## Riverside Community College District

### Facilities Utilization Office

Riverside City College  
4800 Magnolia Ave.  
Riverside, CA 92506-1299  
(951)222-8498

Norco Campus  
2001 Third Street  
Norco, CA 92860-2600  
(951)372-7000

Moreno Valley Campus  
16130 Lasselle Street  
Moreno Valley, CA 92551-2045  
(951)571-6351

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### REQUEST FOR USE OF COLLEGE FACILITIES

Please fill out all fields before submitting. Incomplete requests will not be processed.

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<thead>
<tr>
<th>Facility Requested</th>
<th>Date(s) of Use</th>
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<tr>
<th>Time(s) Facility Must Be Opened</th>
<th>Actual Time of Event</th>
<th>Actual Time Event Ends</th>
<th>Time(s) Facility Must Be Closed</th>
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Description of Activity

Will admission fees, contributions or membership dues be collected?  
☐ Yes  ☐ No  
Anticipated Attendance

Name of Requestor

Representative Name and Title

Mailing Address

City, State & Zip

Phone Number

E-Mail Address

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### Equipment/Setup Requested (Include number of all pertinent items)

- # Of Chairs  
- # Of Tables  
- Lectern/Podium  
- Parking Spaces

Setup Description

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Signed By

The above signed is subject to all the conditions and fees set forth by Administrative Procedure (AP) 6700 governing the use of Riverside Community College District Facilities and to any special conditions stated below:

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INTERNAL USE ONLY (Signature does not indicate event approval)

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<tr>
<th>Department</th>
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2009-10-16
Riverside Community College District

Hold Harmless Agreement & Insurance Requirements

Addendum To

Request for use of College Facilities

1. The User hereby agrees to indemnify, defend, and hold harmless the District and its officers, employees, and agents from any and all losses, damages, claims, liability, expenses or cost arising from any accident or occurrence causing injury or damage to any person or property (including User's employees or property) relating or attributed to the District's authorization to use the District's facilities.

2. The User's obligation to indemnify, defend and hold harmless as hereinabove provided shall continue notwithstanding the expiration or revocation of the permission to use the District's facilities.

3. The User shall secure and maintain during the duration of this permission to use the District's facilities, public liability and property damage insurance to protect it from claims for damages for personal injury, including death, as well as from property damage which may arise from or which may be alleged to arise from the permission granted by the District. Such insurance shall included public liability insurance in an amount not less than $1,000,000 for injuries, including death, and property damage as the result of any one occurrence.

4. Policies or certificates evidencing such coverage shall be filed with the District. The policies shall not be cancelled without ten days prior notice to the District. The wording on the certificate is to read:

RIVERSIDE COMMUNITY COLLEGE DISTRICT IS ADDED AS ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF THE DISTRICT'S AUTHORIZATION___________ TO USE THE DISTRICT'S FACILITIES.

(User's Name)

5. The insurance required hereunder shall not be deemed a limitation on User's agreement to save and hold the District harmless and if the District becomes liable for an amount in excess of the insurance, the User will save and hold the District harmless for the whole amount thereof.

This Addendum is incorporated into the REQUEST FOR USE OF COLLEGE FACILITIES signed by the User.