

Facilities Use & Rentals Business & Auxiliary Services

Contact: Betty Germanero; Office Phone; (1-714) 484-7388 Office FAX; (1-714) 527-2303
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Please read all information provided below so that you are fully informed of the requirements for use of college facilities.

Enclosed is an **Application and Contract for Rental of Facilities**. We are unable to confirm availability of facilities over the phone without an application. The dates and times that you request including entrance times **MUST** be accurate. Please print clearly, fill out completely, and include all details. Special equipment requests, tables, chairs, etc., should be listed under **EQUIPMENT REQUESTED**. If you request additional equipment after use has been approved your request will be subject to availability and an additional charge will apply. The contract must be returned at least **six** weeks prior to the first date/s you are requesting. After processing of your request, you will be informed if your use has been approved or denied. It could take three or more weeks to verify availability and staffing. **(Approval is not final until all proper insurance, permits, and/or certificates and payment are in the Facilities Office and you receive Final Approval notification from the Facilities Office.)**

INSURANCE REQUIREMENTS: A Certificate of Insurance with North Orange County Community College District (NOCCCD) as the **Certificate Holder and a separate Additional Insured Endorsement** (additional page) naming NOCCCD, its officers, agents, employees, and volunteers as Additional Insured **must be included**. Please inform your insurance representative of the following information to be added to the endorsement. Additional Insured - North Orange County Community College District (NOCCCD), its' Officers, Agents, Employees, and Volunteers. 1830 West Romneya Drive Anaheim CA 92881-1819. Without this wording your insurance will be rejected. The minimum liability coverage **must be \$1,000,000 per incident/ \$3,000,000 aggregate**. The Certificate **must** state "should any described policies be cancelled before the expiration date thereof, the issuing company will mail the written notice within 30 days of cancellation or as soon as possible". You can also purchase this policy through the Tenant user Liability Insurance Program (TULIP) online at www.ebi-ins.com/tulip. The Facility/Venue/Entity ID for (TULIP) is **0360-071**. If you have questions, please contact OneBeacon Entertainment at **800-507-8414**. All insurance questions should be directed to your insurance company or agent. **Only purchase insurance after you have been approved for rental.**

CONCESSIONS/CATERING: When renting Cypress College facilities, our policy requires that all catering **MUST** be provided by the on campus caterer, unless approved for outside catering by the Facilities Office. If outside catering is approved, the caterer **MUST** provide all insurance requirements as listed above, along with a current Health Permit and Food Handlers Permit.

VENDORS: If you have any vendors, participating in your event you **MUST** include this information on the application form **at the time that it is sent in**. Failure to identify all parties involved could lead to the removal of the vendor during the event. See insurance requirements above. Each vendor must comply with these insurance requirements individually.

PARKING: Please observe all posted signs. **Your group/organization will be responsible for parking fees**. There are parking vending dispensers conveniently located throughout the campus and on College Circle Drive. Fees are currently \$2.00 per day but can change. One day Parking Permits' can be used in all parking lots except Lot 2, Lot 3. These Lots are for Staff only. Make sure you do not park in Staff Parking. Lot 1 is reserved for student parking only on Saturday's until 1:00pm if there are Saturday classes. Parking regulations are strictly enforced and citations are issued for illegal and/or unauthorized parking.

NONPROFIT ORGANIZATIONS: If your organization is nonprofit, you **MUST** include a **Letter of Determination of Tax Status** from the State showing your TAX I.D. NUMBER when the contract is returned. This is required for non-profit rates to apply.

PAYMENT DUE: The rental payment, certificate/s of insurance and separate endorsement naming NOCCC District as Additional Insured and all other certification or documentation will be required **30** days before your event. **No exceptions.**

Cypress College does not accept delivery of any paraphernalia nor can any mail or packages be held at the campus for your event. Cypress College is not responsible for lost or delivered items.

THERE IS A POSSIBILITY, ESPECIALLY DURING SUMMER MONTHS THAT SOUTHERN CALIFORNIA EDISON MAY SHUT DOWN POWER TO CYPRESS COLLEGE (ROLLING BLACKOUTS) WHICH IS BEYOND OUR CONTROL. AT THAT TIME, YOUR EVENT WILL BE IMMEDIATELY CANCELED.

We look forward to providing your organization with the kind of facility and service that will cause you to want to use Cypress College facilities regularly. Should you need further information, please do not hesitate to call.

Sincerely,

Facilities Office
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Cypress, California 90630-5897
Phone (1-714) 484-7388 ♦ FAX (1-714) 527-2303
[North Orange County Community College District](http://www.cypresscollege.edu)

Betty Germanero