



**STATE CENTER COMMUNITY COLLEGE DISTRICT**  
**EXTERNAL Application For Events, Facilities Use, Equipment Use**  
**MCC and MCC@Oakhurst**

Facilities Department must receive already approved completed request at least ten (10) working days in advance.  
All lines must be completed. Return to Facilities@maderacollege.edu.

Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Email Address \_\_\_\_\_

Date(s) of Need \_\_\_\_\_ Circle Day(s) of Use: M T W Th F Sa Su

Room(s) or Facility(ies) Desired \_\_\_\_\_

Use Time: From \_\_\_\_\_ To \_\_\_\_\_ Event Time: From \_\_\_\_\_ To \_\_\_\_\_

Type of Event: ☐ Instruction ☐ College Activity ☐ Civic Use ☐ Non Profit ☐ Commercial ☐ Fundraiser\*

Budget Number for Services (if appropriate) \_\_\_\_\_

\*If fundraising, Fundraising Event  
Request must also be completed.

Event Description \_\_\_\_\_

**ESTIMATED ATTENDANCE** \_\_\_\_\_ Will food or goods be sold/served? ☐ Yes ☐ No

**Check and circle services necessary to accommodate the event.**

Yes No

- ☐ ☐ **Athletic Equipment Manager:** Gym setup, score boards
- ☐ ☐ **Building Services:** Special setups, tables, chairs, podium, room divider, tents, stage, water hookup, garbage cans, extension cord, cones
- ☐ ☐ **Access, Lockup & Alarm Disarming/Arming (where necessary)**
- ☐ ☐ **Maintenance Dept.:** Heat or AC
- ☐ ☐ **Police Services:** Relax parking, keys, officer, field lights
- ☐ ☐ **Food Services:** Room use, food, banquet, catering, food sales, potluck, concessions
- ☐ ☐ **Grounds Dept.:** Event support staff, outdoor event, sprinklers off
- ☐ ☐ **Computer/Audio Visual Services:** Computer Lab, computer equipment, sound system, overhead/video projector, laptop, screen, microphone, TV/VCR, POLYCOM

Arrangements/Setup Required if not circled above (**Be Specific**) (Additional fees may apply for equipment or services):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide a Certificate of Insurance in the amount of \$1,000,000 in liability and \$2,000,000 in general aggregate under commercial general liability. A separate additional insured endorsement stating, "State Center Community College District and its Board, Officers, employees, agents and volunteers are additional insured as respects to general liability insurance" must also be provided.

☐ Certificate of Insurance on file with MCC Facilities Department.

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Person in charge of event and contact or information number. This box must be complete and named person must be present at event.

I acknowledge that this Request, if granted by the College, constitutes a binding agreement to pay any required fees and abide by all applicable laws, policies, procedures, and other requirements for the use of College property (*first page*).

\_\_\_\_\_  
Person Responsible for Activity

\_\_\_\_\_  
Vice President Administrative Services

\_\_\_\_\_  
Vice President and/or Dean (if applicable)

\_\_\_\_\_  
Student Activities Coordinator

Master

\_\_\_\_\_  
Applicant Confirmation

\_\_\_\_\_  
Ent'd Master Calendar

Revised: 4/8/2025

## **RULES AND REGULATIONS GOVERNING THE USE OF COLLEGE FACILITIES**

1. Application for the use of college facilities shall be made to the Vice President, Administrative Services, Madera College, at least two weeks in advance of the time the use of the premise is desired. Dates will be held for a period of 14 days with no deposit required. During the 14-day period, lessee must confirm this reservation in writing to the VP, Administrative Services. The application must be signed by persons authorized to represent the group or organization concerned, and must state exact requirements, viz: hour, date of commencement, and if the permit is to cover one meeting or several meetings over a period of time. The application will be kept on file with the VP, Administrative Services and a copy will be directed to the organization making the request.
2. All permits will be issued for specific rooms in college buildings and it shall be the responsibility of each organization to see that the remainder of the building is not entered or molested. (Such items as microphones, projectors, blackboards, etc., are not furnished unless special written permission is obtained. All kitchen equipment is the property of the Cafeteria and items such as glassware, towels, napkins, silverware, serving equipment, kitchen utensils, etc., cannot be used for any other purpose. Cooking or the preparation of food by outside groups is prohibited.
3. All permits will be issued for specific hours at the conclusion of which time the organization must leave the college premises.
4. No college furniture or apparatus may be removed or displaced by any person, persons, or organization, without permission from, and under the supervision of the Custodian Lead; and any furniture or apparatus so displaced must be replaced to the satisfaction of the College Representative by the person, parties, or organization responsible for the removal thereof before their departure from the college facility.
5. College property must be protected from damage or mistreatment and each group must be responsible for the condition in which they leave the college building. In case college property is damaged, the same shall be paid for by the organization which has use of the building.
6. There shall not be permitted within the precincts of college property, the use of drugs of any kind, profane language, fighting or gambling. Use of tobacco, smoking and/or e-cigarettes will not be permitted on any property of the College. It shall be the responsibility of organizations to whom permits are granted to see that there are no violations of any regulations.
7. Alcohol consumption is allowed only by prior authorization. A permit issued by the California Department of Alcoholic Beverage Control is required. All events serving alcohol beverages will be required to have at least one person certified as Responsible Beverage Service. In addition, District Police presence and/or third-party security is mandatory.
8. No permit will be granted for evening use of college facilities for which there will be less than fifteen in attendance. Whenever an average attendance of at least fifteen is not maintained, a permit will be canceled.
9. Permits will be granted for the use of college facilities on Saturdays, Sundays, and holidays, although use of college property on holidays is discouraged and subject to the ability of the District to schedule required personnel.
10. No permits will be issued for a longer period than one college semester. At the expiration of all permits, written application must be made for any renewal.
11. Permits for the use of college facilities at which there will be a discussion of civic and political problems shall be open to all who desire to attend.
12. Should an organization desire to cancel a permit, the VP, Facilities must be notified at least 5 working days prior to the time for which the permit has been granted. Failure to give this notice will result in the refusal or revocation of permits for future use as well as deposit or payment being non-refundable.
13. The regular college organization, whether day or evening in any college facility, has the right-of-way to the use of the rooms in such building. No permit will be granted which in any way interferes with the program of regular college work. Any meeting for which a permit has been granted must give way to the regular college activities.
14. It shall be the duty of the College Representative in charge to see that there are no violations on the part of any individual or group of these regulations. The College Representative shall report to the VP, Facilities all such violations.
15. "The lessee agrees to indemnify and hold the State Center Community College District harmless against all liability, responsibility, damages, loss, cost and expense of any nature whatsoever, arising out of injury to or the death of any person, or damage to the property of the State Center Community College District or any other person resulting in whole or in part from the acts of the lessee, his agents or employees or arising out of the lessee's operations."



