



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:		Amount of Time To Setup: _____ hrs to Breakdown: _____ hrs	
Organization Name:		Day of Week:	
Address:		# of Participants: _____	
Requestor:		Spectators: _____	
		Vehicles: _____	
Phone:	Fax:	Email:	
Website where event is being advertised:			

Event Description:

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

Facility Requested:

Are you charging admission? Yes: No: If yes, how much:
 Will you be serving food? Yes No Is this a fundraiser? Yes No

If you have not been here before, please complete attached vendor form on reverse side.

The campus does not provide free parking. Parking is available for \$3.00 day per vehicle.
Please see NOTE on reverse side.

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 District as additionally insured. A copy of insurance must be submitted with this application.

PAYMENT IN FULL IS REQUIRED AT TIME OF PERMIT ISSUANCE.

e-mail to: Solarlm@piercecollege.edu

Print

In order for our system to accept your payment, please fill out this form



Create Vendor Form

NOTE: * = required information; must enter information

GENERAL INFORMATION

* Legal Name of Vendor: _____
* Taxpayer Identification Number _____
Social Security Number **OR** _____
Employer Identification Number: _____
* Telephone Number: _____
Contractor License Info: Class: _____ License No: _____

* ADDRESS INFORMATION

Main Address
Address: _____
City: _____
State: _____
Zip: _____

SALES CONTACT

A/P Contact

* Person/Name: _____	Person/Name: _____
* Telephone Number: _____	Telephone Number: _____
* FAX: _____	FAX: _____
Email: _____	Email: _____

“All multimedia used on the college campus by outside organizations must be accessible as mandated by Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2009. Multimedia must be captioned and includes all media broadcasted, webcast material, video broadcasts, video tapes, and DVDs.”

NOTE

Requestor is responsible for the arrangement, pick-up, return, and payment for any rental tables, chairs, audio/visual equipment, fences, etc. necessary to support their activity/event.

Due to the current financial crisis the college is unable to loan and/or rent college property to support outside events on the campus.

Given the *level* of construction and disruption, the classrooms are as is, and the college cannot guarantee that the equipment in the classroom will be in working order. There will be no staff on duty to repair non-working equipment should it occur. There will not be any refunds because of inoperative equipment.