



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

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.



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\$35 Processing fee attached
 Non-refundable

On Campus
 Non Profit # _____
Proof of status is required
 Profit

ATHLETIC FACILITY USE APPLICATION

Name of Organization/Department _____

Billing Address _____

Daytime Phone _____ Cell/Bus. Phone _____ Email _____

Authorized Representative _____ Title _____

Facility Requested	Day	Dates	Entry Time	Exit Time	Event Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attach additional sheets for more dates.

Purpose of Use (Be Specific): _____

Amount charged per person \$ _____ Proceeds used for _____

Concession Service: Yes No (see policy below) _____ Estimated Attendees (Participants & spectators)

• **Apply 20 working days in advance:** Applications for use of District Athletic facilities should be filed at least twenty working days in advance of intended use to give ample time for determining availability, processing certificates of insurance, processing lifeguard certificates (where applicable), and scheduling SRJC personnel. Applications will not be accepted earlier than the semester before the event is to be held: April 1 for Summer requests (June - July), July 1 for Fall requests (August - December), and November 1 for Spring requests (January - May), and are processed in the order received after District classes and activities are scheduled. Applications for individual use cannot be considered.

• **Insurance/Liability Requirement:** A certificate of insurance naming the Sonoma County Junior College District as additionally insured must be submitted to the Community Education Office before a permit may be issued. We will contact you for the insurance certificate once your application has been approved. The organization agrees to hold the Sonoma County Junior College District, its Governing Board, 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 or occupancy of school property. Facilities must be protected from damage and mistreatment. Rooms and grounds shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment to original configuration. In cases where District property has been damaged or abused, the cost of repair or replacement will be included in the final invoice to the department or organization.

• **Concession Policy:** All concessions for events held at the District's Athletic Facilities will be operated by SRJC's PE/Dance/Athletics department unless concession staff are unavailable. In that case, sponsors may be allowed to provide their own concessions but may not use SRJC concession booths.

• **Personnel Costs Associated with Rental:** The District may assign personnel to an event, including security, custodial, technical, supervisory or other as needed. The department or organization 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 organization agrees to abide by directives issued by District supervising staff in regard to health and safety compliance issues.

• **Athletic Equipment:** Complete all applicable pages of the application. Incomplete applications will not be processed.

• **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 prohibited. User may not charge their patrons for parking.

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

Authorized Signature _____ **Date** _____



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ATHLETIC FACILITY USE APPLICATION

SPECIAL NEEDS: (e.g.: Outdoor setup; additional tables and chairs placed outside classroom or in lobby). Be specific. Please indicate any special room setup needs below. Special setup needs are handled by SRJC's Facilities Department. SRJC departments complete a *Service Request* form and submit it to Facilities Operations. For organizations, 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. # _____ Tables # _____ Chairs

BAILEY FIELD

Available with facility; no additional cost

Please check all that apply.

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Pole Vault Pit/Standards | <input type="checkbox"/> Hurdles |
| <input type="checkbox"/> Goal Post Pads | <input type="checkbox"/> Starting Block | <input type="checkbox"/> Ticket Booth |
| <input type="checkbox"/> Player Benches | <input type="checkbox"/> High Jump Pit/Standards - <i>Crossbars are NOT provided</i> | |
| <input type="checkbox"/> Press Box (West) | | |

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

- | | | |
|---|---|--|
| <input type="checkbox"/> Stadium Lighting: \$20/hr | <input type="checkbox"/> End Zone Pylons: \$10 | <input type="checkbox"/> Premium Hurdles: \$20 |
| <input type="checkbox"/> Playing Field Lined: \$35/hr | <input type="checkbox"/> PA Sound System: \$50 | <input type="checkbox"/> Premium Starting Blocks: \$20 |
| <input type="checkbox"/> Down Markers: \$10 | <input type="checkbox"/> Field Flagging: \$10 | <input type="checkbox"/> Lap Counter/Bell: \$10 |
| <input type="checkbox"/> Sideline Markers: \$10 | <input type="checkbox"/> Field Distance Markers: \$10 | <input type="checkbox"/> Lane Markers: \$10 |
| <input type="checkbox"/> Bertolini Press Box (East): \$25 | <input type="checkbox"/> Equipment Cart: \$10 | <input type="checkbox"/> Player Locker Rooms: \$25 ea. |
| <input type="checkbox"/> Scoreboard: \$50 (<i>must make appointment with Athletics to be trained</i>) | | |

