



FLORIDA GATEWAY COLLEGE

ROUTING

Facilities
Security
Audio/Visual
Custodial

Rev. Apr2022

FACILITIES USE REQUEST

Instructions: Please review and complete pages 1-4 of this form and return to: Florida Gateway College, Procurement & Contracts, 149 SE College Place, Lake City, FL 32025-2007, or email to Scheduling@fgc.edu.

This request must be made in writing at least thirty (30) days prior to the date of the event. Upon approval, fees will be assessed on Attachment 'A' and the contract will be returned to the person filing the request for final signatures. Only upon receipt of the fully executed contract and payment of all fees, will the facility be reserved. The Procurement & Contracts Department can be reached at (386) 754-4226.

Facility Requested: _____

Selecting Multiple Rooms/Facilities requires a detailed description in the note section on page 2.

Organization or FGC Dept. Name: _____ **FGC Sponsored?** ☐

Type of Organization/Business: ☐ Profit ☐ Non-profit (Exemption Number: _____)

Mailing Address: _____ **Phone:** _____

Contact Person: _____ **Email:** _____

Name of Activity/Event: _____

Estimated Attendance: _____

Will food/drink be served at event? Yes ☐ No ☐

College approval required. Food must be prepared in a licensed food service establishment.

Date(s) and Time(s):

Enter the date at top of each column and times for that date underneath. All times should be start to end, per the example. Full times must be listed so service departments can schedule staff and so other events can be planned accordingly.

Set-up/Rehearsal: The time you plan to arrive to prepare. (All service departments will have their set-up done before this time.)

Event Time: This is the scheduled event time for when attendees are arriving to when they will be leaving.

Break-down: This shows the time you will need after the event to gather/clean things up. (Usually begins at event end-time.)

*If exact times are unknown, give best estimate.

Example:	6/30/2019
	8:00am–9:00am
	9:00am–3:30pm
	3:30pm–4:30pm

Date:		
Set-up/Rehearsal:		
Event Time:		
Break-down:		

Date:			
Set-up/Rehearsal:			
Event Time:			
Break-down:			

Date:			
Set-up/Rehearsal:			
Event Time:			
Break-down:			

Note: Facility will be opened for renter and closed based on dates and times listed above.

Set-up and Security Requirements

- Will the event require any of the following items?

Folding Chairs	No	Yes	How many? _____
Tables	No	Yes	How many? _____
Use of stage (HCC, PAC)	No	Yes	
Use of risers (HCC, PAC)	No	Yes	How many? _____
Bleachers pulled out (HCC)	No	Yes	
Additional trash receptacles	No	Yes	How many? _____

- Are you charging an admission fee? No Yes
- Will school buses be arriving the day of the event? No Yes
- PAC only: Use of Grand Piano? No Yes (User is responsible for piano tuning the day of the event.)
- The College's Security officers will unlock and relock facilities based on the times you provided.
Will you require additional Security for your event? No Yes If yes, describe below.

Other Maintenance and Security Requests? _____

***Use note section below to provide additional information.**

Audio/Visual Requirements

- Equipment currently available for use:

Check all that apply: Podium
Screen
Video Projector
DVD
Microphone(s) #

Date/time needed: _____

Will this activity/event require special audio/visual, lighting, or sound equipment? No Yes

If yes, please explain: _____

Most often, AV equipment will be set up before you arrive. If you require assistance during your set-up or for the operation of requested AV equipment during your event, check the appropriate box(es) below and then follow up with the AV department immediately after your contract is approved so they can make scheduling and monetary arrangements.

