



FACILITIES USE & EVENT SERVICES  
Santa Rosa Junior College  
1501 Mendocino Avenue, Santa Rosa, CA 95401  
(707) 535-3776  
[Email: zmiranda@santarosa.edu](mailto:zmiranda@santarosa.edu)

## SRJC USE OF FACILITY AGREEMENT

Disclaimer: The Sonoma County Junior College District (SRJC) is an Educational Institution, not an Event Center. For this reason, academic and college activities have priority. We are also limited to the support we can provide; support limitations will be described at the time of the facility request. A valid business license or proof of non-profit status from the IRS or California Secretary of State must accompany applications from businesses or organizations.

### Terms of Use

Permit Holder may use the facilities only for the stated purpose(s). Permit Holder is responsible for returning the facility to its original condition and will be charged for extra clean-up and/or damages. Permit Holder agrees that the District makes no representations or warranties as to the fitness and/or condition of the facilities which the permit holder is entitled to use, and Permit Holder agrees to take such property and facilities "as is." Permit Holder is responsible to ensure that the property and facilities are in proper and safe condition to be used for the purpose stated. Permit Holder shall inspect such property and facilities before they are used and take affirmative steps where necessary to warn users or rectify hazards in order to prevent injuries or damage to property. Permit Holder shall refuse the use of facilities if unsatisfactory conditions are not rectified prior to scheduled use. Permit holder must comply with all laws, regulations, ordinances, rules, and Policies and Administrative Regulations, including those on parking, alcohol service, and all other relevant matters. Possession, sale or consumption of alcoholic beverages, or being under the influence of alcohol or drugs is generally prohibited on District property. If permit holder wishes to serve alcohol at the event, the service must be under the direct supervision of the permit holder and with the express written permission of the District. As a condition to serve alcohol at the event, permit holder must secure a valid Alcohol Beverage Control license and provide a copy of that license to the District at least ten (10) days prior to event. If no license is obtained, alcohol may not be served. No one under the age of 21 years shall be served alcohol. Permit Holder may not assign any right or obligation under this Use Permit. This Permit shall be governed by the laws of the State of California excluding its choice of law rules. Venue for any litigation arising out of this permit shall be in the Sonoma County Superior Court.

### Application Due Dates

Applications (and additional required documents) are due ***no later than 30 working days before*** the date of the event for all external organizations requesting a facility rental

**Due to Scheduling priorities applications will not be accepted for each Semester before the following dates:**

April 1: Summer & Fall Semesters (June – Dec.)

November 1: Spring semester (January - May)

An application is processed in the order received after District classes and activities are scheduled. If the required documents and the \$35 check for the Processing Fee are not received with the application, it will not be processed until the documents and check are received.

### Insurance

Permit holder shall provide an insurance certificate showing commercial general liability insurance with a minimum coverage of \$1,000,000 per occurrence. Where alcohol is served by an approved caterer, the caterer shall provide a certificate of commercial general liability insurance with at least \$1,000,000 per occurrence with an endorsement showing valid liquor liability coverage. Where alcohol is served, permit holder's insurance certificate shall provide proof of host liquor liability coverage with a minimum coverage of \$1,000,000. All required insurance coverages shall contain policy endorsement naming the Sonoma County Junior College District as an additional insured. Permit holder (and caterer's) insurance shall be primary with respect to District. Any insurance or self-insurance maintained by District shall be in excess of permit holder's (and caterer's) insurance and shall not contribute to permit holder's (and caterer's) coverage.

### **Indemnification**

The Permit Holder shall defend, indemnify, and hold harmless the Sonoma County Junior College District, its trustees, officers, agents, members, employees, affiliates, consultants, sub-consultants, volunteers, and representatives, and each of them, of and from any and all claims, demands, suits, causes of action, damages, penalties, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses, or liability, property damage, personal injuries to (including, but not limited to, bodily injury, emotional injury or distress, sickness, or disease) or death of persons, in law or in equity, of every kind of nature whatsoever which actually or allegedly arises out of, is related to or connected with the Event or this Use Permit.

**Special equipment or assistance:** Special equipment or assistance needed must be specified in advance. Please be specific and include furniture arrangements and/or technical needs. District furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from an authorized District employee.

When the facilities are used by groups where the participants are less than 18 years of age, Permit User must furnish adult supervision or specialized childcare staff. Smoking is prohibited on all District sites and eating is prohibited in all buildings unless approved in writing in advance by Sonoma County Junior College District. Fire Department regulations prohibit the use of lighted candles, torches with open flames or fire of any type on District premises. Materials used for decorations shall be flameproof and must be removed from the facility after use.

