



Facilities Use Request Form

301 Largo Road, Largo, MD 20774

The Office of Auxiliary Services & Event Management

(301) 546- 0852 – office or scheduling@pgcc.edu

Procedures for Requesting Use of Facilities

1. Complete and submit this form to Event Management at Scheduling@pgcc.edu
2. Requests must be received no later than **fourteen (14) working days prior** to the scheduled event in order to be processed and considered for approval.
3. All Non-College affiliated users **must provide a Certificate of Insurance**. See next page "Insurance Requirements".
4. All user charges must be paid in full 7 days prior to the event. Reservations will not be confirmed until all fees are paid. The College reserves the right to assess fees to cover additional services requested but not outlined herein.
5. All food providers must have written permission from Auxiliary Services and Event Management to service an event.
6. Dignitaries and/or political figures attending your event must be communicated at the time of application

Applicant Information

Organization's Name: _____ Date of Application: _____

Contact Name: _____ Address: _____

Phone: _____ Email: _____

Please circle: **Government** **Student Group** **Non-Profit** **Other**

Name of Event: _____

Date(s) of event: _____ Number of Guests: _____

Event Start Time: _____ AM/PM Event End Time: _____ AM/PM

Load In: _____ AM/PM Load Out: _____ AM/PM

Description of the Event/Activities:

Space type requested: (Please circle)

Classroom/Lecture Hall Indoor Event Space Outdoor Event Space Hybrid (virtual and in person)

Is a Student club or College affiliated organization sponsoring this event? No Yes

If yes, please specify: _____ Contact Name: _____

Will any fees be charged to participants in this event? No Yes (Specify) _____

Will food or refreshments be served? No Yes (Specify) _____

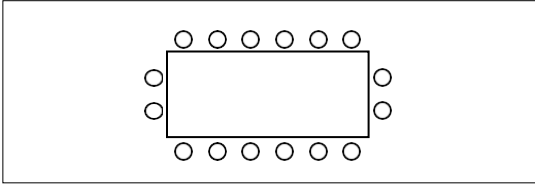
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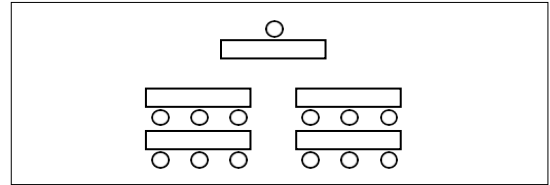
Set-Up Requirements

Preferred Layout (Please check)

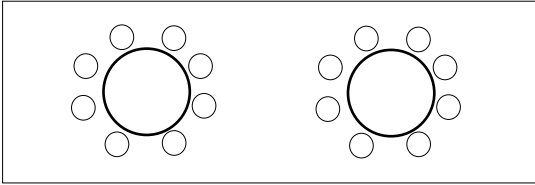
Conference



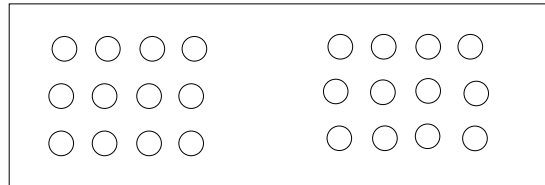
Classroom



Rounds



Theater



of Tables: _____ # of chairs: _____

Table Types: Rounds# _____ Classroom# _____ Serpentine# _____ High top# _____ Low top# _____ 6FT table# _____

Equipment Needs:

Easel(s)# _____ Podium Tent(s) _____ Stage Dance Floor Flags

Set Up Description:

Audio Visual Equipment:

Laptop Internet Connection DVD/VCR Projector/Screen Recorder

Conference Phone Microphone(s) #: _____

Other: _____



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Terms and Conditions

PROPER USE

Lessee agrees to exercise the utmost care in the use of the premises and property of Prince George's Community College. Lessee further agrees to reimburse the College for damage, loss and/or claims arising from the applicant's use and any hired vendors for the event. Users are required to supervise all activities and adhere to all federal, state, and municipal laws, in addition to the rules of the College District. Gambling, smoking, and consumption of alcoholic beverages is prohibited

CANCELLATION

Lessee may cancel their reservation, without penalty, at any time up to 5 business days prior to the event date by providing a written notice to their Event Coordinator. All booking fees, minus ten (10%) facilities fee, will be refunded if cancellation is made 5 or more business days prior to the event. If cancellation is made less than 5 business days of the event, all fees are non-refundable. Additionally, when the College is closed due to bad weather, or emergency the event must also be cancelled. Priority of use for all PGCC facilities is for College business. The College reserves the right to cancel any use by non-College affiliated users with 5 workdays notice or as otherwise provided by mutual agreement.

FORCE MAJEURE

Neither party is held liable for events not being held due to uncontrollable circumstances or acts of God, and the cancellation of such events is not deemed a cancellation by the College. Circumstances include but not limited to acts of God, acts for the State in its sovereign capacity, weather and natural disasters or emergencies, service interruptions or outages from an underlying carrier or service provider, civil unrest, government demands or requirements, fire, casualty, labor strike, power or equipment failures or similar events

INDEMNITY

I indemnify and hold the College harmless from any damage, harm or injury to the College's property in, on or about the Licensed Space caused by any act or omission of USER or his exhibitors, performers, employees, patrons, guest invitee, suppliers or contractors in connection with or arising from USER's use and occupancy Licenses Space, normal wear and tear accepted. To defend, indemnify and hold the College harmless from all claims, suits, actions, or liabilities growing out of injuries to persons, including death or damage to property in or about the Licensed Space during the period in which the privileges herein are granted, or occurring in the course of, or as a result of the exercise thereof.

INSURANCE

The College reserves the right to request a certificate of insurance of some groups based on expected attendance and the type of event planned. Groups must obtain at its own expense and keep in effect during the period in which the privileges herein are granted, including move in and move out time, a policy or policies of Commercial General Liability Insurance, in which both the College and USER are named as insured, with a minimum policy limit of \$1,000,000 combined single limits for bodily injury, including death and property damage, covering injuries to persons or damage to property in or about the College occurring in the course of or as a result of the exercise of the privileges granted herein. USERS shall furnish the College a certificate of insurance evidencing the coverage required hereby at least seven (7) days prior to use.

I have requested these services and facilities and agree to commit the organization represented for the charges shown as well as for assessments for any damages to the reserved facilities during occupancy. I agree to abide by the facility's use instructions and regulations and agree to comply with them as conditions of use. I understand that if I fail to adhere to all rules, policies and proper use, the College may, at its discretion terminate this agreement and require renting parties to vacate the premises (during the event if necessary), forfeiting any and all fees and monies.

Signature: _____

Date: _____

Print Name: _____

Title: _____

Authorized Approval Signature: _____

(For registered student organizations only)