



Community and Contract Education

Analay Village, Building C
1501 Mendocino Avenue
Santa Rosa CA 95401

(707) 535-3777 / (707) 522-2731

District Permit Confirmed

Department / Group

Bell, Kathryn M
Adaptive P.E.

Reservation: 27026

Event Name: Wheelchair Basketball Practice
Status: Confirmed
Phone: 7075241856
Email Address: kbell@santarosa.edu
Event Type: Practice/Rehearsal
Estimated Attendance: 0

Bookings / Details

Quantity

Price

Amount

On behalf of Sonoma County Junior College District (SCJCD), your reservation is approved and your **DISTRICT PERMIT CONFIRMED**.

Terms and Conditions: Any needs not specified on this permit are not allowed. Renter agrees to all terms and conditions of use of SRJC facilities.

Permit approved by: Dr. Jeffrey Rhoades
Director, Community and Contract Education

Fees for Use: The Renter is responsible for all costs unless a cancellation is submitted in writing at least 30 calendar days in advance of scheduled use. Use fees and personnel cost reflected below are estimated cost. Please do not pay from this copy. Community and Contract Education will send an invoice with the actual expenses upon completion of the use of facilities.

Thursday, March 08, 2018

6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer Gymnasium - 905 (Athletic Facilities)

Room Charge: (2 hours @ \$192.00/hr)	1	\$384.00	\$384.00
Less 100% Discount			-\$384.00

Thursday, March 15, 2018

6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer Gymnasium - 905 (Athletic Facilities)

Room Charge: (2 hours @ \$192.00/hr)	1	\$384.00	\$384.00
Less 100% Discount			-\$384.00

Thursday, March 22, 2018

6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer

Bookings / Details

Quantity

Price

Amount

Gymnasium - 905 (Athletic Facilities)

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, March 29, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, April 05, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, April 12, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, April 19, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, April 26, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, May 03, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, May 10, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Thursday, May 17, 2018**6:30 PM - 8:30 PM Wheelchair Basketball Practice (Confirmed) 9 Tauzer****Gymnasium - 905 (Athletic Facilities)**

Room Charge: (2 hours @ \$192.00/hr)

1

\$384.00

\$384.00

Less 100% Discount

-\$384.00

Room Charge

\$0.00

Estimated Subtotal

\$0.00

Estimated Grand Total

\$0.00

Terms and Conditions – Use of Facilities

Please read the following terms and conditions before submitting the reservation request.

By renting our facility, renter agrees to the following terms and conditions:

The Renter understands that the use of college facilities must be in accordance with the rules and regulations of the Sonoma County Junior College District including possibility that permit may be cancelled at any time prior to use should facilities be needed for college purposes. The Renter further understands that in connection with the use of facilities the Renter is to pay the Sonoma County Junior College District as stipulated. The Renter may not use the district name in any way as to imply sponsorship or endorsement.

The organization, at all times during the use or occupancy of the premises, shall comply with ordinances, laws, rules, and regulations affecting the use and occupancy thereof, including all state, local, and district fire, health, safety laws, ordinances, and regulations. This includes compliance with occupancy limits.

Application Due Dates And Processing

Applications are processed in the order they are received and availability is based upon District classes and activities.

- Spring Use of Facilities applications will not be available online before November 1. District Permits Confirmed for the Use of Facilities applications will issued starting the second week of November
- Fall Use of Facilities applications will not be available online before July 1. District Permits Confirmed for the Use of Facilities applications will issued starting the third week of June
- Summer Use of Facilities applications will not be available online before April 1. District Permits Confirmed for the Use of Facilities applications will issued starting the second week of April

Standard Processing Time for Special Events

- Three (3) days for Community and Contract Education to contact you and confirm the details of your request.
- Three (3) days to confirm the availability of the location of your request.
- Seven (7) days to confirm resources (e.g., Custodial, Grounds, Media Services, Security, lifeguard, etc.).
- Seven (7) days to confirm all paperwork (e.g., certificate of insurance, food service waivers, fundraising forms, etc.) has been received.

Service Requests

SCJCD requires a minimum of 7-days advance notice for all Service Requests, including Custodial, Grounds, Media Services, and Security.

Personnel Fees Associated With the Use of Facilities

The college may assign personnel to an event, including custodial, grounds, warehouse, technical, audio and visual, security, supervisory or any other as necessary. The organization will be billed, and agrees to pay, for personnel at current rates or overtime rates (depending on the date/time of the event) and in an amount sufficient to cover all costs to the college. The organization agrees to abide by directives issued by college supervising staff in regard to health and safety compliance issues.

Custodial Services is **Required** for indoors events with set up and breakdown, events serving food, or any other event identified by Sonoma County Junior College District as needing additional services.

