

Application To Use Douglas College Facilities

Internal
 External
 Sponsored by DC
 Dean/Director's: _____
Per Policy A10.01.01
 Manager, Facilities Services: _____

Applicant's name: _____

Group/Organization: _____

Non-Profit License No: _____

Send Bill to: _____

Mailing Address: _____ Postal Code: _____

Work Phone No: _____ Cell No: _____ Fax No: _____

Email Address: _____

Nature of Event: (Conference, Lecture, Meeting, Fund Raiser, etc.) _____

Type of Space Required:

- A) Classroom _____
- B) Small Lecture Theatre (80 Seats) _____
- C) Large Lecture Theatre (130 Seats) _____
- D) Boardroom (40 seats) – College events only _____
- E) Dance Studio _____
- F) Music Room/Band Room (see regulation #14) _____
- G) Gym (Certificate of Insurance \$3M and \$300 damage deposit required) – College sponsored events only _____
- H) Other _____

Date(s) Required From: _____ To: _____

Time(s) Required From: _____ To: _____

Please note: All bookings, including clean-up time, must end by 10:00 p.m.

Number of people anticipated to attend including volunteers/organizers: _____

Have you used Douglas College Facilities before? _____ If so, when? _____

Food Catering Services required: Yes No

Note: No food or beverage of any kind will be permitted to be brought into the College or to leave the premises by the convenor or guests. <http://www.douglascollege.ca/services/facilities/catering.html>

Internet access required: Yes No

Please complete the form at: <http://www.douglascollege.ca/ceit/employee-services/project-event-support/event-support.html>.

AV Equipment Requirements: Yes No

Contact the AV Department in the library for equipment rental at:
 New Westminster Campus (604) 527-5187 or David Lam Campus (604) 777-6129.

The rules and regulations governing the usage of Douglas College Facilities are attached and available at <http://www.douglascollege.ca/services/facilities/roombookings.html>. Please read them and ensure all members of your group are aware of them. Failure to comply may result in booking cancellation or extra billing.

I have read the Facilities Use Regulations on the back of this form, and agree with the terms.

Signed: _____ Date: _____

Office use only:

Douglas College Facilities Use Regulations

1. All facilities are available on an AS IS basis.
2. The College will not accept responsibility for any equipment, furniture, supplies or private property of any description used or left in the building. Such materials are left at the owner's risk and may only be left with approval of the Manager, Facilities Services.
3. Property and accident insurance are the responsibility of each group/person using the College property or facilities.
4. Approval from the Manager, Facilities Services and the appropriate Liquor License are required for the consumption of alcoholic beverages.
5. The College reserves the right to cancel, interrupt or revise any bookings without notice, and without payment of compensation. Notice will be given by the College where possible.
6. Food & Beverage Exclusivity:
No food or beverage of any kind will be permitted to be brought into the College or to leave the premises by the convenor or guests.
7. The College reserves the right to request a damage deposit, the amount of which will be based on the space and equipment which will be used.

The user will bear the full cost of:

- I. Repairing any damage to College property.
 - II. Replacing lost or stolen College property.
8. The presence of a College employee(s) may be required as a condition of use. Persons involved must follow all reasonable requests and directions given them by the designated College employee(s).
 - I. User groups may be charged costs resulting from the required presence of College employee(s).
 - II. In the case of cancellation resulting in out-of-pocket costs to the College, these will be paid by the cancelling group/person.
 9. The use of Douglas College facilities does not imply endorsement of an activity by the college. Wrongfully implied endorsement may result in cancellation of present and future use of College facilities.
 10. All facility booking requests shall be in writing to the Manager, Facilities Services.
 11. Douglas College facilities shall not be used for purposes that directly or indirectly contravene provisions of any statute, regulation by-law, enactment or otherwise of Canada, of the Province of British Columbia, or of the City of New Westminster.
 12. Users are subject to all rules, regulations and procedures that apply to the College.
 13. Facilities and equipment will be used only for the activities for which they have been designated.
 14. The College shall not be liable for any loss, injury or damage to users of the facilities, nor shall the College be liable for any loss, injury or damage caused by acts or omissions of users of the facilities. The user shall at all times indemnify the College against all actions, claims, demands, liabilities and damages whatsoever which may in any manner be imposed on or incurred by the College as consequence of or arising out of the use of the facilities by the user, its officers, employees or agents.
 15. All Band Room 3285 users are required to familiarize themselves with the proper storage of all equipment before using the room, and to return all equipment to its proper place after their session. Photos and diagrams are clearly posted within the room. Users are also required to contact Security prior to leaving the College so that the room can be properly secured. Those who fail to do so will be charged a fee for restoring the room to its proper condition and may be denied booking privileges in the future.