

**Alvin Community College**  
**FACILITIES REQUEST**

**FACILITY**

Please be advised that any and all College requestors have **reservation priority** to campus facilities for rental over requestors not affiliated with the college. At any time prior to a scheduled event, if the College determines a previously reserved facility would be more suitable for a campus function then the non-college requestor will be asked to reserve an alternate facility of comparable capacity and/or suitability.

Facility Requested \_\_\_\_\_ (building & room)  
Date / Day of Function \_\_\_\_\_ (if recurring attach list)  
Time of Event \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm  
Total Time Reserved \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm (including set up time)  
Nature of Event \_\_\_\_\_  
Number Attending \_\_\_\_\_

**REQUESTOR**

Name \_\_\_\_\_ Cell # \_\_\_\_\_  
Company/Title \_\_\_\_\_ Home # \_\_\_\_\_  
Address \_\_\_\_\_ Office # \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Fax # \_\_\_\_\_  
Email Address \_\_\_\_\_

**ITEMS NEEDED**

<input type="checkbox"/> College Sponsored Function	<input type="checkbox"/> Screen	Detail any other needs below: _____ _____ _____ _____ _____ _____
<input type="checkbox"/> Open to Public	<input type="checkbox"/> Computer	
<input type="checkbox"/> Closed Event-Members Only	<input type="checkbox"/> PA System	
<input type="checkbox"/> Admission Fee Collected	<input type="checkbox"/> Microphone	
<input type="checkbox"/> Serving Alcohol	<input type="checkbox"/> Screens	
<input type="checkbox"/> Kitchen Facilities	<input type="checkbox"/> LCD Projector	
<input type="checkbox"/> General Clean Up	<input type="checkbox"/> <b>Special Needs (DIAGRAM attached)</b>	

**SIGNATURES of APPROVAL**

**Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Coordinated with and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Administrative Services: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

ENTERED: _____	Facility Fee	\$	_____
ROUTED: _____	Cleaning Fee	\$	_____
QUARTERLY SUMMARY: _____	Security Fee	\$	_____
SETUP TIME BY PHYSICAL PLANT STAFF:	Custodial Service Fee	\$	_____
Start Time _____ am/pm	Media Equipment Fees	\$	_____
End Time _____ am/pm	Media Operator Fee	\$	_____
	<b>Fee Subtotal</b>	\$	_____
	Tax	\$	_____
	Deposit (refundable)	\$	_____
<b>****Notice</b> <u>Certificate of Liability</u> Insurance must be provided.	<b>FEE TOTAL</b>	\$	_____

Alvin Community College  
**FACILITIES REQUEST  
WORK ORDER**

**FACILITY**

Requestor \_\_\_\_\_  
Facility Requested \_\_\_\_\_  
Date / Day of Function \_\_\_\_\_

**SEATING**

- \_\_\_ Banquet  
\_\_\_ Theatre Seating (Chairs only)  
\_\_\_ Classroom (Tables and chairs)  
\_\_\_ Horseshoe  
\_\_\_ Other (Describe)

\_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS**

List number of additional tables and chairs required (for food, registration, display, etc.):

\_\_\_\_\_

List any additional furniture/equipment needed that is not listed on Facilities Request:

\_\_\_\_\_

**DRAW SETUP DIAGRAM BELOW:**

**ALVIN COMMUNITY COLLEGE**

**INDEMNIFICATION AND WAIVER OF LIABILITY**

The undersigned hereby releases and agrees to defend fully, protect, indemnify, and hold harmless the Alvin Community College, its regents, administration, faculty, agents, and employees from and against each and every claim, demand or cause of action, and any liability, cost, expense (including, but not limited to, reasonable attorney's fees and expenses incurred in defense of the College), damage or loss in connection therewith, which may be made or asserted by any person/s on account of any injury or damage caused by, arising out of, or in any way incidental to the undersigned's use of College facilities for which application is herein made.

**Please fill out and return.**

Organization's Name: \_\_\_\_\_

Facility & Date Requested: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit payment to:**

**Alvin Community College**

**Business Office**

**3110 Mustang Road**

**Alvin, Texas 77511-4898**

***Make check payable to: Alvin Community College***

**(281) 756-3594 / FAX (281) 756-3858**

***Balance paid in full is due 2 weeks prior to event date.***

**ALVIN COMMUNITY COLLEGE**  
**RULES GOVERNING FACILITIES USE**  
**(Please retain for your records.)**

1. Please be advised that any and all College requestors have **reservation priority** to campus facilities for rental over requestors not affiliated with the college. At any time prior to a scheduled event, if the College determines a previously reserved facility would be more suitable for a campus function then the non-college requestor will be asked to reserve an alternate facility of comparable capacity and or suitability.
2. The use of any College facility shall require the specific written approval of the Vice President, Administrative Services or designee. Rental confirmation shall be issued after receipt of a written application signed by an officer of an organization.
3. The rental confirmation shall be issued for specified hours and dates and the using organization shall not arrive before the time authorized and shall leave the College premises at the rental confirmation expiration time. No confirmation will be issued for the use of facilities later than 10:00 p.m. This provision may be waived under unusual circumstances.
4. A comprehensive general liability insurance policy is required for organizations renting College facilities. For insurance requirements see the ACC website: "START HERE" tab to "COMMUNITY MEMBER" under "ROOM AND FACILITY RENTAL" → RENTAL INFORMATION AND GUIDELINES → ACC FACILITIES/EQUIPMENT CHARGES AND INSURANCE REQUIREMENTS.
5. Keys to College buildings shall be assigned only to employees of the College and buildings shall be opened only by such employees.
6. Tobacco use is prohibited in any building on campus or on any college property. If alcohol will be served during an event, an Alvin Community College police officer(s) must be present. The fees associated with this service will be disclosed on the rental agreement.
7. Youth or children's groups shall be supervised by responsible adults provided by the sponsoring organization.
8. College furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without written permission on the rental confirmation.
9. Materials used for decorations shall be flameproof. Decorations must be removed and the facility left in the same condition as before the event. The physical attachment of any material to the building, inside or out, is prohibited. Nails, staples, tacks, tape, etc., are not permitted.
10. An inspection of the facility will be conducted following the event. The user will be responsible for the total amount of any damage.
11. Authorization is given for entrance to specific areas only, and use of specific facilities only within a building.
12. Rental confirmation for use of any College facility may be revoked when the use interferes with regular College use, when facilities are misused, or when the foregoing rules are violated.
13. An officer of the organization using the College facilities must have the rental confirmation in his/her possession while using the facility.
14. Any pamphlets, flyers, brochures or advertisements prepared for distribution of said event will not include Alvin Community College or ACC printed on such as a college sponsored event. It may be used as a directional address or location reference only.
15. **Deposit amount for the use of facilities must be paid at the time the reservation to ensure reservation confirmation. The balance paid in full is due 2 weeks prior to the date of the event.**

Cancellation Policy  
Prior to 60 days: 100% return  
59 - 30 days: 75% return  
29 - 8 days: 50% return  
7 days or less: No return