Permit User may use the name of the District and its address in giving directions to the Event. District in its sole discretion shall have the right to approve or reject any notices, flyers, posters, press releases, advertising copy, electronic media, and/or Internet websites and information utilized by Permit User to promote the Event.

This Permit may be revoked for any reason without prior notice. Also, failure to comply with the terms of this permit, any relevant policy, regulation or law shall result in revocation of the permit. Upon revocation, District shall not be liable to Permit User for any direct or indirect damages, consequential or incidental damages, including loss of revenue or profits. Permit Holder will be notified of revocation in writing.

### **Fees**

- **Processing Fee** is \$35 (non-refundable). The Processing Fee is due when the application is submitted.
- **Change Order Fee** of \$25 is charged for any change after the permit is issued, e.g. date change, room change, media, food service, tables/chairs, etc.
- **Room Rental Fee/Equipment and other Rental Fees/Personnel Costs** will be invoiced and the total is due on receipt and no later than 14 working days from date of invoice.

### **Cancellation Policy**

Cancellations must be submitted in writing by 5:00 p.m. at least four working days in advance of scheduled use. If cancellation is not received within four working days, the organization will be responsible for all costs.

### **Invoice**

- After your application is approved, a permit will be sent and will include estimated costs.
- The invoice with actual costs and additional fees, if applicable (e.g. charges for damage to equipment, facilities), will be sent the week after the event and will be due 30 working days after receipt of invoice.

Thank you in advance for your timely submittal of applications. If you have any questions, please call Facilities Use & Event Services, (707) 535-3776, or e-mail [zmiranda@santarosa.edu](mailto:zmiranda@santarosa.edu)



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☐ \$35 Non-refundable Processing fee attached  
(Office use only)

On Campus ☐  
Non Profit ☐ # \_\_\_\_\_  
*Proof of Status required*

## SRJC USE OF FACILITY APPLICANT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Billing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell/Bus. Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

CAMPUS: ☐ Santa Rosa ☐ Petaluma ☐ Shone Farm ☐ SRJC Roseland ☐ PSTC

Facility Requested	Day of Week	Dates	Entry Time	Exit Time	Event Time

☐ If room requested is not available, do you want us to select an alternate room? Please check, if yes.

Estimated Attendees (participants & spectators) \_\_\_\_\_

Purpose of Use (Be Specific) \_\_\_\_\_

Is an admission or participation fee or other revenue (sponsor/advertising, contributions, etc.) received for the event?

Amount charged per person \$ \_\_\_\_\_ Proceeds used for \_\_\_\_\_

### • Personnel Costs

The District may assign personnel to an event, including security, custodial, technical, supervisory or other as needed. The Permit User will be billed, and agrees to pay, for personnel at current overtime rates and in an amount sufficient to cover all costs to the District. The department or organization agrees to abide by directives issued by District supervising staff in regard to health and safety compliance issues.

### • Parking Fees

User understands that parking permits are required, Monday – Sunday, 24 hours a day. Daily permits at \$4.00 per vehicle are available from the ticket dispensing machines in each lot. Overnight parking, including parking and use of recreational vehicles, is prohibited. User may not charge their patrons for parking.

**I have read, understand, and agree to all rules and regulations.**

**Organizer Authorized Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Print Name \_\_\_\_\_

**SRJC Authorized Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Print Name \_\_\_\_\_



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USE OF FACILITY APPLICATION – EXTERNAL USE  
ONLY

**Note:** For athletic events, request an Athletic Facility Use Application.

- Special arrangements/equipment needed beyond normal room furniture and facilities (See Page 2).
- All applicable pages of the application must be completed. Incomplete applications will not be processed.
- A permit may be canceled at any time prior to use should the facility be needed for urgent college purposes.

**CLASSROOM:** (See Rental Fee Schedule for rates.) Add Link

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Small (20-30)              | <input type="checkbox"/> Large (30-50)    | <input type="checkbox"/> Computer Lab  | <input type="checkbox"/> Piano (Forsyth Hall) |
| <input type="checkbox"/> Tables/Chairs              | <input type="checkbox"/> Tablet Armchairs | <input type="checkbox"/> Movable Desks | Specify room and piano/s below                |
| <input type="checkbox"/> Require ground level rooms |   |  |   |

**SPECIALIZED ROOMS, SETUPS OR EQUIPMENT:** (e.g.: Outdoor setup; additional tables and chairs placed outside classroom or in lobby). Be specific. Please indicate any special room setup needs below or attach additional sheet. Special setup needs are handled by SRJC's Facilities Department. Facilities Use & Event Services will assist you with general setup layouts available for your planning. An estimate of costs for this service will be included with your permit should your application be approved.

