

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 _____ Email _____

An admission charge will be made _____ will not be made _____ Your charge _____

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: _____

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. Environmental Services Coordinator
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.

A F F I D A V I T

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

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").

The foregoing instrument was acknowledged before me this _____ day of _____, 2009, by
_____, who is personally known to me or has produced _____ as
identification.

My commission expires:

Notary Public