## STATE CENTER COMMUNITY COLLEGE DISTRICT

### USE OF FACILITIES GENERAL LIABILITY INSURANCE REQUIREMENTS

Groups and individuals interested in applying for facilities rental/use at Madera Community College (MCC) are required to provide the State Center Community College District (SCCCD) with a General Liability Certificate of Insurance, **with a separate Additional Insured Endorsement**. This is required for each and every non-district event/activity held at MCC. If you use MCC facilities on a frequent or continuing basis, you may wish to ask your insurance agent to provide a certificate covering a longer period of time. When the time period on the certificate of insurance has expired, you must provide a new certificate and additional insured endorsement page to us **before** you will be readmitted to the facility.

Please use the following procedures to complete insurance requirements. If this is not completed PRIOR TO your event, **YOU WILL NOT BE ADMITTED TO THE FACILITY.**

1. Contact your insurance agent and request your Certificate of Insurance with the attached additional insured endorsement and the Additional Insured on the policy as: STATE CENTER COMMUNITY COLLEGE DISTRICT (SCCCD), 1171 Fulton St., Fresno, CA 93721.
2. The policy General Aggregate coverage must be for no less than \$2,000,000. HIGHER LIMITS OF PROPERTY DAMAGE OR LIABILITY MAY BE REQUIRED BY SCCC, DEPENDING UPON THE NATURE OF THE ACTIVITIES INVOLVED WITH THE FACILITY OR PROPERTY USAGE.
3. You or your insurance company needs to email us a copy of the Certificate and Additional Insured Endorsement, to assure that we have it before the date of requested use. This may be emailed to [facilities@maderacollege.edu](mailto:facilities@maderacollege.edu).
4. If you have any questions or need further help, you may call the MCC Facilities Department at (559) 675-4195.

Madera Community College reserves the right to deny any and all requested facility usage requests that may not be in the best overall interests of the SCCC, the College, and the Community.

Office Of Vice President  
Administrative Services



## Facility, Equipment, and Service Fee Schedule

The college reserves the right to amend at any time any of the rates listed below. Column A rates apply only to nonprofit organizations identified as 501 (c) (3) by federal tax-exempt certification. Column B rates apply to all other individuals and organizations. All facility/space use rates are per hour. The college reserves the right to assign event support personnel at additional cost to the facility user. All facility users are required to provide an insurance certificate and separate endorsement naming State Center Community College District as an additional insured. Students and employees enable use and maintenance of college lots through payment of permit fees; therefore, they have priority in parking access. All others must purchase a \$1 daily permit, use metered parking or park on the street. For further information contact the Facilities Department at 559-675-4195 or [Facilities@maderacollege.edu](mailto:Facilities@maderacollege.edu).

Madera Community College Facility Use Rate Schedule July 1, 2024 - June 30, 2025			
FACILITIES			
Description	Capacity	Group A	Group B
Standard Classroom	1 to 50	\$35.00	\$75.00
Large Classroom	50 to 100	\$50.00	\$100.00
Conference Room	15	\$44.00	\$60.00
Computer Laboratory	30	\$55.00	\$90.00
Auditorium/Forum Hall	250	\$150.00	\$200.00
Lecture Hall	150	\$100.00	\$125.00
Cafeteria	50	\$75.00	\$100.00
EVENT SUPPORT UNITS			
Supervision		\$50.00/hr.	\$50.00/hr.
Custodial		\$42.00/hr.	\$42.00/hr.
District Police Department		\$55.00/hr.	\$55.00/hr.
Computer Technician		\$56.00/hr.	\$56.00/hr.
District Groundskeeping		Actual Cost	Actual Cost
AVAILABLE EQUIPMENT			
Fee(s) Per Hour			
Heat/Air Conditioning		\$30.00	\$30.00
Lights/Supplies		\$5.00	\$5.00
Site Lights (Walkways & Parking Lots)		\$6.00	\$6.00
Fee(s) Per Day			
Canopy		\$20.00	\$20.00
Chair		\$1.00	\$1.00
Projection Screen		\$8.00	\$8.00
Projector		\$25.00	\$25.00
Table - Rectangular		\$10.00	\$10.00
Table - Circle		\$10.00	\$10.00
VENDORS / BUSINESS REPRESENTATIVES		N/A	\$35.00/day
Up to three (3) tables, five (5) chairs in approved locations			
<i>*All events that expect more than fifty (50) in attendance or plan to serve/sell alcohol must be reviewed by the security office for security arrangement recommendations.</i>			