

- Monitor
- DVD Player
- 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, ect.  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 **authorized** for approval by:  Della De La Garza

**Latcham & Dirks**  Cynthia Zamora **Hughes**  Mona Krishan **Gym**  Estevan Vasquez

**Auditorium/Gertrude**  Phyllis Garcia **Library**  Ray Benavides **Beasley**  Debra Myers

**Elam & Industrial Trade**  Kathy Filbin **Jostes Visual Arts**  Jayne Duryea

NOTES

Maintenance Implications:

Total Cost:

Total Overtime Hours:

Number of maintenance personal needed for setup :

Rental Equipment:

In-Kind Donations:

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

Dr. Beatriz Espinoza  Date

Charge for facilities  Yes  No  Custodial  Media Technician  Media Equipment Other

**To: All 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