

APPLICATION FOR USE OF COLLEGE FACILITIES

Facilities Services
Central Piedmont Community College
PO Box 35009
Charlotte, NC 28204

Phone: 704.330.6249 Fax: 704.330.6166

On behalf of the Prospective User, I hereby make application to use certain facilities owned by and located on the premises of Central Piedmont Community College (CPCC) as requested below:

Organization (Prospective User):

Organization Address:

Contact Person:

Email Address:

Phone Number:

Fax Number:

Event Title:

Purpose of Event:

Meeting Topics:

List Guest Speaker(s):

Date(s) of Event:

Event Time:

Will the event be advertised: List forms of advertising used.

Number of Attendees Expected:

Minors Attending:

Number of Vehicles Expected:

Preferred Campus:

Previous Venue Used:

Extra Services Requested:

If other, please describe:

Audio/Visual Equipment

Guest WiFi Account

Other

Is this a not-for-profit organization and event: *CPCC reserves the right to require proof of status

Yes

No

If YES, please check all that apply below:

If other, please describe:

College Sponsored Activity

Student Organization

Civic/Community Organization

Educational Organization

Government Organization

Religious Organization

Other

If Student Organization, or College sponsored event, submit faculty advisor's name or the Campus Administration sponsor. Include contact information:

Will you charge admission, collect donations or charge any fees for or during the event:

Yes

No

Will you be selling any products or services at this event:

Yes

No

Will you be serving any food at this event:

Yes

No

* If yes, the requesting organization is responsible for cleaning the area after use, including the removal of all food waste. Extra charges will be assessed if the area is not cleaned. Recycling is required, receptacles will be provide by the college.

DISCLAIMER

CPCC reserves the right to deny a rental application or cancel a rental agreement for any reason, including, but not limited to, if the proposed use or event: Conflicts with CPCC's Mission Statement; involves content that is considered by CPCC to be inappropriate; and/or is deemed by CPCC to be prejudicial to others in any way or not in the best interest of CPCC and/or its students, staff and faculty. Users of CPCC space are expected to abide by all city, state, and federal laws pertaining to public assembly. In no way does any use of CPCC facilities constitute an endorsement of the user or the user's engagement by CPCC.

Requesting Organizations who are not part of the College must submit a Certificate of Insurance verifying public and general liability insurance coverage (refer to amounts, terms, and conditions under "Prospective User Terms and Conditions" and naming the College as an additional insured: <http://www.cpcc.edu/administration/how-to-rent-a-cpcc-facility>

The Prospective User must agree to abide by the College's Policies and Procedures Section 6.15 Use of College Facilities: <http://www.cpcc.edu/administration/policies-and-procedures/6-15-use-of-college-facilities>

Reservation of space is not complete until the Form of Agreement for Use of College Facilities (page 2) is executed, Certificate of Insurance is provided, and payment is received.

Name and Title:

Signature:

Application Date:

Email completed form to:
Alexa.Miller@cpcc.edu