



Internal Use Only:

Office of Special Events Application for Use of College Facilities

6201 Winnetka Avenue
Woodland Hills, CA 91371
Tel: 818-719-6446
Fax: 818-610-6508

Event Date:

Today's Date:	**NOTE: For multiple dates, please attach a separate list to this application.	Time of Event:
Name of Event:		Setup Time: _____ Takedown Time: _____
Organization:		Day of Week:
Requestor:		# of Participants: _____
Address:		Spectators: _____ Vehicles: _____
Sponsor's Name (ASO only)		Type of Organization:
Phone:	Fax:	Email:

Event Description:

****NOTE**** If setup or specific requirements are needed, please attach a sketch and/or details. For filming please attach summary.

Facility Requested:

Have you been here before? Yes No If no, complete attached vendor form (highlighted areas only)

Are you charging admission? Yes: No: If yes, how much:

Will you be serving food? Yes No

A Certificate of Insurance and an accompanying endorsement that includes the following is required: General Liability – Comprehensive or Commercial Form, minimum limits each occurrence \$1,000,000, General Aggregate \$2,000,000. Certificate must list Pierce College and Los Angeles Community College as additionally insured. A copy of insurance must be submitted with this application.

DISCLAIMER: In submitting this Application, User agrees to indemnify, defend, and save harmless the Los Angeles Community College District and Pierce College, its officers, employees and agents, from any and all loss, expense, fines, suits, proceedings, claims, damages, actions and judgments of any nature whatsoever arising out of our in any way connected with occupancy, use of control of said demised premises by User, its employees, members or participants. The college requires a minimum of three business days notice of cancellation for a full refund.

PAYMENT IN FULL IS REQUIRED AT TIME OF PERMIT ISSUANCE

E-mail to: SolarIm@piercecollege.edu