



**KLAMATH COMMUNITY COLLEGE**

**Facility Use Form**

*(Please Print)*

- Type I - KCC sanctioned clubs, organizations and educational partners
- Type II - Non-Profit 501(c)(3) (Charitable, Religious, Educational, Scientific, Literacy)

**Non-Profit Tax ID Number** \_\_\_\_\_

*Please include a copy of your letter from the IRS recognizing your organization as tax-exempt.*

- Type III - All others, including businesses, individuals and for profit organizations

1) Today's Date: \_\_\_\_\_

2) Requested Use Date(s) and Time(s) – include setup and tear down requirements:

3) Name of Person Making Request:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4) Representing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5) Activity (describe in detail what the space is to be used for) :

\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Participants in Event: \_\_\_\_\_

Note: Liability Insurance in the amount of \$1,000,000 is required for use of the Commons, Computer Lab, or any group with 50 people or more. Certificate of Insurance must be provided to the KCC Human Resources Department prior to the event.

6) Is food service desired? [ ] Yes [ ] No

7) KCC's classrooms include chairs, tables, and whiteboards. Do you require setup other than regular classroom style? [ ] Yes [ ] No  
If yes, what are your needs?

\_\_\_\_\_  
\_\_\_\_\_

8) Do you have multimedia equipment needs? [ ] Yes [ ] No DVD players, VCR players, overhead projectors, computer and network access can be made available. Please see KCC's Computer and Media Equipment Addendum. Do you need training on the KCC Equipment? [ ] Yes [ ] No

9) Additional Charges may be incurred for facilities use. (i.e., opening or closing during off hours, cleaning, moving furniture, room set-up / tear-down, etc.)

**THE REQUEST WILL NOT BE OFFICIALLY CONFIRMED UNTIL THIS FORM IS COMPLETED AND RETURNED TO:**

Patti Springer, Klamath Community College, 7390 S. 6<sup>th</sup> Street, Klamath Falls, OR 97603

◆◆◆ Phone: (541)880-2234; Fax: (541)885-7758 ◆◆◆

**ON THE DAY(S) OF USE, PLEASE CHECK IN WITH LOBBY RECEPTIONIST FOR ROOM ACCESS.**  
(During regular business hours.)

Rules for use are as follows:

- 1) Facility Use Forms: a) College classes and activities have priority over non-College uses; b) a Facility Use Form must be complete with all the required signatures before reservation is confirmed; c) Facility requests as well as equipment requests are on a first come, first served basis.
- 2) Basic Controls: a) The College reserves the right to deny use of College facilities, equipment, or materials for purposes not conducive to the interest of the College, its employees, students, or community as a whole; b) Use will be denied or revoked for any activity prohibiting admission on the basis of race, religion, ethnic groups, sex, disability, or national origin.
- 3) Fees: a) Differential fees are set forth as between KCC Sanctioned Clubs, Non-Profit Organizations, and Business/Individual/Profit Organizations; b) Fees for facilities use are established by the Klamath Community College Board of Education. The adopted schedule of fees is attached, including charges for rooms, buildings, equipment, set-up, and related activity. Organizations or individuals utilizing college facilities must submit payment in full prior to the date of the event. College facilities are not considered to be reserved until KCC has received all the required documents and associated payments; c) Appropriate hourly fees will be charged for set-up and clean-up.
- 4) KCC has the right to require that necessary support services be utilized and paid for.
- 5) KCC reserves the right to require security at any event deemed necessary by the College.
- 6) Facility Regulations: a) Alcoholic beverages are not allowed on KCC premises at any time except with permission of the President; b) Food or drinks are not allowed inside the KCC Learning Resource Center or Computer, Science and Health Labs; c) Weapons are not allowed on KCC premises at any time except as stated in ORS 166.173.
- 7) Normal business hours are 7:00 a.m. - 10:00 p.m. Monday through Friday and Saturday 9:00 a.m.- 5:30 p.m. during academic terms.
- 8) Smoking is allowed only in designated areas. Please observe the posted notices regarding smoking.
- 9) Adult supervision is required if minors are present at any event.
- 10) Parking is allowed in designated parking spaces. Please do not park on grass or in other areas that are not designed for parking. If parking lots are not left in original condition after an event, a fee for clean-up will be charged at the hourly fee per person set in the current fee schedule.
- 11) Applications for Facility Use must be submitted at least 10 days prior to event.
- 12) A Cleaning/Damage/Security Deposit may be required. This deposit is due along with all other applicable fees and is required to confirm the reservation. Please see current fee schedule for details. The deposit is refundable if the facility is left in its original condition. Determination of the refundability of a deposit is at the sole discretion of the Director of Facilities or his/her designee. The deposit will be returned within 15 days after the final date of event at the request of the organization.
- 13) In the event of a cancellation, the fee is 100% refundable if the reservation is cancelled at least 5 days prior to the event. If the reservation is cancelled less than 5 days prior to the event, 50% of the fee will be refunded.
- 14) Liability Insurance: a) Liability Insurance in the amount of \$1,000,000 is required for use of the Commons, Computer Lab, or any group with 50 or more people; b) The group must provide the College with a Certificate of Liability Insurance in the amount of \$1,000,000 issued by the entities insurance carrier naming the College as an additional insured with a 30-day cancellation notice; c) Certificate of Liability Insurance must be provided to the KCC Human Resources Department prior to the event.
- 15) College employees may use the facilities for non-KCC activities, and will be considered under the category of Business/Individual/Profit organization for all applicable fees.
- 16) All facilities must be returned to the condition they were prior to the event. Time for clean-up should be taken into consideration when reserving the room for a specific time period. If the facility is not returned to the original condition, fees will be charged at the rate per person required for clean-up, normal wear and tear excepted. Please refer to the current fee schedule for rates.
- 17) Outside groups using our facilities are responsible for providing appropriate accommodations as required by the Americans with Disabilities Act. Accommodations and auxiliary aids must be provided with no fee to persons with disabilities. Questions regarding this matter should be directed to the KCC Human Resources Department.
- 18) The College reserves the right to place or waive other restrictions and requirements on the use of its facilities.