☐ Tables/Chairs: \$8/Table; \$1/Chair, plus delivery charge of \$46. #\_\_\_\_\_ Tables #\_\_\_\_\_ Chairs

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**MEDIA REQUESTS:**

**Will audio/visual equipment be used?** ☐ Yes ☐ No

- |   |  |   |                                      |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Computer with projection | <input type="checkbox"/> DVD with projection | <input type="checkbox"/> Video Conference | <input type="checkbox"/> Screen only |
| <input type="checkbox"/> Other _____              |  |   |                                      |

Depending on the time/day of the event, personnel costs may be incurred. If so, an estimate of costs for this service will be included in your permit should your application be approved.

Will you require an equipment operator? ☐ Yes ☐ No

Do you want your event to be video recorded? ☐ Yes ☐ No

**VIDEO-CONFERENCING**

Contact Theo Chatneuf in Media Services at 524-1882, [tchatneuf@santarosa.edu](mailto:tchatneuf@santarosa.edu)

**BERTOLINI/DOYLE OUTSIDE AREA**

- |  |   |
|--|---|
| <input type="checkbox"/> Emeritus Plaza                    | <input type="checkbox"/> Bertolini Quad                     |
| <input type="checkbox"/> Burbank Circle                    | <input type="checkbox"/> Hyde Park/Analy Lawn/Outdoor Stage |
| <input type="checkbox"/> Doyle Library Breezeway (covered) |   |

**SPECIAL FACILITIES:** (See Rental Fee Schedule for fees/rates).

☐ **Doyle Library Media Teaching Classrooms:**

3 screens, computer, data projection, DVD, video conferencing equipment—computer controlled (Santa Rosa)

☐ Rm 141: Seating capacity: 24 ☐ Rm 145: Seating capacity: 46 ☐ Rm 146: Seating capacity: 64

☐ **Newman Auditorium (Santa Rosa) Rm Emeritus 1564:** Seating capacity: 198 ☐ Piano (Newman Auditorium)  
*SRJC media tech required for duration of event if using media. **Piano tuned by SRJC Personnel only.***

☐ **Burbank Auditorium (Santa Rosa):** Seating capacity: 400  
*SRJC media tech required.*

☐ **Burbank Frank Chong Studio (Santa Rosa):** Seating capacity: 200  
*SRJC media tech required.*

☐ **Lindley STEM Center Room 138 (Santa Rosa):** Seating capacity: 125

☐ **Carole L. Ellis Auditorium (Petaluma):** Seating capacity: 251, plus 3 ADA spaces  
*SRJC media tech required.*



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Required ONLY for groups wishing to use  
a facility in the Bertolini Student Center.

## LAWRENCE A. BERTOLINI STUDENT CENTER ADDENDUM

Please check the room(s) you are requesting.

☐ **Senate Chambers, Room 4638/4639**

Regular setup is for 24 at conference table; additional theatre style seating for 15  
Media enhanced room  
Seating capacity with added chairs = 40

☐ **Student Activities Center, Room 4608**

Regular setup is for 40 with 10 small tables, 4 chairs at each table with sofa chairs  
Room has stage area  
Seating capacity = 134

☐ **Dining Hall, Room 4612**

Regular seating is for 192 at a variety of tables for 2, 4, 6, & 8  
Seating capacity = 277

### Food/Concessions

- The District's catering firm has exclusive rights to cater any event and to sell concessions. Identify the food or beverage service requirements for the event.
- If considering an external vendor, note that Pacific Dining has the first right of refusal for all events requiring food or beverage service on the Santa Rosa campus.

Will food /beverages be served? ☐ Yes ☐ No

Food is only allowed in designated areas in Bertolini Student Center and outside areas. Food service is provided through the District's catering company, *Pacific Dining*. If your application is approved, you must contact <https://dining.santarosa.edu/catering-pacific-dining> to arrange catering. Outside organizations may not have or serve alcoholic beverages on campus (Board policy 7.14,7.14P)

### MUSIC:

Will music be used at your event? ☐ Yes ☐ No

☐ Live music ☐ Recorded music

**SPECIAL NEEDS:** Please add in box below or attached a separate document describing your needs.

COMMENTS – SPECIAL INSTRUCTIONS