



ACC FACILITIES USE REQUEST

Campus _____

Route From To:	Initials/Date
___ Campus Manager	_____
___ EHS and Insurance	_____
___ Campus Police	_____
___ Maintenance Director	_____
___ Marketing	_____
___ Business Manager	_____
___ VP, CSS/ISDR	_____

**Type of Facility Area/Room Requested:
(Please place a check by area requested)**

	Gym		Laboratory - Sciences		Lounge		Computer Lab
	Board Room HBC		Specialized Room		Grounds /Patio/Porches		Free Speech Area
	Theatre (Rio Grande Only)		Multi-purpose Room (Eastview Only)		Library		
	General Classroom		Parking Lot		Lecture Halls		
	IVC Rooms(video conference)		Public Areas/Lobby/ Foyers/Halls		Dance Studio		

Note: Not all types of facilities listed above are available on all campuses
NO RESERVE PARKING IS AVAILABLE

Applicant Information

Applicant (organization) _____

Use Group _____

Date(s) of Event _____ Event Time: _____ AM/PM _____ AM/PM

Setup Time _____ Arrival Time _____

Name of Sponsor _____ Phone: _____

Address: _____

Name of Requestor: _____

Phone: _____ Cell Phone _____ Fax _____ E-mail _____

Address: _____

USE OF COLLEGE FACILITIES

Request should be submitted at least ten (10) working days in advance of the date(s) requested.

If approved, the requestor must contact the Campus Manager two (2) days before the scheduled event and make final arrangements concerning the use of facilities and equipment.

Written notice of cancellation is required at least 48 hours in advance of the scheduled activity or assigned costs will be assessed. Without regard to cancellation, applicants will be responsible for all actual costs incurred by the College in connection with the scheduled activity.

GENERAL PROVISIONS

College facilities shall be used only in accordance with all federal, state and local laws and College policies. Use of the facilities shall be denied if they are not in accordance with these laws and policies, or if circumstances are such that the proposed use would interfere with the orderly operation of the College's programs.

1. Responsibility for enforcement of all rules shall be with the organization using the facility. Approval may be canceled at any time there is evidence that college rules are being violated.
2. Payment of fees must be made five days in advance unless approval by the VP, CSS/ISDR is given.
3. Corridors, exits, and stairways must be free of obstructions at all times. Members of audiences or spectators must not stand or sit so that exits, aisles, or stairways are blocked.
4. Furniture or apparatus may not be removed or displaced except with the permission of the College.
5. Placement of signs or decorations or any materials brought in by the organization requires prior approval of the College, and must be removed immediately after the event.
6. No chemicals are to be brought in by the requestor without prior approval from the EHS and Insurance Office.
7. Seeing Eye and Hearing dogs are the only animals permitted in buildings, with the exception of animals that are used as part of an ACC educational program.
8. Children under the age of 12 must be accompanied by an adult who will assume responsibility for their welfare.
9. Drugs, firearms and gambling, in any form, are prohibited on campus. Persons found in violation are subject to arrest and event cancellation without possibility of a refund.
10. Alcoholic beverages, smoking, and flammable materials are prohibited and not permitted on College property. ***Pending EVC activities for Culinary***
11. Any damage to the facilities and equipment shall be paid in full by the requesting organization. If facilities are not left in the condition in which they were found and special clean up or repairs are required, the organization will be billed appropriate labor and material costs.
12. ACC is committed to providing barrier free facilities. Any other auxiliary aids or accommodations requested by a participant are the responsibility of the event sponsor.
13. The parties agree to comply with all applicable state and federal laws, rules regulations and executive orders as to equal employment opportunity, nondiscrimination and affirmative action, including the Americans with Disabilities Act of 1990.
14. Buildings will be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program unless other times are requested and approved in advance. Meetings shall not extend beyond ***midnight*** on any occasion.
15. Advertising or marketing in any format for all events not sponsored by Austin Community College must contain a disclaimer that the event is not sponsored by Austin Community College.
16. Austin Community College, and its agents, shall not be responsible for injury, damage, or loss of property upon College premises sustained by the applicant or attendees.

Description of Event

Full Description / Purpose of Event: Please describe the program or activities being planned (include names of speakers, topics, films and attach program if available):

Setup Required (be specific): _____

Audience Type: ___ Employee ___ Student ___ Faculty ___ All Campus

Community _____ Other (please specify) _____

Estimated number of attendees: _____

Will food be served? ___ Yes ___ No If yes, please provide name of catering / supplying organization _____

_____ Certificate of Insurance provided for provider

_____ Provide **Texas Department of Health Services** permit/license

Will alcohol be served? ___ Yes ___ No ***If yes, please fill out the alcohol use form.***

Will you make a profit from this activity? _____ Yes _____ No

Will you require set up services? _____ Yes _____ No If yes, please describe:

Will you require clean up services? _____ Yes _____ No If yes, please describe:

Will you be bringing any chemicals onto ACC property? _____ Yes _____ No

If yes, please list chemicals and provide Material Safety Data Sheets for each chemical. These will need to be approved through the Environmental Health Safety and Insurance Department prior to event. List chemicals _____

Will electrical service be required? _____ Yes _____ No If yes, list equipment and specific requirements (type, voltage and current) for each piece of equipment. All electrical equipment brought on site must be UL approved. _____

Will Campus Police / security services be required? ___ Yes ___ No

17. Charges made for the use of College facilities are based on operating expenses such as administrative and clerical services, custodial, maintenance, police services, and utilities.

