

APPLICATION FOR USE OF COLLEGE DISTRICT PROPERTY



SAN DIEGO
Community College District
City College · Mesa College · Miramar College
College of Continuing Education

The _____
Name of Organization

Address _____
Number and Street City State Zip Code

Contact _____ Represented By _____
Phone E-Mail Address Officer / Agent Name

Hereby applies for a permit to use _____
District Property
for the purpose of _____ for below listed dates and times:
Event or activity

Date	Open Time	Close Time	Room/Field

Admission to be charged YES ☐ NO ☐

Other Considerations:

District Policies and Restrictions:

1. All facilities, including athletic fields, are to be left in the condition in which they were found.
2. Parking Permits are required in student parking lots Monday to Friday, from 7:00 a.m. to 10:00 p.m. One-day permits may be purchased for \$5 at parking kiosk or via parking app. The District reserves the right to charge for parking and/or rent parking lots to user groups.
3. No flyers or signs for the event are to be posted on community streets.
4. Royalty payments under U.S. copyright law shall be paid by the permitted.
5. No activity shall be allowed which degrades the race, religion, nationality, color, sex, age, or disability of any person.
6. No smoking shall be permitted on any District property.
7. No selling or vending of any article shall be permitted, unless specifically approved by the District.
8. No food or confections may be served in any room or auditorium without prior approval.
9. No alcoholic beverages may be on District property at any time, except when a Request to Serve Alcohol on District Property has been approved and is present.
10. No furniture or equipment may be moved, except under District supervision.
11. The permitted is responsible for the care and protection of the property while in their charge.
12. No religious doctrine may be taught or practiced except as specified in the permit.
13. Proof of insurance is due when Permit is signed: minimum limit of \$1,000,000 per occurrence. In cases of athletic activities, specialty use spaces, and activities where alcohol is served or sold, a minimum limit of \$2,000,000 per occurrence. Business Automobile Liability Owned, Scheduled, Non-Owned or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence. Workers' Compensation Policy providing statutory coverage; with Employers' Liability limit of not less than \$1,000,000 per occurrence.

ACKNOWLEDGEMENT

By completing and submitting this application, the applicant below acknowledges that they have read and reviewed all policies and restrictions outlined above, and agree that this application is not approved until a signed permit is attached.

Printed Full Name

Date of submission

Signature

DISTRIBUTION:

Director, Facilities & Operations
Regional Facilities Officer
Campus Police
Parking Services
Room Scheduler