



Application for Use of District Facilities

Applicant _____ Title _____

Organization/Company (if applicable) _____

Address _____

Contact Telephone _____ Contact E-Mail _____

Facility Requested _____

Description of Activity _____

Date(s) Requested _____

Actual Event Time _____ a.m. p.m. to _____ a.m. p.m. Size of Group _____ Nature of Group: Adults Children

Set-Up Time(s) (if needed) _____ a.m. p.m. Clean-Up _____ a.m. p.m. Open to the public Yes No

Will there be cash transactions during the event? Yes No If yes, estimated cash proceeds \$ _____

Will refreshments/food be served? Yes No If yes, describe _____

NOTE: FOOD AND DRINK SALES ARE PROVIDED SOLELY BY THE DISTRICT

Are you interested in District provided concessions? Yes No

Non-Profit Organization? Yes No If yes, non-profit number _____

Equipment Requested (include number of all pertinent items)

Chairs: _____ Tables: 6' 8' _____ Lectern: _____ Screen/Monitor: _____ Data Projector: _____ Other: _____

Will you be bringing your own equipment or materials? Yes No If yes, please describe _____

Set-Up of Facilities: Yes No If yes, please attach a detailed diagram of requested set-up to application.

Special Arrangements/Services Requested: _____

Signature of Applicant _____ Date _____

OFFICE USE ONLY

Coverage	Number Required	Hours Required	Classification: _____
College Police	_____	_____	Contract #: _____
Operations	_____	_____	Rate: _____
Grounds	_____	_____	Liability Insurance
Other	_____	_____	Received: _____

AMENDMENTS: _____ Facilities Coordinator _____

_____ Date Distributed _____

Distribution: Campus Police Area Manager Maintenance/Operations ITS Other _____

Chaffey College Facility Rentals - 5885 Haven Avenue, Rancho Cucamonga, CA 91737

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