

PERMIT RULES AND REGULATIONS

GENERAL CONDITIONS

It is understood that these permit rules and regulations are a part of the Facility Use Agreement (the "Agreement") between the District and the User with respect to the District property used by the User (the "District Property").

The District assumes no liability or responsibility for any personal property of User or of its employees, agents, representatives, guests or invitees brought on the District Property during the term of this Agreement.

User agrees that in the event this permit is canceled by User or User is required to vacate the District Property due to User's failure to meet any of the requirements set forth in this Agreement, no refund shall be granted unless the District determines, at its sole discretion, that special circumstances warrant such a refund.

Any requested change to this Agreement by the User shall be made in writing at least five (5) working days prior to the date of event and is subject to District approval in writing.

Use and occupancy of District Property shall be primarily for public District purposes. Authorized use or occupancy of the property for other than public District purposes shall be secondary and subordinate. Public use of District Property shall not interfere with scheduled instructional programs or other activities of the District. The District, at its sole discretion, shall determine the priority of use and may deny any request based on District Board Policy 6700.

RELEASE, INDEMNIFICATION & HOLD HARMLESS

User agrees to indemnify, defend, and hold harmless District, its affiliates, representatives, officers, agents, and employees against all liability, costs, damages, fines, penalties, and legal fees arising out of the use of District Property by User or any attendee, guest, or employee of User.

District provides District Property in an "AS IS" condition with no implied warranties of suitability for User's planned use. User is solely responsible for ensuring the property is sufficient and compliant with all applicable laws and regulations.

CONDUCT & CAMPUS REGULATIONS

User and all attendees shall comply with all Board policies, District instructions, and applicable laws. The campus is designated "Drug-Free" and "Tobacco-Free". No controlled substances, smoking, or vaping are allowed on District property. Intoxicated persons will be required to vacate immediately.

Weapons, concealed or otherwise, are strictly prohibited on District property.

EQUIPMENT & MODIFICATIONS

District equipment shall not be manipulated or adjusted without prior written approval. Outside equipment provided by User must comply with all safety codes and be listed on an approved Exhibit. No permanent alterations, electrical modifications, or structural changes to District property are allowed without explicit

Permission to use District Property will be granted only for the current semester unless and until instructional needs for the following semester have been determined.

The District reserves the right to deny any request if it determines that the proposed use is inappropriate or does not comply with this Agreement, the Civic Center Act, or District Board Policy.

PAYMENT SCHEDULE & TERMS

Payment Requirements & Accepted Methods:

- **50% Initial Deposit:** Fifty percent (50%) of total estimated facility use fees are due at the time of reservation to secure the date(s) and facility.
- **50% Final Payment:** The remaining fifty percent (50%) balance is due no later than ten (10) calendar days prior to the scheduled event.
- **Accepted Payment Methods:** Payments may be made via business check, cashier's check, or major credit card. Checks must be made payable to "Glendale Community College District".

NON-ENDORSEMENT & CLIENT CONTENT

Disclaimer of Endorsement: Approval of facility use and acceptance of paid reservations does not constitute or imply an endorsement, recommendation, or approval by the District of the User, its organization, or any views, information, literature, materials, speeches, or presentations expressed or distributed during the event. The District does not monitor, verify, or support the content or literature shared by client organizations utilizing District facilities.

POSTING OF LITERATURE, SIGNS & BANNERS

All advertising materials and information relating to the event shall be provided to the District for review within 5 business days of the event. Materials will be approved by the District in writing prior to dissemination, including all printed matter, broadcast media, and internet postings. Banners to be displayed on campus must be approved in writing prior to posting. Non-approved banners are subject to removal and fines.

Structures or signage may not be erected on District premises without prior written approval. User is responsible for removing all handout materials and signage immediately following the event.

INSURANCE REQUIREMENTS

User agrees to maintain, at User's expense, Commercial General Liability insurance naming District and its Board of Trustees as Additional Insured, with limits of not less than \$1,000,000 per occurrence. Employer's Liability (\$1,000,000), Workers' Compensation (statutory limits), and Automobile Liability (\$1,000,000) are also required from California admitted carriers with a Best Rating of A-VII or higher.

User shall deliver Certificate(s) of Insurance and Additional Insured Endorsements at least 48 hours in advance of facility use, or this Agreement will automatically be canceled.

written consent from the Vice President of Administrative Services or designee.

SAFETY, SECURITY & PARKING

User is responsible for maintaining capacity limits and fire safety compliance. All decorative materials must be flame-retardant approved by the State Fire Marshal. Pyrotechnics, sparks, open flames, and fireworks are strictly prohibited.

Drones and aircraft-related activities are strictly prohibited.

Large events may require User to contract and pay for licensed security guard services, traffic/parking management, or off-duty law enforcement as mandated by the District. Proof of security arrangements must be submitted at least two (2) weeks prior to the event.

FOOD & CONCESSIONS

Written notice for planned food concessions must be submitted at least 5 business days prior to the event. The District holds right of first refusal for concessions at stadium events. Food and beverages are prohibited in auditoriums, lecture halls, theaters, and classrooms.

EXPIRATION, TERMINATION & VACATING

This Agreement represents a non-exclusive license and conveys no real property interest. The District reserves the right to terminate this license at any time and require immediate vacating of the premises if rules or policies are violated.



AGREEMENT EXECUTION & AUTHORIZATION

By signing below, Applicant understands and agrees that this application is not a confirmation of facility use until written confirmation is issued by the District. Applicant agrees to abide by and enforce all rules, regulations, and payment schedules set forth herein.