



Community Services  
 721 Cliff Drive  
 Santa Barbara, CA. 93109-2394  
 Ph. 805.965.0581 x2265  
 Direct Ph. 805.730.4065  
 Fax. 805.892.3668

# Application for Facilities Use

(Return to the Administrative Services Office in A120)

Thank you for your interest in using Santa Barbara City College for your planned activity. Please complete and sign the application and return it to Community Services at least two [2] weeks prior to your requested date. We cannot reserve any room or facility until we have received the completed application. Once your application has been approved, you will be notified and advised of estimated costs for your specific use. Events **must** be paid in full **five [5] days** prior to the event. Insurance Certificates **must** list Santa Barbara Community College District as an Additional Insured, and be received no later than **five [5] working days** prior to your event. Note, however, that a failure to require the Insurance Certificate does not operate as a waiver of this requirement. Additional requests such as Food Service or Media Services must also be submitted no less than **two [2] weeks** prior to event. For large events and set-up, please attach a schematic.

## Hold Harmless – Indemnification

Applicant agrees to indemnify, defend and hold Santa Barbara Community College District, Santa Barbara Community College, the Board of Trustees, all District officers, agents and employees (“SBCC”), harmless from all losses, damages, costs (including payment of all attorney’s fees), claims or judgments of any kind whatsoever to the greatest extent allowed by law on account of any suit, judgment, execution, claim, action or demand arising from Applicant’s use or occupancy of , or ingress or egress to or from, school facilities, including but not limited to all such suits, judgments, executions, claims, actions or demands asserted by Applicant’s employees, agents, representatives, volunteers, guests and invitees.

## Use Regulations

Unless approved by the District in writing, the possession and/or use of intoxicants, including beer or wine, is prohibited in the Facilities and on District premises. For District approved events with alcohol, The User and its employees, agents, vendors, contractors, licensees, guests and invitees shall comply with all pertinent federal, state, local and municipal laws, codes, ordinances, rules and regulations pertaining to the sale and distribution of alcoholic beverages. The User and its employees, agents, vendors, contractors, licensees, guests and invitees shall obtain and maintain in full force and effect, all permits, licenses and authorizations to sell and/or distribute alcohol at the Event, and shall pay all fees and taxes imposed by law in connection with the permits, licenses, and authorizations obtained. The User and its employees, agents, vendors, contractors, licensees, guests and invitees further agree to abide by the terms and conditions of the alcohol permit issued by the Santa Barbara Community College District. The use of tobacco products is prohibited within any college facility and/or on any outside area of the campus. The User hereby agrees that they shall be personally responsible, on behalf of their organization, for any damage to school buildings, grounds, or equipment resulting from the occupancy of said premises or use of the campus by the organization. The User agrees to abide by and enforce the rules and regulations of SBCC governing the non-school use of buildings, grounds, and equipment. The User agrees to pay on demand all reasonable and necessary rental and labor charges incurred.

## Equipment Use

The User understands and agrees that use of SBCC Property is a privilege, and that use of the equipment is contingent upon the User agreeing to protect and safeguard SBCC property while it is under the care, custody, and control of the User. SBCC reserves the right to revoke use of SBCC equipment by the User if SBCC property is misused, disassembled, damaged, lost, or stolen while under the custody of the User.

## SBCC Food Service Requirements

All food service on Santa Barbara City College is to be provided by SBCC Food Services unless Food Services is unable to provide the requested service **and** consents to this service being provided by an approved outside vendor. Community Services will require confirmation of this. For further information please contact Paul Miller, Interim Director of Food Services by email at [pjmiller@pipeline.sbcc.edu](mailto:pjmiller@pipeline.sbcc.edu) or by phone at 805-965-0581 ext. 4048.

Applicant agrees to include the following verbiage on any advertising unless it is formally sponsored or co-sponsored by SBCC: “This activity is not part of, nor endorsed by, Santa Barbara City College.” Applicant agrees to provide copies of all event advertising upon demand by SBCC.

I certify that I am authorized to sign on behalf of Applicant.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ (initial if applicable) I have received a copy of the La Playa Stadium and the Nick Carter Track Use Conditions

**Event Information – Completed by Applicant**

DATE OF EVENT	DAY OF WEEK	SETUP TIME Room Open	BEGIN EVENT	END EVENT	VACATING TIME	ROOM NUMBER Or Description	TYPE OF ACTIVITY

Organization/Dept Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Requester: \_\_\_\_\_

Event Supervisor: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Attendance max. expected: Adults \_\_\_\_\_ Students \_\_\_\_\_ Total \_\_\_\_\_

Admission Charge \$ \_\_\_\_\_ Food:  Yes  No Vendors:  Yes  No

Event Purpose: \_\_\_\_\_

Event Format/Type/Activities: \_\_\_\_\_

Phone Number: [\_\_\_\_\_] \_\_\_\_\_ \*Email \_\_\_\_\_

Describe Vendor Services: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Non-Profit?  Yes  No

Do you request the use of the La Playa Stadium Public Address System (PA)?  Yes  No

**Directions: Attach additional pages if needed. Attach room set up schematics. Specify any equipment requests.**

**Note: This permit does include use of parking lots. Hourly parking fees may apply.**

Emergency Phone SBCC - Security Ext. 2400 (Yellow Phone)/ 730-4200 (Outside)

Notify Security of any accidents, emergencies.

(Please sign Page 1)

**OFFICIAL USE ONLY**

APPROVALS	DATE	SIGNATURE	COMMENTS
Athletics			
Community Services			
Facilities/Operations			
Student Life			
Security			
Educational Programs			
Other			

Cost Estimate \$ \_\_\_\_\_ Budget Number \_\_\_\_\_ Event # \_\_\_\_\_