During Set-up

During the Event

Please state what hours AV assistance needed:

***Use note section below to provide additional information.**

Notes from Requester:

THE USER HAS FULL UNDERSTANDING OF AND AGREES TO THE FOLLOWING STIPULATIONS:

- A. This contract must be returned and all fees (if required) must be received no later than the date stated on Attachment 'A' or this Contract will be null and void.
- B. Failure by the user to make full payment of fees, as stipulated in Attachment 'A', Fees, will result in cancellation of the use of this facility. NOTE: Use of special lighting, special audio-visual/sound equipment or other support services or equipment not identified in this contract must be made with the facility coordinator and payment of additional fees arranged.
- C. Non-college groups utilizing the requested facility for the presentation of programs/productions that include musical pieces/selection must make the necessary arrangements for copyright permission.
- D. User, in exchange for use of the requested facility, agrees:
 - 1. to release, forever, Florida Gateway College, its agencies and its personnel from every liability arising out of the use of any college facility, supplies, equipment, or services by the User. The User will defend, pay, or settle every claim or suit against Florida Gateway College, its agencies, and personnel, by agents or employees of the User of persons claiming through them, or by third parties, and will hold Florida Gateway College, its agencies, and its college personnel harmless against every such claim or suit, including attorney fees, cost and expenses, arising out of the use of any Florida Gateway College facility, supplies, equipment or services by the User.
 - 2. to pay or settle every claim for death or injury to Florida Gateway College, or for loss or damage to property of or under the control of Florida Gateway College, arising from the use of any college facility, supplies, equipment or services by the User.

For the purposes of the Contract, the term 'Florida Gateway College' or 'College' shall include: (a) Any personnel of Florida Gateway College acting within the scope of their employment; (b) Heirs, successors, executors, administrators and assigns of such personnel.
- E. The User will not permit alcoholic beverages or drugs to be brought on or consumed on College property. Smoking is not permitted except in designated areas.
- F. The User will not permit unsupervised children to be brought on College property
- G. The User agrees that the College will be sole authority in the determination and assessment of damages.
- H. The User will be held responsible and liable for damages over and above the amount of the damage deposit and such damages must be paid within a period of thirty (30) days after notification by the College. The User must request the damage deposit refund by submitting the form known as Attachment 'A'.
- I. The User will not sell food or drink nor will the User consume same except in designated areas.
- J. The College reserves the right to recommend the removal or the arrest of anyone not exhibiting good conduct as determined by the College.
- K. Insurance.
 - 1. Governmental users must provide proof of general liability insurance in the amount \$200,000 per person and \$300,000 per occurrence.
 - 2. Non-governmental users will provide the Collegewith:
 - a. a Certificate of Insurance acceptable to the Collegeshowing:
 - (1) proof of insurance in the amount of \$1,000,000 single limits per occurrence, and
 - (2) Florida Gateway College listed as "Additional Insured".
 - b. a letter from the user's insurance carrier dated within one week before the scheduled use date stating that there are no claims pending against the insured's general liability policy for which the Certificate is issued.
 - 3. Failure to comply with Paragraphs K.1 and K.2 above will result in the immediate cancellation of the Contract and the College will be held blameless of damages.
 - 4. College reserves the right to accept or reject any Certificate of Insurance submitted by the User. Non- acceptance by College of a Certificate of Insurance will result in the immediate cancellation of this Contract unless User agrees for the College to purchase general liability insurance for any activity or event covered by this Contract. The cost of such insurance shall be charged to the User. Beneficiary of any proceeds resulting from litigation or claims against such policy shall be solely College's.
- L. The User shall not, without explicit written consent, use or mention its association with Florida Gateway College or use the College logo, website pictures, brand, or similar proprietary identification of the College in the User's advertisements, letterhead, business cards or similar materials. This shall not prohibit the User identifying Florida Gateway College and its address or location as a means of advising of the location of User's program or activity. User may not give the impression in any manner that the College recommends or endorses the User or its program or activities.

