



FACILITIES OPERATIONS
Santa Rosa Junior College
1501 Mendocino Avenue, Santa Rosa, CA 95401
(707) 527-4231, Fax: (707) 524-1668
E-mail: districtfacilitiesuse@santarosa.edu

Cover Sheet

USE OF FACILITY APPLICATION

Applications for individual use cannot be considered. A valid business license or proof of non-profit status from the IRS or California Secretary of State must accompany applications from businesses or organizations.

Application Due Dates

Applications (and additional required documents) are due *no later than*:

20 working days before the date of the event for the following:

- Athletic events
- Fund Raising events

10 working days before the date of the event for all other uses.

Applications will not be accepted before the following dates:

April 1: Summer semester (June - July)

July 1: Fall semester (August - December)

November 1: Spring semester (January - May)

No priority will be given to applications received in advance of these dates.

An application is processed in the order received after District classes and activities are scheduled. If the required documents and the \$35 check for the Processing Fee are not received with the application, it will not be processed until the documents and check are received.

Fees

- **Processing Fee** is \$35 (non-refundable). The Processing Fee is due when the application is submitted.
- **Change Order Fee** of \$25 is charged for any change after the permit is issued, e.g. date change, room change, media, food service, tables/chairs, etc.
- **Room Rental Fee/Equipment and other Rental Fees/Personnel Costs** will be invoiced and the total is due on receipt and no later than 14 working days from date of invoice.

Cancellation Policy

Cancellations must be submitted in writing by 5:00 p.m. at least four working days in advance of scheduled use. If cancellation is not received within four working days, the organization will be responsible for all costs.

Invoice

- After your application is approved, a permit will be sent and will include estimated costs.
- The invoice with actual costs and additional fees, if applicable (e.g. charges for damage to equipment, facilities), will be sent the week after the event and will be due 14 working days after receipt of invoice.

Thank you in advance for your timely submittal of applications. If you have any questions, please call Facilities Operations, (707) 527-4231, Fax: (707) 524-1668, or e-mail districtfacilitiesuse@santarosa.edu..



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\$35 Non-refundable Processing fee attached
(Office use only)

On Campus
 Non Profit # _____
 Profit

USE OF FACILITY APPLICATION *Proof of status is required*

Name of Organization/Department _____

Billing Address _____

Daytime Phone _____ Cell/Bus. Phone _____ Email Address _____

Authorized Representative _____ Title _____

Facility Requested	Day of Week	Dates	Entry Time	Exit Time	Event Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

If room requested is not available, do you want us to select an alternate room? Please check, if yes.

Estimated Attendees (participants & spectators) _____

Purpose of Use (Be Specific) _____

Amount charged per person \$ _____ Proceeds used for _____

- Special arrangements/equipment needed beyond normal room furniture and facilities (See Page 2).
- All applicable pages of the application must be completed. Incomplete applications will not be processed.
- A permit may be canceled at any time prior to use should the facility be needed for urgent college purposes.

• Hold Harmless

The organization agrees to hold the Sonoma County Junior College District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

• Food/Concessions

The District's catering firm has exclusive rights to cater any event and to sell concessions. All food must be approved. There is no food allowed in most facilities (See Page 2).

• Damage

Facilities must be protected from damage and mistreatment. Rooms shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment returned to original configuration. In cases where District property has been damaged or abused, the cost of repair or replacement will be included in the final invoice to the department or organization. All costs will be the responsibility of the department or organization unless a cancellation is submitted in writing at least four working days in advance of scheduled use.

• Personnel Costs

The District may assign personnel to an event, including security, custodial, technical, supervisory or other as needed. The department or organization will be billed, and agrees to pay, for personnel at current overtime rates and in an amount sufficient to cover all costs to the District. The department or organization agrees to abide by directives issued by District supervising staff in regard to health and safety compliance issues.

• Parking Fees

User understands that parking permits are required, Monday – Sunday, 24 hours a day. Daily permits at \$4.00 per car are available from the ticket dispensing machines in each lot. Overnight parking, including parking and use of recreational vehicles, is prohibited. User may not charge their patrons for parking.

I have read, understand, and agree to all rules and regulations.

Please complete information on back.

Authorized Signature _____ **Date** _____

Print Name _____

This is an application for use only. If approved, a permit will be mailed to the above address.



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USE OF FACILITY APPLICATION

CAMPUS: Santa Rosa Petaluma

- For athletic events, request an Athletic Facility Use Application.
- For events at Shone Farm, contact Chris Wills at 887-8220, cwills@santarosa.edu.

CLASSROOM: (See Rental Fee Schedule for rates.)

