

St. Johns River State College
Facilities Application
5001 St. Johns Avenue, Palatka, Florida 32177
386-312-4180 (phone) 386-312-4167 (fax)

Application for Use of Facilities by Community Groups and Organizations

Please read carefully the Facility Use Policy for St. Johns River State College. Your signature on this form acknowledges that you have received and have read St. Johns River State College's Facility Use Policy (pages 1-4) and agree to abide by the policy and the fee structure as part of this application. Please fill out this form completely.

Name of Organization: _____

Organization's Representative and Contact Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Campus Site Requested: ☐ Palatka Campus ☐ Orange Park Campus ☐ St. Augustine Campus

Room Number: _____ Beginning/Ending Dates of Event: _____

Name of Event: _____

Description of Event: _____

Start Time for Event: _____ End Time for Event: _____

Number of Attendees: _____ Audio Visual Needs: _____

Will Food or Beverages be Served? ☐ No ☐ Yes If yes, please describe: _____

Additional Comments Regarding Event: _____

1. The undersigned hereby represents himself/herself as an authorized agent of the organization below, and as such, makes application to St. Johns River State College for the use of College facilities.
2. It is understood that a completed application must be submitted in order to make a facility reservation at the College. The College cannot reserve space without this form.
3. A College telephone may be used for emergencies during the event, and the Dept. of Campus Safety & Security must be notified in the event of any emergency or disturbance. They may be contacted by calling 386-937-2052 (Palatka), 904-626-5885 (Orange Park), and 904-626-5956 (St. Augustine).
4. It is understood that non-College groups are not authorized to release the College phone number to the public for the purpose of the College providing information on the scheduled event. Further, it is understood that non-College groups will not promote or advertise an event as being sponsored or co-sponsored by the College and should not list the College telephone number as a source of information for the event. If there is a question on what constitutes a "sponsored or co-sponsored by the College," the College's Property & Risk Manager should be consulted at 386-312-4180.
5. It is understood that the use of alcohol by outside, non-College groups is prohibited on campus, and the use of tobacco products is prohibited.
6. It is understood that the number of participants shall not exceed the authorized capacity of the facility reserved.

7. By executing this document, I represent that all requirements concerning background screening for employees or volunteers who will be working with minors has been performed in accordance with *Section 409.175 Florida Statutes*.
8. The fee structure can be obtained by contacting the Senior Vice President/General Counsel's Office at 386-312-4107. The College will invoice the organization for any fees due, and payment is due to the College within ten (10) days after the event. Failure to make payment in a timely manner will result in the organization not being allowed to reserve College facilities again.
9. Groups will remove all of the organization's property and equipment from the College facilities immediately following the event.
10. All contracts between the College and outside entities that go beyond this application must be approved in advance by the President/General Counsel's Office.
11. By signing this application, my organization agrees to indemnify and to hold the College harmless from any loss, damage, liability, expense, claim, or demand that may arise or be caused in any way by use of the College facilities.
12. Use of College facilities by outside users requires combined single limits of liability of at least \$1,000,000 and a certificate of insurance naming St. Johns River State College as additional insured. Only the President or his designee can reduce or waive this insurance requirement.

For Florida State Agencies: To the extent permitted by the laws of the State of Florida, the using agency shall be responsible for the acts or omissions of its agents and employees causing harm to persons not a party to this contract. Nothing herein shall be deemed as an express or implied waiver of the sovereign immunity of the State of Florida.

I understand that the College reserves the right to cancel a scheduled facility reservation should the activities of the College require use of the space. I understand that if my organization is seeking a guaranteed venue that cannot be cancelled, my organization should seek to reserve facilities elsewhere.

Name (printed) _____

Signature _____

Title (printed) _____

Date _____

Return completed application to Terry Thomas at terrythomas@sjrstate.edu, or by mail to: St. Johns River State College,
Attn: Business Office, 5001 St. Johns Avenue, Palatka, Florida 32177

For Campus Use Only:

President Approved: _____ Denied: _____ Designee Approved: _____ Denied: _____

President Signature: _____ Designee Signature: _____

Space/Location/Facility Charge: _____ Amount of Fees Waived: _____

Janitorial Charge: _____ Amount of Fees Waived: _____

Security/Building Charge: _____ Amount of Fees Waived: _____

Total Amount Charged: _____ Total Fees Waived: _____

Notes: _____