

## Theater External Events

Gavilan College offers rental of the Theater for special events from the community. All use of the campus and facilities are under conditions as authorized in the California Education Code established by the Governing Board of Gavilan Joint Community College District.

### Guidelines for Scheduling the Theater

All external facilities requests must be processed through the Facilities Use Office. Request from all individuals will be considered in accordance with regulations and established guidelines. The steps are as follows:

#### STEP ONE (Application)

Contact the Facilities Use office for all External Facilities use requests to discuss and arrange putting together the application and details for your event. The Facilities Use Scheduler will need clear and specific information at this time in order to begin the arrangements for your event.

Information needed:

- Name
- Name of Organization
- Date

- Time

We will also need very specific details about your event

Such as:

- Nature of event/activity
- Number of attendees
- Number of participants
- Specific equipment needed

Once this is clear and complete, the Facilities Use Scheduler will be able to give you a quote for the fees that may apply.

#### STEP TWO

The Facility Use Application is a very important step. Once you have specified dates/times, equipment needs, etc. for your event it is time to finalize your application. Please be sure to include enough time for setup and clean up. The Facilities Use Scheduler will make all the necessary contacts to confirm the availability of the facility and equipment as requested. Then, we will present your application for final campus approval and for the required campus signature. The applicant's signature is also required at this point. Once all parties agree, you will be required to submit a minimum deposit of 1/2 of the total fees listed on the Facility Use Contract.

#### STEP THREE

Now it is time to post and send out flyers, invitations (etc) for your event. Displayed materials used on campus

must be approved in advance and must be removed immediately after the event. All promotional materials, which are displayed on campus, must conform to college policies.

#### **Fees**

In all cases the facility applicant will be charged the cost for proper staffing, utilities and for equipment used as it applies towards each use application. It is required to collect 1/2 of the full use fee per application upon the applicant signing the application with the balance due prior to the event date. Once your application for your event has been approved and signed off any changes made are subject to an additional fee to be determined by the facilities office and supervisor.

## **FACILITY USE AGREEMENTS**

- At no time will the possession or consumption of alcoholic beverages be permitted on college property. Any person under the influence of intoxicants shall be denied the opportunity to participate in any way.
- “NO Smoking” regulations must be observed.
- Parking regulations are strictly enforced
- **The applicant agrees to reimburse the school district for any damage to school property occasioned by, or growing out of the use herein requested.**
- The applicant agrees and will provide a policy of public liability and property damage insurance or the protection of the public and the lessor with single limits of not less than \$1, 000000.00 Bodily Injury and Property Damage.
- Applicant hereby agrees to hold the Gavilan Joint Community 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 which may arise during, or be caused by such use or occupancy of school property.

## **AGREEMENTS (cont.)**

Any organization renting the Facilities requesting to participate in the sale of food to be sold on campus must directly apply to the Santa Clara County Health Department and obtain a “Temporary Event Food Booth Permit”. A copy of the permit must be submitted to the Facilities Use Office (4) weeks prior the scheduled event date.

The applicant agrees to the following as indicated by his or her signature on the face of the facility request form:

Approval of this application for use of a facility does not imply any co-sponsorships of the activity. False statements made to secure approval or claims of Gavilan sponsorship in any form shall negate the usage of the facility. Additionally, approval does not provide for usage of campus billboards or counters for distribution of advertising materials.

### **Campus Hours:**

During the fall and spring semester the Campus is generally open 8:00 am to 10:00 pm Monday through Friday. Events/Activities may be scheduled 7:30 am-9:00 pm., Monday through Friday. Summer hours are 8:00 am to 5:30 pm Monday through Thursdays and Fridays 8:00 am to 12:00 pm.

Gavilan College complies with the regulations of TITLE VI, IX and PL 505 of the Rehabilitation Act

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.

**For more information contact:  
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