Cover Sheet ATHLETIC FACILITY USE APPLICATION

Applications for individual use cannot be considered. 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.

Application Due Dates

Applications (and additional required documents) are due *no later than*:

20 working days before the date of the event for the following:

- Athletic events
- Fund Raising events

10 working days before the date of the event for all other uses.

Applications will not be accepted before the following dates:

April 1: Summer semester (June - July)
July 1: Fall semester (August - December)
November 1: Spring semester (January - May)

No priority will be given to applications received in advance of these dates.

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.

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.

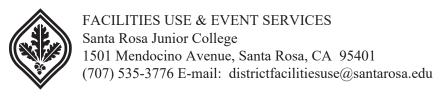
Cancellation Policy

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 14 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 districtfacilitiesuse@santarosa.edu..



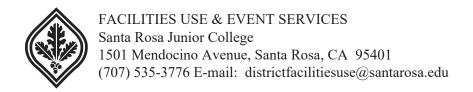
	□ \$35	Processing fee attached Non-refundable
	n Campus on Profit	
Pre	oof of status i	is required

	CILITY USE APP		Profit	Ó		
Name of Organization/Department						
Billing Address						
Daytime Phone	Cell/Bus. Phone		Email			
Authorized Representative		Title	_ Title			
Facility Requested	Day	Dates	Entry Time	Exit Time	Event Time	
Purpose of Use (Be Specific):			Attach		ets for more dates.	
Amount charged per person \$ Concession Service:	Proceeds used i			Estimat	red Attendees ants & spectators)	
• Apply 20 working days in advance in advance of intended use to give an certificates (where applicable), and so the event is to be held: April 1 for Su 1 for Spring requests (January - May Applications for individual use cannot	nple time for determining available time for determining available the duling SRJC personnel. Appropriate the property of the processed in the ord the ord the processed in	lability, processing plications will no uly 1 for Fall req	lities should be filed ing certificates of ins of be accepted earlied luests (August - Dec	I at least twen surance, proce er than the sen cember), and I	ty working days essing lifeguard nester before November	
• Insurance/Liability Requirement: insured must be submitted to the Comcertificate once your application has b Governing Board, the individual memdamage, liability, cost or expense that must be protected from damage and mappropriate receptacles, and furniture abused, the cost of repair or replacement.	munity Education Office befo een approved. The organization bers thereof, and all District of may arise during or be caused histreatment. Rooms and ground and equipment to original con	re a permit may be not agrees to hold fficers, agents, and in any way by sunds shall be left in figuration. In cas	be issued. We will control the Sonoma County and employees free a such use or occupant a clean and orderlies where District prices.	ontact you for Junior Colley nd harmless f cy of school p y fashion, all coperty has be	the insurance ge District, its from any loss, roperty. Facilities trash placed in	
• Concession Policy: All concessions PE/Dance/Athletics department unless concessions but may not use SRJC con	s concession staff are unavaila			•	ide their own	
• Personnel Costs Associated with R supervisory or other as needed. The do rates and in an amount sufficient to co supervising staff in regard to health ar	epartment or organization will ver all costs to the District. The	be billed, and ag	rees to pay, for pers	sonnel at curre	ent overtime	
•Athletic Equipment: Complete all	applicable pages of the applica	ation. Incomplete	e applications will r	not be process	ed.	

prohibited. User may not charge their patrons for parking. I have read, understand, and agree to all rules and regulations.

Authorized Signature	Date	
This is an application for use only. If approved, a permit will be mailed to the above address.	Page 2 of 4	Revised 9/22/2022

• Parking: User understands that parking permits are required, Monday-Sunday, 24 hours a day. Daily permits at \$4.00 per car are available from the ticket dispensing machines in each lot. Overnight parking, including parking and use of recreational vehicles, is