QUINN SWIM CENTER

- Both pool and locker room Outdoor pool only (without locker room)

• *Copies of lifeguard, CPR, and first aid certifications must be submitted to the Community Education office with your application. A lifeguard must be present at each pool in use.*

Swim Center Facility Staff (required): \$65/hr (Required)

Pool Rules (*Please initial that you have read and understand*) _____

1. No one is allowed to enter the pools until the lifeguards are present on the pool decks. _____
2. Glass containers are not allowed in the Quinn Swim Center. _____
3. Do not bring food or beverages into the building. Bottled water is acceptable, but only in plastic containers. _____
4. The pool phone is for emergency use only. It does not dial out except for 911 or campus departments. _____
5. Do not sit or tug on the lane lines _____
6. Lifeguards with valid lifeguard, CPR, and first aid certificates must be present during event. Copies of certificates must be submitted with application. _____

Available with facility; no additional cost

Please check all that apply.

- Locker Rooms/Restrooms Pool Flags Lane Lines

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

- Premium Lane Lines \$25 PA Sound System \$25 Scoreboard \$10



ATHLETIC FACILITY USE APPLICATION

HAEHL PAVILION

Available with facility; no additional cost

Please check all that apply.

- Basketball Goals Restrooms

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

- Locker Rooms: \$25 for both Bleachers: \$20 each side PA Sound System: \$50
 Volleyball Nets/Standards: \$25 Conference Room: \$25 Ticket Booth: \$50
 Padded Team Player Chairs: \$1/Chair/ 30 chairs available # needed: _____
 Badminton Net/Standards: \$25 Scoreboard/Scorer's Table: \$50, plus \$46/hr cost of SRJC technician

TAUZER GYMNASIUM (Tauzer Rm 905)

Available with facility; no additional cost

Please check all that apply.

- Basketball Goals Restrooms Bleachers

Fees for additional equipment/services (fees are per day unless otherwise indicated)

Please check all that apply.

- Locker Rooms \$25 each
 DANCE STUDIO (Tauzer Rm 951) Capacity: 35
Wooden floor—No shoes; Has mirrors and a bar on one wall
 Locker rooms: \$25/hr each
 Music system: \$15/hr
 Curtain setup/take down: \$100/hr
 Staff to run lighting equipment: \$46/hr
 Set up chairs
 Other needs _____

WRESTLING (MAT) ROOM (Tauzer Rm 958) Capacity: 35

No shoes—Floor covered with thin hard mats.

Wrestling Room Rules _____

(Please initial that you have read and understand)

- Mandatory cleaning charge \$46 (weekend events \$92)

SYPHER FIELD/For baseball

This facility is available during the months of December - June 14 only.

- Field preparation is mandatory for this facility; cost is \$50/hr.

Available with facility; no additional cost

Please check all that apply.

- Restrooms Bases

Fees for additional equipment/services

Please check all that apply.

(fees are per day unless otherwise indicated)

- Press Box/PA Sound: \$35 Scoreboard: \$35
 (Technician required)

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

Available with facility; no additional cost

Please check all that apply.

- Goals/nets Restrooms

PRACTICE FIELD (Football/Soccer)

Available with facility; no additional cost

Please check all that apply.

- Restrooms

PUTTING GREEN

Available with facility; no additional cost

Please check all that apply.

- Restrooms

SOFTBALL FIELD

- Field preparation is mandatory for this facility, cost is \$50/hr.

Available with facility; no additional cost

Please check all that apply.

- Restrooms Bases