

Klamath Community College (KCC)

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 or
Literacy Organizations. **Non-Profit Tax ID Number:** _____
- 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 teardown 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 Event Participants: _____

Note: Liability Insurance in the amount of \$1,000,000 is required to use 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) Will food be served? Yes No
- 7) KCC's classrooms include chairs, tables and whiteboards. Do you require setup other than regular classroom style? Yes No
- If yes, please describe your needs: _____
- 8) Do you have multimedia equipment needs? Yes No
- Do you need training on KCC equipment? Yes No
- Do you need access to the internet? 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.)

THIS REQUEST WILL NOT BE OFFICIALLY CONFIRMED UNTIL THIS FORM IS COMPLETED AND RETURNED TO:
Klamath Community College, Attn: Sharon Emery; 7390 S. 6th Street, Klamath Falls, OR 97603; emery@klamathcc.edu
Phone: 541-880-2219; Fax: 541-880-7758

Klamath Community College is an equal opportunity educator and employer.

ON THE DAY(S) OF USE, PLEASE CHECK IN WITH THE 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: 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 am to 10 pm Monday through Friday and Saturday 9 am to 5:30 PM 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 designated 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 rate per person established in the current fee schedule.
- 11) Applications for Facility Use must be submitted at least 10 days prior to the 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 return 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 the event at the request of the organization.
- 13) In the event of a cancellation, the fee is 100% refundable if the reservation is canceled at least 5 days prior to the event. If the reservation is canceled 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 entity's 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 worker 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 the 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.

Types 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 Executive Vice President of 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>
Conference Room (330, 6240, 830, 9204 upon approval)	No Charge	\$150/day \$90/half day	\$200/day \$115 half day
Classroom	No Charge	\$135/day \$67.50/half day	\$180/day \$90/half day
Boardroom (Upon Approval)	No Charge	\$200/day \$100/half day	\$250/day \$175/half day
KCC Conference Center	No Charge	\$300/day \$180/half day	\$400/day \$225/half day
Computer Lab	No Charge	\$180/day \$90/half day	\$240/day \$120/half day
Commons	No Charge	\$450/day \$250/half day	\$600/day \$360/half day
Lobby of Building 6	No Charge	\$150/day \$90/half day	\$200/day \$115/half day

Additional charges will apply for set-up, tear-down, clean-up and for opening and closing after normal College operating hours. Charges will be based on \$35 per hour for custodians and \$40 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 interests 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: _____

Vice President of Administrative Services: _____