Fee Schedule

ACC departments, groups directly affiliated with ACC, or groups certified by an ACC department director as meeting the College mission goals, are not charged for basic use of ACC facilities.

Insurance Requirements

This contract must be submitted with a copy of the Certificate of Insurance, and a deposit of at least 25% of the rental fee. The balance of rental fees and any additional fees must be paid at least Five days before the scheduled event unless special arrangements have been made.

ACC Standard Insurance Requirements

Insurance limits for contracts up to \$100,000 (or lower risk uses of ACC facilities*)

General Liability Insurance covering all duties, services or work to be performed (under the contract); insurance will provide limits of:

- Policy aggregate \$1,000,000
- Each occurrence \$500,000
- Products/completed operations aggregate \$500,000
- Personal injury liability \$500,000
- Fire damage liability \$50,000
- Medical payments \$5,000

Professional Liability Insurance limits \$500,000 occurrence/aggregate (for consultants/services).

Automobile Liability Insurance, Combined Single Limit \$500,000 or as required by law.

Worker's Compensation Insurance providing the statutory benefits for the State of Texas and Employer's **Liability Insurance for all contracts** in the amount of:

- Bodily Injury by accident: \$500,000
- Bodily Injury by Disease - each person: \$500,000
- Bodily Injury by Disease - policy limit: \$500,000

Insurance limits for contracts over \$100,000 (or higher risk uses of ACC facilities*)

General Liability Insurance covering all duties, services or work to be performed (under the contract); insurance will provide limits of:

- Policy aggregate \$2,000,000
- Each occurrence \$1,000,000
- Products/completed operations aggregate \$1,000,000
- Personal injury liability \$1,000,000
- Fire damage liability \$50,000
- Medical payments \$5,000

Professional Liability Insurance limits \$1,000,000 occurrence/aggregate (for consultants/services).

Automobile Liability Insurance, Combined Single Limit \$500,000 or as required by law.

Worker's Compensation Insurance providing the statutory benefits for the State of Texas and Employer's **Liability Insurance for all contracts** in the amount of:

- Bodily Injury by accident: \$500,000
- Bodily Injury by Disease - each person: \$500,000
- Bodily Injury by Disease - policy limit: \$500,000

All construction projects will require **Builders Risk Insurance** coverage for the total amount of the contract awarded. The policy shall include an endorsement deleting the following statement from the Property Not Covered exclusion, "Existing building(s) or structure(s) to which alterations, additions, renovation or repairs, are being made."

An Original Certificate of Insurance must be submitted from the insurer / agent prior to the issuance of the Notice to Proceed. The Certificate of Insurance **must** name Austin Community College as an additional

Use Groups

(In cases of uncertainty, the Campus Manager is authorized to determine the placement of a group)

- Group 1: Official College Activities / Official College Organizations
- Group 2: College Affiliated Groups
- Group 3: Community Non-Profit Organizations (ACC Service Area)
- Group 4: Community Individual Requests (ACC Service Area)
- Group 5: Community For Profit Groups (ACC Service Area)
- Group 6: Out Of Community Non-Profit Group.
- Group 7: Out-Of-District, For Profit Groups

Liability

Liability Proof Certificate:

All organizations not covered under the college insurance policy must provide their own liability insurance; a copy of the Certificate of Insurance must accompany this request. Certificate of Insurance must identify ACC as an additional insured

Responsibility

To support the request to rent/utilize property of Austin community College as set forth above, the requesting organization (and the undersigned officer, agent or representative thereof individually and jointly and severally with the organization) or individual, agrees as follows:

1. To abide by the rules and regulations of the college governing the use of the college facilities and to see that such rules are obeyed by all members of this event
2. to assume full responsibility for and make restitution for any damage to the building, property, grounds or equipment caused by any participants in this event (damage or destruction deemed by the College to be beyond normal wear and tear from the intended use)
3. to pay for any loss or damages to person or property or claims therefor resulting to or arising from the negligent acts or omissions of the requesting organization during the use of college property or facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise,
4. and to indemnify and forever hold harmless the College and its officers, agents, and employees from any claims of any kind, nature or description arising out of the use of any of the school facilities, property, grounds or equipment, pursuant to this application or any modification to this application thereof.
5. to pay any attorneys' fees and costs paid or incurred by Austin Community College to enforce any obligations imposed under this paragraph or otherwise in this application.

WE REPRESENT THE ORGANIZATION REQUESTING USE AND UNDERSTAND THAT THE ENTITY FOR WHICH WE ARE THE AUTHORIZED AGENTS IS FINANCIALLY RESPONSIBLE FOR ANY PROPERTY DAMAGE OR PERSONAL INJURY ARISING OUT OF THE RENTAL / USAGE AS REQUESTED ABOVE IN THIS AGREEMENT.

