



Facilities Use Office

Gavilan College offers rental of facilities for special events from the community. This includes public groups, community groups, private individuals, educational/political and economic groups as well as activities of artistic nature. All use of the campus and facilities are under conditions as authorized in the California Education Code established by the Governing Board of Gavilan Joint Community College District.

Guidelines for Scheduling Facilities

All external facilities requests must be processed through the Facilities Use Office. Request from all individuals will be considered in accordance with regulations and established guidelines. The steps are as follows:

STEP ONE

Contact the Facilities Use office for all external facilities use requests to discuss and arrange putting together the application and details for your event. The Facilities Use Scheduler will need clear and specific information at this time in order to begin the arrangements for your event

Information needed:

- Name
- Name of Organization

STEP ONE (Cont.)

- Date
- Time
- Location requested

We will also need very specific details about your event

Such as:

- Nature of event/activity
- Number of attendees
- Number of participants
- Specific equipment needed

Once this is clear and complete, the Facilities Use Scheduler will be able to give you a quote for the fees that may apply.

STEP TWO

The Use Application is a very important step. Once you have specified dates/times, equipment needs, etc. for your event it is time to finalize your application. Please be sure to include enough time for setup and clean up. The Facilities Use Scheduler will make all the necessary contacts to confirm the availability of the facility and equipment as requested. Then, we will present your application for final campus approval and for the required campus signature. There may be more defined information requested such as proof of insurance, lifeguard certification etc. The applicant's signature is also required at this point. Once all parties are in agreement, you will be required to submit a deposit of at least 1/2 of the total required fees for your application and arrangements for the balance of payment will be clearly defined.

STEP THREE

Now it is time to post and send out flyers, invitations (etc) for your event. Displayed materials used on campus must be approved in advance and must be removed immediately after the event. All promotional materials, which are displayed on campus, must conform to college policies.

Fees

In all cases the facility applicant will be charged the cost for proper staffing, utilities and for equipment used as it applies towards each use application. All fees are at a non-profit rate. It is required to collect 1/2 of the full use fee per application upon the applicant signing the application with the balance due prior to the event date. Once your application for your event has been approved and signed off any changes made are subject to an additional fee to be determined by the facilities office and supervisor.



For more information
contact
Kulvi Warya
Facilities Use Scheduler
at
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FACILITY USE AGREEMENTS

At no time will the possession or consumption of alcoholic beverages be permitted on college property. Any person under the influence of intoxicants shall be denied the opportunity to participate in any way. Gavilan College is a "NON-Smoking campus with smoking allowed only in designated(posted) areas.

Applicant hereby agrees to hold the Gavilan Joint Community College District, it's Governing Board, the individual members thereof, and all District officers, agents and employees free and harmless from any loss, damage, liability, cost or expense which may arise during, or be caused by such use or occupancy of school property. The applicant agrees to reimburse the school district for any damage to school property occasioned by, or growing out of the use herein requested.

Gavilan College complies with the regulations of TITLE VI, IX and PL 505 of the Rehabilitation Act.

The applicant, if requested, agrees and will provide a policy of public liability and property damage insurance or the protection of the public and the lessor with single limits of not less than \$1,000,000.00 Bodily Injury and Property Damage.

AGREEMENTS (cont.)

Sheriff's deputies are required for activities such as dances, games, and receptions, theater productions and/or activities that are determined to be high risk.

Any organization renting the Facilities requesting to participate in the sale of food to be sold on campus must directly apply to the Santa Clara County Health Department and obtain a "Temporary Event Food Booth Permit". A copy of the permit must be submitted to the Facilities Use Office (2) weeks prior the scheduled event date.

The applicant agrees to the following as indicated by his or her signature on the face of the facility request form:

Approval of this application for use of a facility does not imply any co-sponsorships of the activity. False statements made to secure approval or claims of Gavilan sponsorship in any form shall negate the usage of the facility. Additionally, approval does not provide for usage of campus billboards or counters for distribution of advertising materials.

Campus Hours

During the fall and spring semester the Campus is generally open 8:00 am to 10:00 pm Monday through Friday. Events/Activities may be scheduled 7:30 am-10:00 pm., Monday through Friday. Summer hours are 8:00 am to 5:30 pm Monday through Thursdays and Fridays 8:00 am to 12:00 pm.

Campus Holidays Observed:

(The campus is closed to the public)

**Independence Day
Labor Day
Veteran's Day
Thanksgiving Weekend
Christmas Eve
Christmas Day
New Year's Eve
New Years Day
Martin Luther King, Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
Juneteenth**

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.