*NOTE: Custodial Services does **not** provide services related to event programming, canopy set up, delivery of folding tables and folding chairs, relocating furniture, storage of furniture or event supplies, or pipe and drape. Custodial Services staff operate on two shifts (A.M. and P.M.). Any event requiring support during the shift change from 1:45 P.M. to 3:15 P.M. may incur staff overtime charges for a minimum of two-hours. Additionally, any weekday evening event ending later than 10:00 P.M. may incur overtime charges. Events on Saturday and Sunday or Holidays will incur overtime charges.*

Grounds Services is **Required** for outdoor events with set up and breakdown, events serving food, or any other event identified by Sonoma County Junior College District as needing additional services, including but not limited to recycling and waste removal, irrigation, outside banner installation.

Security is **Required** for all events serving alcohol. DISTRICT POLICE will determine any other event identified by Sonoma County Junior College District Police as needing additional security, including but not limited to sporting events, parking lot use, car shows, parades, or any other special event.

Warehouse is **Required** for events needing additional tables and chairs or any other event identified as needing additional services by Sonoma County Junior College District

Media Services is **Required** for indoor or outdoor events with live audio, special lighting, switching, live streaming, video recording, videoconferencing, or any other event identified by Sonoma County Junior College District as needing additional audio or visual support services.

Payment, Invoice, and Refunds

A **nonrefundable \$35** processing fee is required at the time your reservation request is submitted. All use fees, equipment, resources and personnel costs will be invoiced after the event is completed, and the total amount is due no later than 15 working days from date of the invoice.

Note: Once you receive a DISTRICT PERMIT CONFIRMED status, any additional changes to your reservation will incur a change order fee of \$25 that will be included in the invoice. Changes to a reservation that may result in a change order fee, include a change in date, room, media, food service, tables/chairs, or over scope and size of the event. The balance included on the final use of facilities confirmation is due in advance of the event date.

Insurance

A certificate of insurance must be submitted to Community and Contract Education at least seven days in advance of the use of facilities date. 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.

Applicant shall obtain insurance acceptable to Sonoma County Junior College District from a company that is licensed to do business in the state of California at the time the policy is issued.

Applicant shall take out and maintain at all times for the term of the facility use the following policies of insurance:

Public Liability Insurance: Personal injury and replacement value property damage insurance for all activities of the Applicant and its Participants arising out of or in connection with this Application, written on a comprehensive general liability form including Applicant's operations, vehicle coverage and Applicant's non-ownership liability coverage, in an amount not less than \$2,000,000 combined single limit personal injury and property damage for each occurrence.

Endorsements: The Public Liability Policy specified above shall be endorsed with the following specific language:

The District is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Applicant and the Applicant's use of District facilities.

The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverages afforded shall apply as though separate policies have been issued to each insured.

The insurance provided herein is primary and no insurance held or owned by the District shall be called upon to contribute to a loss.

Coverage provided by this policy shall not be reduced or canceled without thirty (30) days written notice given to the Applicant by certified mail.

The certificates must state that the insurance is under an occurrence based, and not a claims-made, policy (policies).

Documentation: The following documentation of insurance shall be submitted to the District and approved at least seven days prior to the use of facilities date: Certificates of insurance showing the limits of insurance provided, certified copies of all policies, and signed copies of the specified endorsements for each policy.

SCJCD will contact you for the insurance certificate once your application has been approved. Additional insurance will be required if wine/beer is to be sold or served at an event; if special equipment (tents, etc.) is used for an event; for all sporting events; and for any horse/animal event. Facilities must be protected from damage and mistreatment. Rooms shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment replaced to original position. In cases where District property has been damaged or abused, the cost of repair or replacement shall be paid by the organization involved.

Smoking

Smoking is prohibited at all facilities owned by the Sonoma County Junior College District. Smoking is not allowed anywhere on Shone Farm property. Renters will be responsible for ensuring that this smoke-free policy is upheld and will be liable for any damages incurred as a result of the policy not being followed.

Food/Kitchen Use Policy

The District's catering firm, Fresh & Natural, has exclusive rights to cater any event. If your application is approved, you must contact Fresh & Natural at 527-4355 to arrange catering. All food must be approved. Food is only allowed in designated areas.

Costs of food service and kitchen use are in addition to the facility use charges. If the college's food service operator provides catering services, the kitchen use fee is waived. Otherwise, there will be a kitchen use fee for the provision of a kitchen supervisor during use.

Food Concession Policy (Athletic Facilities Only)

All concessions for events held at the District's Athletic Facilities will be operated by SRJC's Kinesiology, Athletics, and Dance (KAD) department unless concession staff are unavailable. In the case when KAD is unavailable, sponsors may be allowed to provide their own concessions but may not use SRJC concession booths.

