

Copper Mountain College

6162 Rotary Way, Joshua Tree, CA 92252
 Phone: 760-366-3791 * Fax: 760-366-5255



CONTRACT FOR USE OF FACILITIES

This form must be submitted at least TWO weeks in advance of requested date.

Event Date	Facility	Room	Setup Time	Event Start Time	Event End Time	Cleanup/ Breakdown Time

Event: _____ Attendance: _____

Person in charge: _____ Title: _____ Phone number: _____

Address (for billing purposes): _____

City: _____ State: _____ Zip: _____ Email Address: _____

Is event open to the public? Yes No Is this school related? Yes No Will you be charging admission? Yes No

Will you need the following? Screen* Computer* Microphone* Podium* Tables/Chairs*
**These items could incur additional costs.*

If equipment is marked above: **YOU MUST PROVIDE A DIAGRAM WITH THIS CONTRACT**

Will food be served? Yes No If yes, please provide caterer name. _____

Please list special arrangements/equipment/quantity: _____

If you need additional space you may write on the back or provide a list.

Required Liability Insurance Certificate (Please check) Included with application On file with CMCCD Will be mailed
 Please note you will not be able to hold your event if you have not provided this information.

Required Certification

- Applicant hereby agrees to hold Copper Mountain Community College District, its Board of Trustees, the individual members thereof, and all district officers, agents and employees free and harmless from such 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 further states that he/she has read the rules and regulations listed in the Administrative Procedure for Copper Mountain College and agrees to abide by and enforce the same.
- Applicant agrees to grant the District the right of inspection of the premises. The District shall close down the activity should it be found to be in violation of any of these conditions and provisions, explicit or implied.
- The undersigned states that to the best of his/her knowledge, the school property for use of which application is hereby made, will not be used for the commission of any act intended to further any program or movement, the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means.

The undersigned hereby agrees to abide by the rules and regulations of the governing board relating to the use of school facilities.

 Name of Organization Representative

 Signature Title Date

For Office use only

Charges: \$ _____ Authorized signature of approval _____ Schedule in Facilities
 \$ _____ Public Relations: _____ Schedule Rooms