I understand and agree to guidelines on front and back of this form. I take full responsibility for any and all damages that may result from use of the facilities which shall include but is not limited to extra custodial charges and possible repair/replacement costs.

Signature of Authorized Agent(s): _____

named insured, shall include a Waiver of Subrogation for coverages, and shall include a ten-day notice of cancellation clause.

* Contact EHS and Insurance Department for determination

Special Insurance

Certain events may require Special Events Liability Insurance. This will be determined by the EHS and Insurance Office. A separate sheet attached to Facility Use Request form detailing activities is required.

- For an additional fee, Requestor may purchase insurance coverage through ACC's EHS and Insurance Office from our contracted liability insurance carrier. The Requestor may also purchase this coverage from a carrier of their selection and choice. Required coverage may be increased depending on proposed use. Consult with EHS and Insurance Office for guidance.

WE REPRESENT THE ORGANIZATION REQUESTING USE AND UNDERSTAND THAT THE ENTITY FOR WHICH WE ARE THE AUTHORIZED AGENTS IS FINANCIALLY RESPONSIBLE FOR ANY PROPERTY DAMAGE OR PERSONAL INJURY ARISING OUT OF THE RENTAL / USAGE AS REQUESTED ABOVE IN THIS AGREEMENT.

I understand and agree to guidelines on front and back of this form. I take full responsibility for any and all damages that may result from use of the facilities which shall include but is not limited to extra custodial charges and possible repair/replacement costs.

Signature of Authorized Agent(s): _____

Fees Involved with Facility Use

Source of funds (cashier's check, Purchase Order, cash) to cover all costs associated with use (cleaning deposit, audio-visual services, etc.)

(The VP, CSS/ISDR Will Have Final Say In Any Fees To Be Charged)

This does not relate in anyway to fees normally associated with Athletic Events, Musical Events, Etc. that are a part of the school program of events.

Space Being Used: _____

Application of Rates

1. Use Groups 3– 7 will be charged the One-Hour Minimum and Per Hour charge for each hour thereafter.
2. Official College organizations may be charged the Special Hourly Rate when use of the facility occurs outside the regular operating hours.
3. Exceptions to the rates may be approved by the appropriate Executive Vice President if the activity is deemed to be a value to College students, faculty and staff or if the college will share in revenue raised by an event.

Description of Space	Capacity	First Hour	Per Hour Thereafter
Meeting / General Class Rooms	Small(20)	\$50	\$25.00
	Medium (21-40)	\$75	\$37.50
	Large(40-60)	\$100	\$50.00
Performance Space / Main Theatre		\$300.00	\$150.00
Gallery Theatre		\$250.00	\$100.00
Computer Labs		\$350.00	\$100.00
Gym		\$300.00	\$100.00
IVC Rooms(video conference)		\$350.00	\$100.00
Laboratory (Sciences)		\$350.00	\$100.00
Specialized Room		\$350.00	\$100.00
Multi-purpose Room			
Eastview Only		\$500.00	\$100.00
Parking Lot	<100 spaces	\$150.00	\$100.00
	>100 spaces	\$250.00	\$100.00
Public Areas/Lobby/Foyers/Halls		\$100.00	\$50.00
Lounge		\$200.00	\$50.00
Grounds /Patio/Porches		\$100.00	\$50.00
Lecture Halls		\$150.00	\$50.00
Dance Studio		\$250.00	\$150.00
Library		\$200.00	\$100.00
Board Room		\$300.00	\$100.00

Additional Fees

Equipment	Cost
Camera and Tripod	80.00
Laser Pointer	20.00
Multimedia Cart	200.00
Standard Overhead Projector	20.00
TV/VCR	50.00
Podium	
Microphonew	
DVD / CD Player	
Personnel	Cost
Administrative/Clerical Assistance	Cost determined by current market rate and hours of service.
Custodial/Building Service	
Police / Security	
Technical Staff (Computer/LAN Techs/ media /lighting)	
Maintenance Staff	

For Office Use Only

FEE CALCULATION:

Date Application Received: _____

Space Hourly Rate	First Hour Charge	Additional Number of Hours Used	Total
Staff Hourly Rate	Number of Staff	Hours Used	
Equipment Requested	Daily Rental Rate	Number of Days	
Materials Used	Number Used	Cost of Each	
		Total FEE Charged	

Hours Staff	Staff Total	Fee Used	Hrs Rate	Charge	
Group 4	NA	X +	hrs X \$ = \$		_____
Group 5		X +	hrs X \$ = \$		_____
Group 6		X +	hrs X \$ = \$		
Group 7		X +	hrs X \$ = \$		
Group 8		X +	hrs X \$ = \$		

Please make checks payable to: Austin community College. Fees must be paid in full 48 hours prior to use of Facility.

Check # _____ Date Rec'd _____

Approval

Approval: _____

Campus Manager	Date
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Approval: _____

Vice President, College Support Systems & ISD Relations	Date
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Reason for denial: _____

Please indicate copies with stamp

