

Facilities Usage Application and Agreement

Section I: Applicant Information

Copies to: Carl Johnson, Physical Plant Director
Karen Manning, Director of Marketing and PR
Dave Reece, Security Director
Regina Ritter, Telecommunications Coordinator

Name of Applicant: _____

Phone: _____

Contact Person and Position: _____

Address: _____

City / State / Zip: _____

SCC Contact on-site: _____

Phone: _____

Section II: Event Information

Name of Event: _____	Type of Event: _____
Date(s) of Event: _____	
Name of Presenter / Artist: _____	Phone: _____
Facilities Requested: <input type="checkbox"/> Auditorium <input type="checkbox"/> Classroom _____ <input type="checkbox"/> Picnic Shelter	
<input type="checkbox"/> Lakes <input type="checkbox"/> Ball field <input type="checkbox"/> Other: _____	

_____ Estimated Attendance: _____ (participants / artists) _____ audience	Open to public: <input type="checkbox"/> Yes <input type="checkbox"/> No
Admission Charge: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount? _____

Section III: Other Services

Security Services (Description): _____

Custodial Services (Description): _____

Other Services (Description): _____

Section IV: Payment of fees

Check should be made payable to *Sandhills Community College*, and should be remitted to Mr. Richard Gough, 3395 Airport Rd., Pinehurst, NC 28374. Payment must be made in advance, and this agreement along with the payment must be received at least ten (10) days prior to intended use of facilities.

Section V: Applicable Fees (FOR INTERNAL USE ONLY)

Date	User Fees	No. of Days	Lease Amount	Other Services	Additional Fees	Total

Section VI: Signatures and Approval

On behalf of my organization, I certify that I have read the Sandhills Community College *“Facilities Usage Agreement”* and do hereby agree to abide by the terms of this agreement. Upon submission of this application, I will provide a “Certificate of Liability Coverage” naming Sandhills Community College as additional insured.

(Signature of SCC Authorized Representative)

(Date)

(Signature of Applicant or Authorized Representative)

(Date)

Certificate of Insurance Attached

Yes

No

Date Provided: _____

Facilities Usage Application and Agreement (Pg. 2)

Guidelines for Facilities Usage

1. The Lessee agrees and will be responsible for any damages to the building or property done by Lessee, his agents, assigns or participants in any activity sponsored, controlled, organized by the Lessee or for activities over which he has control and for which purpose the space was leased.
2. The Lessee will save and hold harmless Sandhills Community College from all claims, including defense and other costs, for any incident or occurrence which causes bodily injury or property damage including death arising out of the Lessee's use and or occupancy of the leased premises.
3. Lessee will carry at his own expense a policy of General Liability insurance in amounts no less than \$300,000 bodily injury and \$100,000 property damage. A certificate of insurance naming Sandhills Community College as additional insured verifying coverage is to be supplied and in the hands of Sandhills Community College at the time the application is submitted.
4. Removal of all Lessee's stage props, supplies and materials used in conjunction with event must be removed within 24 hours after event date. Those items not removed shall be disposed of by Sandhills Community College. Sandhills Community College will assume no responsibility for these items before, during, or after the event.
5. The use of pyrotechnics and open flames is **strictly prohibited**.
6. The use of fogging equipment of any kind is **strictly prohibited**.
7. A mutual waiver of subrogation agreement is made as part of this Agreement as follows: Both the Lessee and Sandhills Community College do hereby mutually agree that to the extent permitted by the insurance of each party, each waives rights of subrogation against each other for damage caused by fire or other casualty covered by insurance, to the extent that insurance pays the claims made.
8. The Lessee agrees that its use will be orderly, that no alcoholic beverages will be sold or consumed during use of Sandhills Community College's facilities, and that all laws of North Carolina and all policies of Sandhills Community College will be fully complied with.
9. The Lessee may not assign this Agreement or sublet any part of said premises without the written consent of Sandhills Community College.
10. If the Lessee violates any of the covenants of this Agreement, Sandhills Community College may, without notice to Lessee, terminate the Agreement and retake possession of the premises. In the event the Lessee violates conditions of this Agreement, Lessee fees will be forfeited.

11. No alternations are to be made to school property without written consent of the Vice President for Business and Administrative Services of Sandhills Community College. Rental of facilities does not include the use of College equipment.
12. FOOD and BEVERAGES are **NOT** permitted in any area of the Auditorium, including the Green Room, set room, and stage area.
13. When inclement weather forces the closing of the College, Owens Auditorium will also be closed. Because of safety issues, any event scheduled during closure of the College must be cancelled. We will gladly reschedule any event affected by this closure, or refund your user fees in full.