

APPLICATION TO THE BOARD OF TRUSTEES  
FOR USE OF SJRCC FACILITIES

NOTE: Applications must be submitted **before** the second Tuesday of the month for consideration at the Board Meeting, which is held on the third Wednesday of the month.

Requesting Organization \_\_\_\_\_ Date \_\_\_\_\_  
Purpose of Meeting \_\_\_\_\_

Requesting Organization Agent \_\_\_\_\_  
Title \_\_\_\_\_ Telephone \_\_\_\_\_

An admission charge will be made \_\_\_\_\_ will not be made \_\_\_\_\_  
How will monies collected be used? \_\_\_\_\_

Campus facilities requested: Palatka Orange Park St. Augustine  
Room or Area Number: \_\_\_\_\_

Include rehearsal times, time for set-up and take down, where applicable:

Date(s) \_\_\_\_\_

Hours \_\_\_\_\_ Total Hours \_\_\_\_\_

Special arrangements needed \_\_\_\_\_  
(Custodial, security, technical assistance--lighting and/or sound)

Signature of requesting party in ink: \_\_\_\_\_

Address: \_\_\_\_\_

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OFFICIAL USE

Rental Fee  
Rate \_\_\_\_\_  
Insurance Coverage  
Rate \_\_\_\_\_  
Additional Charge \_\_\_\_\_  
Plus Fla. Sales Tax \_\_\_\_\_  
7% Putnam/Clay, St. Johns 6%

(Appropriate Administrator)  
I (do, do not) recommend approval.

\_\_\_\_\_  
EXECUTIVE VICE PRESIDENT/GENERAL COUNSEL  
BOARD LIAISON - PALATKA (ALL REQUESTS)

\_\_\_\_\_  
PROVOST - ST. AUGUSTINE

\_\_\_\_\_  
PROVOST - ORANGE PARK

\_\_\_\_\_  
PRESIDENT (approved)

\_\_\_\_\_  
BOARD OF TRUSTEES (approved)

- Copies for (as needed):
- 1. Board of Trustees
  - 2. Renter
  - 3. Business Office
  - 4. Building Coordinator
  - 5. Security
  - 6. Director of Facilities
  - 7. Energy Management Technician
  - 8. Switchboard
  - 9. Academic Dean (if classrooms requested)

**Note: Authorization for facilities usage subject to change in accordance with the needs of the College, to be determined solely by the College Administration.**

AFFIDAVIT

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Before me this day, personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says:

My name is \_\_\_\_\_, and I am the \_\_\_\_\_ of  
(Officer)  
the following organization \_\_\_\_\_  
(hereinafter referred to as "the organization").

On behalf of the organization, I do hereby swear and affirm that the organization agrees to be responsible and pay to the District Board of Trustees of St. Johns River Community College any damages sustained by the College by harm or injury to persons, premises, furniture or equipment which may occur because of the occupancy and use of such premises by the organization. I further pledge on behalf of the organization that we will abide by and enforce all rules, regulations and policies promulgated by the College or by its Board of Trustees concerning the use of the College buildings or facilities.

I do further swear and affirm that I am duly authorized by the Board of Directors of the organization to make this Affidavit and to bind the organization, which has previously considered this matter at a duly constituted meeting of the organization or of the Board of Directors or other governing body of the organization.

\_\_\_\_\_  
Applicant

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Notary Public