

Date: _____

Please indicate which campus you are inquiring about:

Kentfield Campus: _____

Indian Valley Campus: _____

Name of Organization:

Name of Representative Making Application:

Address:

Street

City

State

Zip

phone: _____ **fax:** _____ **email** _____

Kind of facilities needed. (Please be as specific as possible) Any equipment required beyond normal furniture should also be specified. **(For use of Physical Education facilities, please sign additional Hold Harmless Clause)**

Program Planned (if speaker, please indicate name and topic):

Purpose of Program:

Dates and Times of Program:

(Please include set-up and break-down times/dates also)

Number of Persons expected: _____ Admission Charged?

Specific use of funds raised? _____ Percentage to Marin County Charity? _____

The Board of Trustees has established rental fees for the use of facilities, including a non-refundable processing fee of \$30.00 for each application. There is a special rate for tax exempt non-profit status. Please indicate non-profit identification number in this space so this office can apply the proper fee:

Non-profit Identification Number:

Applicant hereby agrees to hold the Marin Community College District, its Board of Trustees, 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 of school property.

While the District carries insurance which protects participants from risk due to a defect in District facilities or the faulty maintenance thereof, it does not carry insurance which protects participants or District facilities from risk due to the activities carried on by the applicant. If the activity planned in this application poses a risk to participants or District (continued) facilities, the applicant agrees to furnish such liability or other insurance for the protection of the public and the District as the District may require.

The _____ will be responsible for any damages

(Enter Organization's Name)

sustained by the school building, furniture, or equipment accruing through its occupancy or use of said building.

I have read and understand the hold harmless information that relates to the rental of facilities from the Marin Community College District

Representative's Signature:

Printed Name and Title:

Date: _____

Complete if renting Physical Education and /or pool facilities:

(Enter Organization's Name)

agrees to indemnify and hold harmless the Marin Community College District from all claims or damages and/or loss or losses and/or action or actions of any kind whatsoever arising directly or indirectly from the

use of College of Marin Physical Education Complex and all its facilities, both indoors and outdoors (swimming pools *, gymnasium, locker rooms, classrooms, playing fields, tennis courts, track, archery field as well as any and all equipment relative to these areas) for purpose of:

on (enter dates)

***FOR POOL USE ONLY:** Use of scoop dive is prohibited at all district swimming pools. Signing of this document indicates agreement to comply with this prohibition.

The _____ will be responsible for any damages sustained by the school building, furniture, or equipment accruing through its occupancy or use of said building.

Representative's Signature:

Printed Name and Title: _____ Date: _____

APPROVALS OF REQUEST:
_____ Department Manager
_____ Administrator in Charge of Facilities