ATHLETIC FACILITY USE APPLICATION

Plea depa	ase indicate any special room setup nee artments complete a <i>Service Request</i> for ice will be included with your permit so	ds belorm and	ow. Special setup needs are I submit it to Facilities Ope	e hand eration	dled by SRJ	C's Facilities Department. SRJC
	Tables/Chairs: \$8/Table; \$1/Chair, plus				#	Chairs
_						
Ava	BAILEY FIELD illable with facility; no additional cos ase check all that apply.	t				
	Restrooms Goal Post Pads Player Benches Press Box (West)		Pole Vault Pit/Standards Starting Block High Jump Pit/Standards -	Cros		Hurdles Ticket Booth IOT provided
	es for additional equipment/services (ease check all that apply.	fees a	re per day unless otherwise	indic	cated)	
	Stadium Lighting: \$20/hr Playing Field Lined: \$35/hr Down Markers: \$10 Sideline Markers: \$10 Bertolini Press Box (East): \$25 Scoreboard: \$50 (must make appoint)		Field Flagging: \$10 Field Distance Markers: Equipment Cart: \$10			Premium Starting Blocks: \$20 Lap Counter/Bell: \$10 Lane Markers: \$10
	QUINN SWIM CENTER Both pool and locker room	_	Outdoon no al ouls (with o	-4 1 a a i	1	
A l	Copies of lifeguard, CPR, and first aid c ifeguard must be present at each pool in Swim Center Facility Staff (required):	ertifica n use.			· ·	Education office with your application.
1. 2.	ol Rules (Please initial that you have reason No one is allowed to enter the pools used Glass containers are not allowed in the Do not bring food or beverages into the The pool phone is for emergency use Do not sit or tug on the lane lines — Lifeguards with valid lifeguard, CPR submitted with application.	intil the Quir he buil only. I	e lifeguards are present on nn Swim Center Iding. Bottled water is acce t does not dial out except f	ptable	e, but only i 1 or campus	n plastic containerss departments
	railable with facility; no additional co	st				
	Locker Rooms/Restrooms		Pool Flags		Lane Line	S
	es for additional equipment/services case check all that apply.	(fees a	re per day unless otherwise	indic	cated)	
	Premium Lane Lines \$25		PA Sound System \$25		Scoreboard	1 \$10

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FACILITIES USE & EVENT SERVICES Santa Rosa Junior College 1501 Mendocino Avenue, Santa Rosa, CA 95401 (707) 535-3776 E-mail: districtfacilitiesuse@santarosa.edu

ATHLETIC FACILITY USE APPLICATION

☐ HAEHL PAVILION							
Available with facility; no additional	cost						
Please check all that apply.							
☐ Basketball Goals Fees for additional equipment/service	Restrooms	thorning indicated)					
Please check all that apply.	s (lees are per day unless o	therwise indicated)					
Locker Rooms: \$25 for both	☐ Bleachers: \$20 eac	ch side	em: \$50				
■ Volleyball Nets/Standards: \$25	☐ Conference Room	: \$25					
Padded Team Player Chairs: \$1/Cha			1				
☐ Badminton Net/Standards: \$25	☐ Scoreboard/Score	's Table: \$50, plus \$46/hr cost of SRJC tec	chnician				
☐ TAUZER GYMNASIUM (Tauzer	r Rm 905)						
Available with facility; no additional	cost						
Please check all that apply.							
☐ Basketball Goals	☐ Restrooms	☐ Bleachers					
Fees for additional equipment/service Please check all that apply.	es (fees are per day unless o	therwise indicated)					
☐ Locker Rooms \$25 each		_					
☐ DANCE STUDIO (Tauzer Rm 95	ANCE STUDIO (Tauzan Pm 051) Canadity: 25		■ WRESTLING (MAT) ROOM (Tauzer Rm 958) Capacity: 35 No shoes—Floor covered with thin hard mats.				
Wooden floor—No shoes; Has mirro		Wrestling Room Rules					
☐ Locker rooms: \$25/hr each		(Please initial that you have read and understand)					
☐ Music system: \$15/hr		✓ Mandatory cleaning charge \$46 (weekend events \$92)					
Curtain setup/take down: \$100/hr	6/hr						
☐ Staff to run lighting equipment: \$4☐ Set up chairs							
☐ Other needs							
☐ SYPHER FIELD/For baseb	all	☐ SYPHER FIELD/For soccer This facility is available during the months of June 15 - November only. ☐ Field preparation is mandatory for this facility; cost is \$50/hr					
This facility is available during th							
December - June 14 only.							
✓ Field preparation is mandator cost is \$50/hr.	y for this facility;						
		COSt 15 \$50/111					
Available with facility; no addit	tional cost	Available with facility; no add	itional cost				
Please check all that apply.		Please check all that apply.					
☐ Restrooms ☐ B	ases	☐ Goals/nets ☐ 1	Restrooms				
Fees for additional equipment/s	services						
Please check all that apply.							
(fees are per day unless otherwise	e indicated)						
	Scoreboard: \$35 Fechnician required)						
☐ PRACTICE FIELD (Football	(Soccar)	☐ SOFTBALL FIELD					
Available with facility; no additio	· · · · · · · · · · · · · · · · · · ·	Field preparation is mandatory for this facility, cost is \$50.					
Please check all that apply. Restrooms							
		Available with facility; no additional cost Please check all that apply.					
□ PUTTING GREEN		☐ Restrooms ☐ Bases					
Available with facility; no additio	nal cost	in the second in					
Please check all that apply.							
Restrooms							

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