Request for Facility Use

1000 Viking Drive, Hillsboro, Missouri 63050
Telephone: 636-481-3121 FAX: 636-789-4012

Nature of Event: Date(s) Requested: Day(s) of Week:

Area(s) Requested
Set-up Time:
Actual Start Time:
Ending Time:

Contact
Phone
Cell Phone

Street
City, State, Zip

e-mail

Equipment Requested: [ ] items below if needed, include how many and location. (Attach floor diagram if arrangement is necessary.)

- Folding Tables
- Chairs
- Podium
- TV/VCR/DVD
- Catering
- P.A. System
- Handheld Microphone
- Podium
- Projector & Screen
- Smartboard
- PowerPoint Equipment
- Internet
- Accessibility Support
- URL
- Master Calendar(s)
(Select all that apply)
- Academic
- Athletic
- COL101 Approved
- Community
- Cultural
- Employee
- Student Activities
- Is this a Musical Production Program? [ ] Yes [ ] No

Comments (Provide set-up and/or other equipment needs):

When all required approvals have been obtained, the request will be placed on the events Management Schedule and a confirmation will be sent to the requestor.

Note: Please read General Terms & Conditions on the back of this page before submitting this form. Item #7 indicates a Certificate of Insurance may be required.

Agreement: I, the undersigned, hereby certify that I am the appointed representative of the organization requesting use of the Jefferson College facilities. I hereby agree, individually and on behalf of said organization, to indemnify, defend and forever hold harmless the Jefferson College District, its Officers, Board members and Employees, individually and collectively, as to any claim or claims which might arise out of the use of the College facilities as herein provided. In addition, I agree to abide strictly by the regulations governing use of college facilities as stated on the reverse side of this form.

Organization: Signature: (Agent for the Organization)

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Required Approvals:

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Date</td>
</tr>
<tr>
<td>Business Office Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>

Date Received: Reservation #

Charges/Amount Due: $
GENERAL TERMS & CONDITIONS

1. Only that part of the facility for which the request is made shall be used. Other classrooms, storerooms, offices, etc. will not be used.

2. Only the equipment requested will be used.

3. Proper care will be given the building and the contents therein. Financial responsibility will be assumed individually and on behalf of said organization for damage, loss or injury arising from this use.

4. If the event involves minors, ample supervision will be in attendance the entire time of the event.

5. Jefferson College buildings are smoke free; there is NO SMOKING in any part of the College buildings.

6. Conduct of all persons making use of College facilities and equipment shall be in compliance with all local, state and federal laws.

7. A certificate of liability insurance may be required by the District for use of College facilities. The certificate shall declare Jefferson College harmless in the event of bodily injury or property damage. Regardless, Jefferson College will not be liable for any loss or damage to personal property or personal injury resulting from use of college facilities by outside organizations.

8. Alcoholic beverages or controlled substances will not be present at any time on College property. Use of alcoholic beverages or controlled substances on campus will result in immediate termination of scheduled event.

9. Gambling of any kind is prohibited on College property.

10. The College reserves the right to request said organization to furnish information in addition to that appearing on this form and which may be deemed by college officials to be reasonable and proper in connection with use of facilities by said organization.

11. It is the policy of the Board of Trustees that the use of college facilities be authorized for those non-college organizations requesting such use subject to the following conditions.

   a. The educational programs, functions, and events of Jefferson College shall take precedence in all cases over requests for community use.

   b. The college administration is authorized to exercise control over time, place, location, and levying charges regarding requests for community use.

   c. The college administration is authorized to allow the use of physical facilities for the free discussion of public issues or subjects of general public interest, for the meetings of organizations of citizens, and for any other civic, social or educational purpose, or purpose related to the free expressions of ideas.

   d. The college reserves the right to stipulate that specific verbal or written disclaimers on all promotional materials, written or electronic, be a requisite for permission to use the facility, if in the judgment of the administration, adverse or unjust criticisms may fall upon the college because of the potential controversy surrounding a particular organization, individual or event/activity.

12. College officials shall establish and administer the necessary rules and regulations for the use of facilities.

Revised 12/2013