



Request for Use of Institutional Facilities

Enter information below, print, sign and submit to Physical Plant Department

Facility will not be reserved until all paperwork has been submitted (no later than ten working days prior to the date of intended use). **This includes this Facility Use Form and insurance verification.**

Name of Public Agency or Non-profit Group requesting facility:

Address: [] City: [] State: [] Zip Code []

Name of Individual(s) in charge: [] Phone #: [] Co-sponsor(s): []

Brief description of activity: []

Facility Requested: [] Proposed Date(s): [] Setup Time: []

Actual Event Beginning Time: [] Actual Event Ending Time: []

General liability insurance carrier & policy # []

INSURANCE MUST BE PROVIDED BY ALL OFF-CAMPUS ORGANIZATIONS (Copy of policy must be attached)

Admission Charge Yes No Amount \$ []

(For Office Use) Fee charged by LCC for activity if applicable: Amount \$ []

Set-up Tables # [] Chairs # [] Podium
 Security Extra trash cans/liners P.A. System
 Other (Specify) []

In accordance with the established policies and procedures of LCC and the State of New Mexico, the Facility User agrees to:

- 1. Assume responsibility for security of areas and facilities being used. (Recommendation for amount of security will come from the Office of Campus Security. Cost for security will be the responsibility of the First Party, but shall not be effective until both parties have reached a mutual agreement.)
- 2. Assume cost for vandalism or damage occurring during activities.
- 3. Adhere to all LCC rules and regulations including regulations of the particular facility used.
- 4. Indemnify and hold harmless LCC, it's Board of Trustees, agents and employees, individually and collectively from and against all costs, losses, claims, actions and judgments, which may be made by the undersigned, their assignees, heirs and personal representatives or anyone else as a result of any injury or damage which may be sustained while participating in said activity.
- 5. Adhere to all State and Federal laws relating to illegal drugs, alcohol, and weapons.
- 6. Maintain the General Liability Insurance of the greater of the limits in New Mexico Tort Claims Act or \$1,000,000 for the duration of the activity or per the NMPSIA TULIP insurance.

Violation of prohibited activities will be grounds for summary cessation of scheduled activity.

Name of Individual Requesting Facility _____ Date _____ Signature of Individual in Charge _____ Date _____

APPROVAL: LCC Director of Facilities _____ Date _____ FINAL APPROVAL: LCC PRESIDENT _____ Date _____