I agree to these rules, attest to the truthfulness of the requested information, and agree to the mutually agreed to charges for the facilities. I understand that this agreement is only for this event and does not commit the college to future contracts.

**Signature:** \_\_\_\_\_

## FEES FOR KLAMATH COMMUNITY COLLEGE FACILITIES

Fees are for events scheduled during regular operating hours when College support staff are on duty.

Type of use:

Type I: Klamath Community College sanctioned clubs and organizations and educational partners.

Type II: Community service organizations, government, education and non-profit organizations recognized under Section 501(c)(3) of the Internal Revenue Service code or as determined to be eligible by the Dean for Administrative Services.

Type III: All others, including businesses, individuals and for profit organizations.

<u>Location</u>	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>
Classroom or meeting room	no charge	\$60/day \$10/hr	\$120/day \$20/hr
Board Room	no charge	\$90/day \$15/hr	\$180/day \$30/hr
Computer lab	by agreement	\$120/day \$20/hr	\$240/day \$40/hr
Commons	no charge	\$240/day \$40/hr	\$480/day \$80/hr

Additional charges will apply for set-up, tear-down, clean-up and for opening and closing after normal College operating hours. Charges are based on \$30 per hour for custodians and \$35 per hour for facilities technician.

Deposits may be required for some events and uses.

The College reserves the right to deny use of College facilities, equipment, or materials for purposes not conducive to the interest of the College, its employees, students, or community as a whole.

KCC Use Only:

Room Assignment: \_\_\_\_\_ Facility Use Fee \$ \_\_\_\_\_

Facility Support Fee \$ \_\_\_\_\_

Director of Facilities \_\_\_\_\_

Human Resources Director \_\_\_\_\_

Director of Student Services \_\_\_\_\_

Administrative Approval \_\_\_\_\_

Internal KCC Notes:



## **Classroom Computer and Media Equipment Addendum to the KCC Facility Use Form**

Klamath Community College has the following equipment available in every classroom:

- Internet Connected Computer
- Projector & Speakers
- DVD Player
- CD Player
- VCR Player
- Elmo (overhead camera.) The suggested font size is a minimum of 24 points

### **Sample of 24 points**

- Projection Screen

We have available for restricted check out on a first-come-first-served basis through the Learning Resources Center 880-2206.

- One portable computer projector
- Two TV/VCRs
- Overhead projectors

Please see the attached documents for software availability and KCC Computer and Network use. The later form must be received and signed at least two working days before the planned use or you will be denied access to the equipment.

- Software installed on KCC computers
- Klamath Community College Network Policy

The instructor's workstations in each classroom can utilize the following media:

- CD
- USB pin drive

What we cannot allow:

- Outside computers connect to our network (thus the internet) as precautions to viruses.
- Outside computers connected to our semi-permanently mounted projectors and equipment.
- Installation of software onto college owned computers due to copyright and time limitations.

To gain access to the classroom equipment:

Either

- You have been trained by our delegated staff and allowed access as determined by learning and instruction services

or

- You arrange for technical support from a KCC media specialist for nominal fee. Call the LRC at 880-2253 or 880-2258 at least two working days prior to the event for scheduling.

If you have indicated that you will require computer or equipment access on the KCC facilities use form, a staff member from KCC will attempt to notify you to determine the level of support you may require.