Alcohol

Alcohol will be limited to wine and beer sales and service only and, pursuant to the California Business and Profession Code section 25608. Beer and Wine service and sale will be permitted by application and at the discretion of the college for events at Dutton Pavilion hosted by non-profit organizations only. A request to serve or sell wine/beer on college property must be approved by the SRJC President or his designee.

The approved wine form and if necessary proof of a valid license from the Department of Alcohol and Beverage Control will be required before a permit for use of a District facility will be issued. In addition, the organization will be required to obtain and show proof of Liquor Liability/Host Liquor Liability insurance with limits of not less than \$2,000,000.

It will be the sole responsibility of the organization sponsoring the event to ensure that all individuals acquiring, possessing, using or serving wine at the event are 21 years or older and possess identification that confirms their age. The event sponsor is responsible for the proper and timely removal of all wine immediately following the event.

Beer and/or wine for special events may not be stored on campus prior to 48 hours before the event. All beer/wine storage arrangements for campus events must be in lockable areas. Individuals under the age of 21 shall not have access to these storage areas without the supervision of District staff members age 21 or over. Beer/wine may not be stored in open containers on District property. Appropriate storage arrangements must be described on the beer and wine service request form.

At events where beer/wine is served, the following must take place:

Written notice must be placed in a clear and open location indicating:

- No beer/wine will be served to individuals under the age of 21 and that identification verifying age must be provided. The consumption of beer/wine by a minor at an event on District property will result in appropriate action up to and including arrest of those parties involved.
- Beer/wine consumption is limited to the indoor facilities being rented
- The sponsoring organization reserves the right to refuse service.
- An individual over the age of 21 and separate from those individuals serving wine will be assigned to check identification during the event.
- Beer/wine consumption must be stopped 1 hour before the end of a special event.

The consumption of alcoholic beverages may be harmful to health.

Damage

Facilities must be protected from damage and mistreatment. Rooms shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment returned 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. All costs will be the responsibility of the department or organization unless a cancellation is submitted in writing at least four working days in advance of scheduled use.

Decorations

Decorations must be approved in advance by Community and Contract Education or a location manager.

No scotch tape, thumbtacks, nails, staples, etc. are allowed on walls, floors, etc. Decorations may not be taped to windows. All garland, cloth, trees, etc. used for decorations must be flame proof. Decorations must be painted at least

one day before bringing inside the building. No painting is allowed inside the building. No heavy structures, foreign material (such as rocks, bricks, sand, ice sculptures, water fountains, pails with water and dry ice, etc.) will be allowed in the building. All decorations must be removed from the premises at the close of the event. Nothing may be attached to or hung from the sprinkler system.

Garbage

Facility must be left completely clean. Please do not leave any food behind. Depending on the size of the event, the group or organization using the facilities may be responsible for providing a debris box for garbage generated by the event or covering the cost of additional personnel to remove or haul excess garbage. All garbage must be removed from the location of the event and discarded in the appropriate waste container.

Kitchen Use

Facility must be left completely clean, with all equipment put away. Please see Kitchen Use Checklist for additional rules.

Livestock/Equine/Animal Events (Shone Only)

Events involving livestock, horses or other animals are limited to one-day events; animals may not be boarded overnight. All animals are the sole responsibility of the renter; the college will not be responsible for any loss, damage, exposure, etc. Additional insurance may be required, and depending on the event, spectator insurance may also be required.

Parking (Shone)

Parking at Shone Farm is limited to ~ 200 vehicles with 3 spaces on the eastern side of the Dutton Pavilion allocated for parking for the disabled. Vehicles are not allowed outside of the designated parking area.

Off-site parking with shuttle service is required for events that will attract more vehicles than there is room to accommodate at the farm. It is the responsibility of the renter to arrange this service.

Parking (Santa Rosa And Petaluma)

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.

Cancellation Policy

The Renter will be responsible for all costs unless cancellation is received at least thirty (30) calendar days in advance. All cancellations, whether a charge is levied or not, shall be reported to Community and Contract Education at least thirty (30) days in advance of intended use.

To receive a full refund, cancellations must be submitted in writing 30-days or more in advance of scheduled use. All cancellations received less than 30-days ahead of will be responsible for all use fees associated with the use.

Hold Harmless

Responsible party entering into agreement: I have read and understand the rules, regulations and policies of the Sonoma County Junior College District and assume responsibility for adherence. The User 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.

Failure to abide these terms and conditions may result in loss of future rental/use privileges.

If you have any questions, please call (707) 535-3777 or e-mail districtfacilitiesuse@santarosa.edu