Safety and Fire Regulations

1. **NO EXIT** may be blocked or access to the facility impeded in any way.
2. All life safety and fire safety equipment must be clearly visible and with unimpeded access. This includes fire alarms, fire extinguishers, exit lights, etc. Use of fog machines is **NOT PERMITTED**. Adjusting fire panels is **NOT PERMITTED**. FGC may ban those who violate these terms.
3. The user shall NOT permit alcoholic beverages/drugs to be brought onto or consumed on college property.
4. **NO SMOKING IS PERMITTED** in the building at any time or within 20 feet of any building.
5. **NO PETS ALLOWED ON COLLEGE CAMPUS.**
6. Representatives who sign the facility request/contract are responsible for the conduct of participants, patrons and guests, and for enforcing all College regulations.
7. Any food products brought in from outside the campus must be from a health-licensed facility that can provide a health certificate and business license upon request. **ALL OUTSIDE FOOD MUST BE APPROVED THROUGH THE PROCUREMENT & CONTRACTS OFFICE.**
8. For security purposes, all rental activities are open to College officials at all times.

*For more detail on the FGC policy and procedure for *Use of College Facilities*, see www.fgc.edu/community/facilities-leasing/.

(Additional Regulations for Howard Conference Center use only)

1. Parking is available across the street and in front of the library.
2. Only shoes with rubber soles are allowed on floor if floor covering is NOT in place.
3. The user **MAY NOT** use the concession stand in front of the conference center without prior approval from facilities.
4. **ALL DECORATIONS** should be non-flammable. Prior approval from facilities is required for all decorations.
5. **ALL DECORATIONS** and **SETUPS SHOULD BE REMOVED within 24 hours** following the activity.
6. Maximum Occupancy:
 - a. with Bleachers extended: 1,076 (example, athletic event)
 - b. additional chairs on gym floor: 800 (example, graduation)
 - c. total occupancy with Bleachers extended and 800 chairs on gym floor: 1,876
 - d. 300 to 500 with tables in banquet set-up

**Please Note: Adding tables reduces occupancy by 6 per table.

(Additional Regulations for Levy Performing Arts Center use only)

1. Parking is available in the lot across from the PAC and on the south side of the building.
2. **NO FOOD OR DRINKS** will be allowed in the PAC unless permission is granted by the Director of Procurement & Contracts.
3. A 3:30 p.m. light and sound check is mandatory.
4. Theatre sets **must be pre-constructed**. No sawing or painting will be permitted on the premises (inside or outside the building). No drilling into the stage floor will be permitted at any time. Only non-flammable paint may be used in set construction.
5. **NO ADDITIONS** such as extension, ramps, platforms, or any other remodeling of the, will be permitted.
6. All props, signs, banners, decorations, etc., are to be free standing. No stapling, taping, or alterations to the curtains or the premises will be permitted.
7. For rehearsals, all theatre personnel, technicians, set designers, other production personnel, and performers are to use the rear entrances to the theatre. All front doors are to remain locked. Parking in the rear of the theatre is provided.
8. During rehearsals all personnel and performers are to use the washroom facilities in the dressing rooms only.
9. No rehearsals will be allowed in the lobby.
10. On stage right, a three-foot clearance must be kept in front of the chain link fence and a six-foot clearance in front of the loading dock and rear door exit.
11. There are a total of 523 seats, including handicap seating. Reserved tickets may be printed with row and seat numbers.
12. No folding chairs will be used for extra seating in the auditorium.
13. All stage materials **must be removed from the stage** and all costumes and props must be removed from the dressing rooms **within 24 hours** following the performance.

(Additional Regulations for Wilson S. Rivers Library and Media Center)

1. All set-ups should be removed following meeting.
2. Adequate parking is located in front of the building.
3. Maximum occupancy of the auditorium (Room 102) is 160 people. This includes presenters and attendees.
4. When the auditorium is used as a classroom with tables set in straight rows, maximum occupancy is 60 people.
5. When auditorium is used as a classroom with tables set in "U" shape, maximum occupancy is 40 people.
6. When tables are used either for serving or displays, you must reduce occupancy by six people per table. Example: 60 students with 3 display tables will reduce maximum student occupancy to 42 students.

