San Jose/Evergreen Community College District  
Facility Rental Rules  
For  
City College  
San Jose  
San Jose City College  
2100 Moorpark Avenue  
San Jose, CA  95128  

1. **RENTAL LEAD TIME** - There is a $25.00 non-refundable application fee to request use of the facility. The application must be received at least 5 weeks prior to the desired date of use.

2. **INSURANCE** - The District requires a certificate of Insurance in the amount of $1,000,000 for one person, one accident and $100,000 property damage. An endorsement naming the San Jose/Evergreen Community College District as additional insured and granting the college or District 3 days notification in the event of cancellation of the policy. The insurance documentation is due no later than seven (7) days before the first date of use.

3. **AVAILABILITY** – Rental availability is dependent upon the colleges’ schedule requirements and priority of use.

4. **PAYMENT** – Rental fees and estimated personnel charges are to be prepaid, no later than seven days before the event. First time users must pay with a money order or cashier’s check made payable to SJECCD.

5. **Special rates are available for non-profit organizations. A copy of tax forms proving the status of 501 (C3) must accompany the Application.**

6. **RULES AND REGULATIONS**
   a. Any individual or organization using the District’s facilities must agree to follow all rules, regulations and policies of the San Jose/Evergreen Community College District.
   b. Alcohol beverages and/or drugs are not permitted in any District facility or on the grounds.
   c. Smoking is not permitted in District buildings, nor within 25 feet of all doors.
   d. Food and beverages are not allowed unless specifically mentioned in the contract.
   e. All juvenile organizations or groups seeking the use of District premises must have adult sponsorship and supervision. The District may additionally require personnel, such as police officers, when determined as necessary as a condition of approval of the contract.
   f. The District reserves the right to at any time reject an application or terminate a contract for use of the District facilities when the activity is not in the best interest of the District and/or the Community.
7. All Facilities had a 3-hour minimum rental requirement.
8. Facility users will be charged for all damages resulting from negligence, abuse and/or theft and may be denied subsequent use of facilities when such occurs.
9. A District employee must be on duty whenever a facility is being used, and will be fully in charge of any facility being used.
10. No group or program will be permitted in District facilities (or grounds) which discriminates on the basis of sex, race, religion, color, national origin, sexual preference or handicap.
11. Contracts will be issued for specific hours. Renting organizations may not arrive long in advance of the agreed upon time to begin, and must leave at the end of the authorized time.
12. Groups or organizations using District facilities will conform to all city and county ordinances and fire regulations.
13. No promotional and/or advertising materials will be distributed on campus without the prior approval of the District/College, and will be removed directly after the event by the renter.
14. District furniture or equipment will not be moved or changed without prior permission,
15. All traffic and parking regulations will be observed. If classes are in session, the parking fee that must be paid is $2.00 per vehicle.

I have read and will abide by the above conditions.

__________________________________________________
Signature of Authorized Representative

__________________________________________________
Print Name