



# FACILITY USE FORM rev 10/08

Please refer to information sheet on back for complete instructions.

Columbia Basin College, 2600 North 20th Avenue, Pasco, WA 99301-3379  
(509) 542-5533, FAX (509) 546-0401

**During CBC sponsored activity, the person responsible must be a CBC full-time employee approved by director and/or dean. The person responsible must be present for duration of facility use.**

1. Name of organization \_\_\_\_\_ Today's date \_\_\_\_\_  
 Activity name \_\_\_\_\_ Representative \_\_\_\_\_ Phone \_\_\_\_\_  
 Billing address \_\_\_\_\_  
 CBC responsible party \_\_\_\_\_ Phone \_\_\_\_\_  
 Budget code \_\_\_\_\_ Funding source \_\_\_\_\_

2. Requested facility:  
 HUB       Gjerde multipurpose facility (capacity 650)       Gym (capacity 800)       Other \_\_\_\_\_  
 Theatre (capacity 285) (Theatre facility information: columbiabasin.edu/artscenter)       Lecture room       Classroom \_\_\_\_\_

3. Number of people expected \_\_\_\_\_

4. Date and time of use:	Month/Day/Year	Time in	Time out	Time of event
Monday	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____
Thursday	_____	_____	_____	_____
Friday	_____	_____	_____	_____
Saturday	_____	_____	_____	_____
Sunday	_____	_____	_____	_____

5. Purpose of use (a brief description must be attached) \_\_\_\_\_  
 \_\_\_\_\_

6. Special services required (please attach a layout of setup for any furniture and/or equipment set up).  
 Equipment needs (additional charge may apply). **A minimum of two weeks notice is required.** Call Media Services at (509) 542-4889.  
 Microphone (#\_\_\_\_\_)       Tape/CD player       Tables: Chose round or rectangle (#\_\_\_\_\_)  
 PA system with mic       TV/VCR or DVD       Chairs: (#\_\_\_\_\_)  
 Screen       Projector (transparencies)       Podium  
 Computer/internet       Projector (LED)       Piano       Other \_\_\_\_\_

7. Will this event include activities that may require additional liability insurance?  yes  no

8. Will food be served at this event?  yes  no       light refreshments       meal w/ meeting      Using CBC food service?  yes  no

**Please see #6 on back of this form.**

**I understand and agree to guidelines on front and back of this form. I take full responsibility for any and all damages that may result from use of the facilities which shall include but is not limited to extra custodial charges and possible repair/replacement costs.**

Signature of responsible party \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY	
Signature of Facilities Coordinator _____	Date _____
Signature of Dean / V.P. _____	Date _____
Vice President for Administration _____	Date _____
<b>FEES</b> <input type="checkbox"/> Theatre: \$125/day <input type="checkbox"/> HUB: \$75/day <input type="checkbox"/> Classroom: \$15/day <small>(WAC 1325-50-020)</small> <input type="checkbox"/> Gym: \$100-500/day <input type="checkbox"/> Lecture room: \$30/day <input type="checkbox"/> Conference room: Ranges from \$30 to \$300/day	
<b>Required CBC staff:</b>	
Coordinators/Theatre tech @ current hourly rate \$ _____	<b>Total charges \$ _____</b>
Extra security or custodial @ current hourly rate \$ _____	
Budget Code _____	

**NOTE: The use of the COLUMBIA BASIN COLLEGE name in your publicity is prohibited other than to describe location of the meeting or event. Use of the COLUMBIA BASIN COLLEGE name for political activities is strictly prohibited by Washington state law.**

## FACILITY USE INFORMATION SHEET (Revised May, 2008)

1. **Any event to be held on campus requires a Facility Use Form**, completed in full, **WITH** attached event description and circulated for the appropriate approval and signatures. Forms need to be submitted at least two weeks prior to the event and more lead-time is required for events needing special services. **Forms not completed in full will be returned to originator.** Any changes made to your event require a REVISED notation made on the original Facility Use Form and must be re-routed for signatures.

Contact Deborah Madere, 542-5533, E-mail: [dmadere@columbiabasin.edu](mailto:dmadere@columbiabasin.edu)  
or Nancy Roe, 542-4400, for questions regarding facilities.

Contact Brady Brookes, 542-5546 or Ext. 2346, for facility use policy and procedure questions.

2. Campus staff who are listed on the Facility Use Form as the representative or person responsible, **are required** to be in attendance at the event.
3. **When the campus is closed for holidays**, facilities are NOT open for special events. *(Some exceptions may apply, but require approval by the Vice President for Administration.)*
4. **Special Insurance** - Certain events may require Special Events Liability Insurance. This will be determined by the Vice President for Administration. A separate sheet attached to Facility Use Form detailing activities is required.

### 5. Facility Use Expectations:

- a. All furniture moved will be returned to original setting at the end of use.
- b. In the case of weekend meetings, all trash accumulated will be bagged prior to leaving the facility. (Please plan to have your own garbage sacks available to facilitate this).
- c. Absolutely NO staples of any kind in walls.
- d. Absolutely NO glitter, confetti or industrial strength tape.
- e. Special decorations (such as balloons, etc.) or special equipment **MUST BE PRIOR APPROVED.**
- f. Observe all parking rules. Weekdays (7:30 a.m. - 4:30 p.m.) visitors must use student parking lots or visitor lot (located south of Administration building), with proper visitor permit posted. Permits may be requested in advance if you have a large group coming on campus for a meeting. Contact Deborah Madere at 542-5533. Weekday evenings beginning at 4:30 p.m. and weekends, everyone may park in all parking lots with exception of handicapped spaces and numbers 1-6 in reserved west lot of Administration building.
- g. Fees for custodial services, audio visual equipment and technical support will be assessed with the booking of the facility. A technical support fee will be charged to all users who request such support on evenings and weekends, even CBC staff users. Contact Deborah Madere at 542-5533 for additional fees.

### 6. Events including FOOD require the following:

- a. CBC's contracted food services must be given first option to be the food provider (Country Gentleman) for any event held on campus. If they decline to provide the services, only then can an off-campus licensed caterer be contacted to provide the food services for the particular event and this requires approval by the Vice President of Administration. The licensed caterer must provide proof of \$2 million liability insurance policy and hold harmless agreement. This is to protect the college and event sponsor from possible lawsuits in case of food poisoning. **Event representatives are not allowed to use the kitchen at CBC.** Food events are subject to Health Department safety guidelines.
- b. Per the following SAAM regulations, meeting agendas should be attached to requisitions for catering.
  - 1) 70.10.40 "Agencies must document the request and approval for expenditures for coffee and/or light refreshments." (*Notations on CBC Facility Use Form and requisition for catering process accomplishes this*).
  - 2) 70.15.30 "Agencies must document the request and approval in advance for expenditures for meals with meetings. The documentation should provide support for the authorization, including: the names of the organizations or persons attending, and the purpose or accomplishments of the meeting." (*Notations on CBC Facility Use Form and requisition for catering process accomplishes this*).
- c. **The Health Department does not allow any off-site food preparation** to be provided by anyone but a licensed catering service. This means event representatives are not allowed to cook food off campus and then bring it to the campus. **Bake sales are an exception.** (*ASB clubs may bring bake sale items for fundraisers, however, the Health Department does not allow dairy product pies or desserts requiring refrigeration.*)
- d. **Closed-group potlucks** (not open to the public), must be approved by the Vice President of Administration. **Food handler permits are required.**

Questions about catering and food issues can be directed to Brady Brookes at 542-5546 or Ext. 2346.