

**REQUEST FOR USE OF FACILITIES
HARRISBURG AREA COMMUNITY COLLEGE**

Requested by: _____
Sponsored by: _____
Address: _____
Name of Event: _____

Date: _____
Phone: _____
Extension: _____
FAX: _____

| Day(s) | Date(s) | Event Starts /Ends/setup | Space Reserved | Location(s) | Group #'s |
|--------|---------|-----------------------------|----------------|-------------|-----------|
| | | | | | |

SET UP REQUIREMENTS

Food Service: _____

Security: _____

Audio Visual: _____

Sound Equipment: _____

Rain/Snow Plan: _____

Format: _____

Comments: Please provide a certificate of insurance no later than 45 days before your event.

BILLING ARRANGEMENTS

Send Bill To: _____ **Address:** _____

Facility Rental: _____
Food Service: _____
Security: _____
Staff: _____
Facilities Department: _____
Special Events: _____
Sound Equipment: _____
Deposit: _____

Signature: _____ **Date:** _____

Return signed contract to the Facilities Department. A CONFIRMED copy will be returned to the above address. This form should be reviewed for any major changes. Please review the contract on the reverse side of this sheet.

*** Not valid as a reservation unless stamped "CONFIRMED" ***

TERMS AND CONDITIONS

Use of Harrisburg Area Community College's facilities is subject to the following terms:

- 1) The lessee should not consider the named facilities reserved until such time as the lessee has received a copy of this application from the college stamped "CONFIRMED." Once your reservation has been confirmed the College will make every effort to provide the facilities scheduled as well as the necessary support to make your event a success. However, it may be necessary for the College to cancel this agreement due to circumstances beyond the College's control or other compelling circumstances such as unforeseen and unavoidable conflict with essential functions of the College.
- 2) In addition to assistance requested by the lessee, if any, the College may, at its discretion, assign to this event at the expense of the lessee such security personnel or other personnel, as the College deems necessary to protect the interest and property of the College. To the extent possible, cost of such personnel will be estimated in advance.
- 3) The College must approve all materials, methods of set up and equipment used by the lessee in connection with this event. The College further reserves the right to require its approval of the lessee's operating procedures during this event and to set attendance limits for the event consistent with safety and building code considerations.
- 4) The lessee shall be responsible for any damage to College property or equipment and for any other losses arising out of use of College facilities. Further, the lessee shall indemnify the College and hold it harmless and defend the college from any claims, losses or actions brought forth by individuals attending or otherwise connected with this event. The lessee shall provide the College with certificate of insurance in the amount of \$1,000,000 or such other amount specified by the College evidencing the lessee has obtained comprehensive general liability insurance for this event. The certificate of insurance should specify that the coverage afforded the "additional insured" is "primary above any and all other collectible insurance." The College shall be named as an additional insured.
- 5) All advertising and publicity for this event must clearly state your organization is the sponsor. Such publicity shall not in any way mislead one to believe that the College is sponsoring or supporting the event. The College's name shall not appear in any printed material or other publicity without prior written consent of the College. Unauthorized use of the College's name may result in forfeiture of deposit and cancellation of this event.
- 6) Any changes in your request to use facilities must be submitted in writing two weeks prior to the event; fees will be adjusted accordingly. Change requests are subject to availability of facilities. Change requests less than two weeks prior to the event will be subject to additional charges. In the event of cancellation by the lessee, your deposit is non-refundable. The College will, however, refund the deposit if it is able to rent subject facilities to another organization on the date specified.
- 7) The College reserves the right to cancel this event if at any time the College believes information given by the applicant may be false or misleading or if, in the opinion of the College, the event may cause harm to the reputation of the College, be in conflict with the values of the College, or in any way endanger person or property.
- 8) Failure of the College to enforce any of these provisions or modification of any provision shall not constitute waiver by the College of any provision nor shall any action taken by the College under this agreement be deemed to limit additional remedies or actions otherwise available to the College.