

# Las Positas College

3000 Campus Hill Drive  
Livermore, CA 94551  
(925) 424-1631

Online: [LPC Facility Rentals](#)



## COLLEGE FACILITY USE AGREEMENT

Lecture Halls, Classrooms, Conference Room, and Cafeteria

### APPLICANT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DAY OF EVENT CONTACT: \_\_\_\_\_

NUMBER: \_\_\_\_\_

ADDRESS/BILLING: \_\_\_\_\_

NUMBER STREET

CITY

STATE

ZIP CODE

ORGANIZATION WEBSITE: \_\_\_\_\_

### FACILITIES

#### Lecture Halls

**L2400, 2420**

Max Capacity, 175

Format: Set, Lecture Hall

**L1000, 1011**

Max Capacity, 106

Format: Set, Lecture Hall

#### Classrooms

Facility Preference 1: \_\_\_\_\_

Facility Preference 2: \_\_\_\_\_

Facility Preference 3: \_\_\_\_\_

**Building Locations:** [LPC CAMPUS MAP](#)

#### Conference Room

**Conference Room, 1726**

Max Capacity, 75

Format: Open, can be reset

#### Cafeteria

**L1600 Cafeteria, 1620 A/B**

Max Capacity, 122

Format: Dining, can be reset

*\*No furniture removal*

#### Parking Lots

Lot A

Lot B

Lot C

Lot D

Lot E

Lot H

Lot P

EVENT TITLE: \_\_\_\_\_ RENTAL DATE: \_\_\_\_\_ RENTAL DAYS OF THE WEEK: \_\_\_\_\_

RENTAL ENTRY TIME: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ RENTAL EXIT TIME: \_\_\_\_\_

**RENTAL TIME MUST INCLUDE SET-UP, EVENT, AND BREAKDOWN TIME**

EVENT TYPE: \_\_\_\_\_ TOTAL NUMBER OF EXPECTED ATTENDEES: \_\_\_\_\_

EVENT FEE CHARGED TO ATTENDEE: \_\_\_\_\_

Comments: \_\_\_\_\_

Renter Initials \_\_\_\_\_

## RESOURCES

All spaces include an instructor computer, overhead projector, screen, and a set number of tables and chairs. If your event requires registration tables and chairs, please note the number below.

6 Foot Tables: \_\_\_\_\_

Folding Chairs: \_\_\_\_\_

### CAMPUS SAFETY and CUSTODIAL SUPPORT

In response to your application, our office will provide a quote of Custodial and Campus Safety hours. Please reference the [LPC Fee Schedule](#) for hourly rates.

#### **Facility Rentals are subject to the following conditions:**

1. Lessee will abide by Las Positas College rules, [regulations](#), and [policies](#) governing the use of facilities.
2. Agreements may be cancelled at any time prior to use should the facilities be needed for college purposes. Make-up of cancelled dates can be requested during operating hours, Monday – Friday.
3. The lessee is bound by the start and end times listed on the College Facility Use Agreement filed with the Las Positas Facility Rentals Office.
4. The Aquatic Center lessee understands current lifeguard certificates must be on file in the facility rentals office prior to the start of the lease agreement.
5. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property, failure to pay promptly for any damage to District property or failure to pay promptly for facilities use.
6. No structures, electrical modifications, facility modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Director of Maintenance and Operations.
7. No alcoholic beverages, intoxicants, controlled substances, or in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

Renter Initials \_\_\_\_\_

8. No food or drinks except water are allowed in any LPC facility unless medically necessary.
9. The lessee is aware that custodial overtime rates can apply during summer months when LPC has Friday closures or if excessive mess/waste is left behind.
10. All Alameda County Health Department guidelines must be followed along with any health and safety restrictions decided on by Las Positas College.

## LIABILITY

**Lifeguard Certificates:** Lifeguard Certificates for rental of the Aquatic Center must be on file in the Administrative Services Office.

**Damages and Indemnification:** Las Positas College is not responsible for lost or stolen personal property. Participation in the requester's event is at the sole discretion and judgment of the participants and at their own risk. The requester assumes full responsibility for any injuries or damage that may occur, including those occurring to the requester's employees, volunteers, participants, attendees or agents of the requester. The requester hereby releases and agrees to hold harmless the College, its employees, students, and agents from any and all claims, actions, damages, and liabilities for personal injury or damage relating to or arising out of any activity except where the injury or damage is caused by the negligence of Las Positas College.

**Certificate of Liability Insurance:** Certificates of Liability in a minimum amount of \$1,000,000 per occurrence/ \$2 million aggregate listing Las Positas College, its officers, and employees as additionally insured is required for every event.

**Release of Liability:** The undersigned agrees to defend, indemnify and hold harmless the Chabot-Las Positas Community College District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by Applicant's use or occupancy of College's facilities, furniture, equipment, or any other use allowed by this Application and Contract. The Applicant further agrees to provide a Certificate of Insurance for liability coverage and limits acceptable to the District.

**By signing this document, the individual is confirming that he/she has reviewed, acknowledges, and is in agreement with the rules and regulations presented in this document. Violations of any usage rules and regulations may result in, but not be limited to, event stoppage, event cancellation, denial or future requests, or legal action. Completion of this document does not imply that the facilities are available or that the event can be supported by LPC staff.**



**THE APPLICANT AGREES THAT THE USE OF COLLEGE FACILITIES SHALL BE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE DISTRICT AS STIPULATED IN GOVERNING BOARD POLICY NO 6700.**

Facility Fees and Staffing charges will apply according to the Fee Schedule on the LPC Facility Rental web site. Requester will observe and obey all Guidelines for Rental of Facilities on the LPC Facility Rental web site. This is an application for use only. You will receive confirmation of use and invoice under separate cover. Payment is due upon receipt of invoice.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Renter Initials\_\_\_\_\_