

Sandhills Community College Application for Facility Usage

The College reserves the right to override previously scheduled, approved events in order to continue the mission of the College and educational purposes. Publicity for special events must be approved by the marketing department of the College and include the College's official logo. Publicity should be limited and include a contingency plan in the event of a necessary change of venue or officials. Please make sure you have read and understand the College policy regarding facility usage.

REQUEST IS HEREBY MADE BY:

Name of Contact:		Date(s) of Event:	
Name of Organization (Lessee):		Time(s) of Event:	
Contact Email Address:		Contact Phone Number:	
Name of Event:			
Estimated Attendance:	Open to Public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you require Audio/Visual assistance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please let us know about your event and if you have any special needs:			

Classroom (\$50) _____
per

\$\$ r3.458s(11.6)

Certificate of Insurance Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Provided: _____
Fee Paid: \$ _____ Received: _____	

TERMS OF AGREEMENT FOR FACILITY USAGE:

1. All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damages to the

FACILITY USAGE POLICY

Permission may be granted for the use of college facilities and grounds by non-profit groups and organizations when the requested use is for **meetings and activities of an educational, cultural, or service nature** and when space is available. Organizations wishing to use college facilities and grounds must submit an Application for Facility Usage. Facility requests are not in force until signed by the Lessee, accepted and signed by the Executive Vice President and applicable rental fees are collected. The College will