****ANY VIOLATION OF THE ABOVE MAY RESULT IN FUTURE REQUESTS BEING DENIED. THE ORGANIZATION MUST THEN PETITION THE PRESIDENT FOR PERMISSION TO USE COLLEGE FACILITIES.**

I have read this contract in its entirety and have a full understanding of and agree to the stipulations therein.

Requester

Date Signed

2nd Requester (if applicable)

Date Signed

Facilities Scheduler

Date Signed

ATTACHMENT 'A'
EVENT FEES AND APPROVAL

SECTION 1

DO NOT WRITE IN THIS SECTION

Facilities Approved: Yes No Event Date(s): _____
Event Description: _____

ITEMIZED CHARGES:

Rental Charge: \$ _____
Weekend Surcharge: \$ _____
Piano Use Charge: \$ _____
Light Plot Use Charge: \$ _____

FGC Support Fees: \$ _____

State Sales Tax (6.5%): \$ _____

Damage Deposit: \$ _____

TOTAL DUE: \$ _____ **DUE BY:** _____

Certificate of Insurance AND Additional Insured Endorsement Required: Yes (due date _____); No

NOTE: Failure to provide an Additional Insured Endorsement will void Application for Use of Facilities

Upon approval by the College, Section 2 must be completed.

SECTION 2 (To be completed ONLY after completion of Section 1.)

The College hereby agrees to permit the User the rent/use of the requested facility located on the property of Florida Gateway College for the sum of \$ _____ (this includes refundable deposits of \$ _____) on the date(s) listed above.

Facilities Coordinator

FGC President or Designate

Date Signed

Date Signed

I have reviewed the terms above and agree to the stipulations therein.

Requester Name/Title

Secondary Requester Name/Title (if applicable)

Date Signed

Date Signed

ATTACHMENT 'B'
DAMAGE DEPOSIT
REFUND SUBMITTAL FORM

Facility Requested: _____

Organization/Business: _____

Dates of Use: _____

Amount of Deposit: \$_____

Address to Return Deposit: _____

Attn: _____

COLLEGE USE ONLY:

There was no damage to the facility used per visual inspection.

There was damage to the facility used as outlined below. Also provided is the amount of damage deposit to retain.

(Signature of person assessing damage)

DAMAGE LIABILITY STATEMENT

For temporary use of the _____ by _____
(Facility)
_____ on _____, 20_____.
(Name of Organization) (Date of Event)

AFFIDAVIT

This day, before me, the undersigned authority, personally appeared _____,
who being duly sworn did affirm and acknowledge as follows to wit: _____
(Applicant)

I am the _____ of _____ for the
(Title) (Department or Organization)
above stated organization, and as such, I am authorized to submit this application for use of the College facilities.

On behalf of the said organization, I do hereby swear and affirm that the said organization agrees to be responsible and to pay to the District Board of Trustees of Florida Gateway College for any damages sustained by the College to its premises, furniture, or equipment which may occur because of the occupancy and use of the said premises by the said organization. I further pledge on behalf of said organization that we will abide by and enforce all rules, regulations, and policies promulgated by the College or by the said Board of Trustees concerning the use of the College buildings or facilities.

I do further swear and affirm that the said organization agrees it shall be responsible for submitting any request for modifications to the aforementioned date, time, or location and that any request shall only be valid when it has been reduced to writing and approved by the College. The exercise of the option to approve is the sole discretion of the College and shall be subject to availability and other factors deemed relevant by College. If approved, a copy of the written request and approval shall be maintained in the official Agreement file.

I do further swear and affirm that I am duly authorized by the said organization to make this Affidavit and to bind said organization, which had previously considered this matter as a duly constituted meeting of the Board of Directors or other governing body for the organization.

(Printed Name) (Signature) (Date)

STATE OF FLORIDA
COUNTY OF _____

Sworn to or affirmed and signed before me on _____ day of _____, _____.

By _____

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary or clerk.]

____ Personally known

____ Produced identification – Type of identification produced _____