



Please forward the completed Application
to:
Facilities Scheduling Specialist
Facilities Planning & Management
Carroll Community College
1601 Washington Road
Westminster, MD 21157
410-386-8499
CommunityUse@carrollcc.edu

FOR 25LIVE SCHEDULER ONLY	
ROOM ASSIGNED:	_____
CONFIRM SENT:	_____
DENIED:	_____
Breakout Rooms Used In conjunction with Theater Use	
_____ <i>Theater Coordinator (Signature)</i>	

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES
EXCEPT Scott Center Theatre and Lobby

REQUESTED DATE(S): _____ TIMES(S): Setup BEGIN: _____ Event BEGIN: _____
REQUESTED DAY(S): M T W H F S U (Please Circle) Event END: _____ Breakdown END: _____

1. _____
(Print name and phone)

(Address)

(email)

2. _____
(Print name and phone)

(Address)

(email)

We, the above, are duly authorized representatives of: _____
(Organization or Group and address)

and hereby request the use of: _____ of Carroll Community College
(Campus/Building and Room Number(s) if known)

for the following purpose(s): _____

- We, the above, agree to be present during the activity as the responsible organization representatives and agree to the terms of use as stated in the Policies and Procedures for Community Use of College Facilities.

Expected number of people participating in this event: _____ Food/Drink Required: Yes No

- Catering: Food and/or beverages may NOT be brought into the facility by an outside caterer or by any other means. Food/beverage/catering service must be provided by the College's food service vendor. Failure to follow this requirement may result in denial of future room use. Signing below acknowledges user's understanding of this requirement.
- Technology: Due to security concerns, non-college computers (laptops and other computing devices) are not allowed to connect to the college network. WiFi is available via the college's CCC Open Network.
- Certificate of Insurance: Facility use is pending until an acceptable Certificate of Insurance naming Carroll Community College and the Carroll County Commissioners as additional insured is received, reviewed and approved evidencing coverage limits as specified in the Policies and Procedures for Community Use of College Facilities. Events may be canceled at the college's sole discretion if not accepted.
- Fundraising/Commercial Activities: Groups using College facilities may not perform fund-raising or commercial activities.

The _____ (name of organization) hereby agrees to release, discharge, indemnify, and hold harmless, the Carroll County Commissioners, Carroll Community College, its Board of Trustees, officers, agents, employees, volunteers, directors, successors and assigns from any and all claims, demands, damages, costs, and suits arising, occurring or resulting from any loss, damage, injury, liability, expense, or action that may arise from the use of the premises. Furthermore, in consideration for the permission to use the premises, the organization agrees to accept responsibility and liability for any injury or damage to any person or property resulting from the organization's use of the premises.

Signature – Organization Leader

Date

OFFICE USE ONLY

Permission is hereby granted for the use of the facilities on the campus of Carroll Community College to the organization listed above for the date and hours requested, subject to the College's rules and regulations.

Approved: _____
Director of Facilities Management

Date: _____