



## FACILITY USE APPLICATION

This form must be submitted at least two weeks in advance of requested date. Please return original to:

Scheduling Coordinator  
St. Charles Community College  
ADM 3121  
4601 Mid Rivers Mall Drive  
St. Peters, MO 63376

Application Date	Name of Organization
Person Making Application	Title/Role in Organization
Street Address	City/State/Zip
Phone Number	E-Mail Address
Fax Number	Website
Date of Event	Event Time: From _____ to _____
Title and Brief Description of Event _____ _____	
What type of room are you interested in using? _____	
Will your group need access to room for setup or takedown? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, how much time will be needed for setup? _____ How much time will be needed for takedown/cleanup? _____ (Hourly rental fee is charged from beginning of setup to end of takedown time.)	
Will you be charging admission to your event? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, how much? _____ Estimated Attendance _____ Admissions standards for the event: <input type="checkbox"/> Ticket Required <input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public	
Do you anticipate guests with special needs or physical challenges? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Will food or beverages be served? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, please contact Lorie Skinner, Catering Manager, at 636-922-8391. All campus catering is provided by Mid Rivers Kitchens catering, unless other arrangements have been made through Catering Manager.	
Will you be advertising your event? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, please submit copies along with attached Advertising/Promotions Approval Form.	
Is special room setup required? (A separate charge may apply.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, please describe your needs. Attach a separate configuration drawing if necessary. _____ _____ _____	



**WAIVER, RELEASE, AND AGREEMENT TO  
INDEMNIFY AND HOLD HARMLESS**

The undersigned hereby acknowledges that St. Charles Community College does not carry medical pay coverage for its premises or vehicles. The undersigned further acknowledges that the activity listed herein may result in personal injury to the participants. The undersigned further acknowledges that the activity is outside the direct supervision of St. Charles Community College. Accordingly, the undersigned hereby assumes the risk of any injuries resulting from the activity listed herein.

In consideration of \_\_\_\_\_, sponsored by  
Name of Event/Activity  
\_\_\_\_\_, the undersigned hereby releases  
Name of Organization  
from any legal liability the Community College, its administrators, board members, teachers, employees, volunteers and agents from any and all liability for damage, injury or death, or any claim based upon negligence on the part of the Community College or any of its board members, administrators, teachers, employees, volunteers or agents arising out of or related to the participation mentioned above.

In the event that any person not a party to this agreement make claim or file any lawsuit against the Community College, board members, administrators, teachers, employees or agents relating to the participation mentioned above, the undersigned agrees to indemnify (that is, reimburse if necessary), defend and hold harmless the Community College, board members, administrators, teachers, employees and agents, from any and all such claims and lawsuits, including the payment of all damages, expenses, costs and attorney's fees.

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Date



**APPEAL FOR WAIVER OF RENTAL FEES**

Name of Organization

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Person Making Application

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Title/Role in Organization

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Brief Description of Event

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Justification for Waiver of Rental Fee

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Approved     Denied

Administrator

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ST. CHARLES COMMUNITY COLLEGE**  
**Advertising/Promotions Approval Form**  
**(For External Events on Campus)**

Advertising for events, displays, or activities on campus needs to be approved by the College's Marketing and Communications office in advance of posting or distribution. Please have any proposed fliers, banners, posters, brochures, displays, newspaper, radio, or TV ads approved by Marketing and Communications, Room 1121, Administration Building. Contact: Heather McDorman, 636-922-8277.

Present this form for approval at least two weeks before your event.

**YOUR ORGANIZATION'S INFORMATION:**

	Date(s) of Event
Organization	Contact Person
Day Telephone	Evening Telephone

Who is producing this event?  
 (If different from organization above.)

**TYPE OF ADVERTISING PROPOSED:**

TYPE	SIZE	APPROVAL BY MARKETING & COMMUNICATIONS OFFICE	DATE
<input type="checkbox"/> Flier	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Poster/Sign	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Banner	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Display	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Print Ad	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Radio/TV Ad	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> Brochure	_____	<input type="checkbox"/>	_____

Please attach advertising copy and graphics/pictures you wish to use in your advertising.

**RULES FOR BANNERS AT CAMPUS ENTRANCES:**

1. After approval by the Marketing and Communications office, the College will arrange to hang your banner(s). Only College staff may hang banners.
2. Typical banner size is 2-foot x 15-foot, but we may be able to accommodate other sizes upon request.
3. The Marketing and Communications office will schedule the time frame for hanging your banner so as not to conflict with other College events.
4. Approval of your event does not necessarily guarantee permission to display a banner on campus. Contact the Marketing and Communications office with your request.
5. Your banner must include name of the event, who is producing the event, dates, and a phone number to call for tickets or information.

**RULES FOR GENERAL ADVERTISING ON CAMPUS:**

For posters, fliers, brochures, ads, etc., be sure to use the full name of the College: St. Charles Community College. Also include time, dates, name of the SCC building and room number, and a name and/or phone number of someone in your organization who can answer questions about your event. When your flier has been approved and stamped, you may post it on campus.