- Small (25-49) Large (50-90) Computer Lab Piano (Forsyth Hall)
- Tables/Chairs Tablet Armchairs Movable Desks Specify room and piano/s below
- Black Board White Board Require ground level rooms

SPECIAL NEEDS: (e.g.: Outdoor setup; additional tables and chairs placed outside classroom or in lobby). Be specific. Please indicate any special room setup needs below or attach additional sheet. Special setup needs are handled by SRJC's Facilities Department. SRJC departments complete a *Service Request* form and submit it to Facilities Operations. For outside organizations, an estimate of costs for this service will be included with your permit should your application be approved.

Tables/Chairs: \$8/Table; \$1/Chair, plus delivery charge. # _____ Tables # _____ Chairs

MEDIA REQUESTS:

Will audio/visual equipment be used? Yes No

- Computer with projection DVD with projection VHS with projection Screen only
- Other _____

Depending on the time/day of the event, personnel costs may be incurred. If so, an estimate of costs for this service will be included in your permit should your application be approved.

Will you require an equipment operator? Yes No

Do you want your event to be video recorded? Yes No
 (On-campus groups only)

VIDEO-CONFERENCING

Contact AngelicaTercero in Media Services at 521-6091, atercero@santarosa.edu.

BERTOLINI/DOYLE OUTSIDE AREA

- Emeritus Plaza Bertolini Quad
- Elliott/West Bertolini Hyde Park/Analy Lawn/Outdoor Stage
- Doyle Library Breezeway (covered)

SPECIAL FACILITIES: (See Rental Fee Schedule for fees/rates).

Doyle Library Media Teaching Classrooms:

3 screens, computer, data projection, DVD & VHS decks, video conferencing equipment—computer controlled (Santa Rosa)

- Rm 4245: Seating capacity: 46 Rm 4246: Seating capacity: 64

Newman Auditorium (Santa Rosa) Rm Emeritus 1564: Seating capacity: 198 Piano (Newman Auditorium)

SRJC media tech required for duration of event if using media. Piano tuned by SRJC Personnell only

Burbank Auditorium (Santa Rosa): Seating capacity: 600

SRJC theatre tech required.

Carole L. Ellis Auditorium (Petaluma): Seating capacity: 251, plus 3 ADA spaces

SRJC media tech required.

FOOD REQUESTS:

Will food /beverages be served? Yes No

Food is only allowed in designated areas in Bertolini Student Center and outside areas. Food service is provided through the District's catering company, *Fresh & Natural*. If your application is approved, you must contact Fresh & Natural at 527-4355 to arrange catering. Outside organizations may not have or serve alcoholic beverages on campus (Board policy 7.14,7.14P)

MUSIC:

Will music be used at your event? Yes No

- Live music Recorded music



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Required **ONLY** for groups wishing to use a facility in the Bertolini Student Center.

LAWRENCE A. BERTOLINI STUDENT CENTER ADDENDUM

1st FLOOR

Please check the room(s) you are requesting.

- Senate Chambers, Room 4638/4639**
 Regular setup is for 16 at a long conference table; additional theatre style seating for 15
 Media enhanced classroom
 Seating capacity with added chairs = 50
- Student Activities Center, Room 4608**
 Regular setup is for 40 with 10 small tables, 4 chairs at each table with sofa chairs
 Room has stage area
 Seating capacity = 134
- Dining Hall, Room 4612**
 Regular seating is for 192 at a variety of tables for 2, 4, 6, & 8
 Seating capacity = 277
- Staff Lounge, Room 4614**
 Regular seating is at tables for 43 - 48, depending on configuration (48 chairs)
 Seating capacity = 48
- Special Equipment**
 - 8-ft. Tables; How many _____
 - 1 stage – three 3-ft. x 6-ft. x 6-in. high platforms with back curtain and bunting (custodial fee required)
 - Folding chairs; How many _____
 - PA system in Student Activities Center (SRJC media tech fee required)
 - LCD projector with blu-ray DVD: \$100/day

SPECIAL NEEDS: See Page 3

FOOD REQUESTS: See Page 3

FOR CAMPUS USE ONLY

- Center for Student Leadership, Room 4643**
 Regular setup is for 31 at 13 tables (2 are ADA accessible), 4 computer stations, soft chair seating for 4
 Seating capacity = 70

**2nd Floor is only available to SRJC groups and departments
 Monday through Friday between 8:00am and 5:00pm.**

2nd FLOOR

- Room 4734
 Classroom with tables & chairs; seating capacity = 40 (2 are ADA accessible)
- Room 4731
 Classroom with tables & chairs; seating capacity = 32 (2 are ADA accessible)