

Fullerton College Physical Education Division Pre-Approval Form

25Live Reference# _____

Incomplete pre-approval forms will not be accepted.

Email completed form to pe@fullcoll.edu Form must be submitted and approved by PE Division Office before event(s) are entered in 25Live. We require 6 business days to process in-house requests and **14 business days for new /outside events**. A supervisor (full time or adjunct faculty) must be present throughout the entire event. Four Hour Minimum Rental per Board Policy. Insurance Requirements and Office of Campus Communications checklist is on page 2. ****** Parking Permits are required to park on Campus**** FC Parking Rules and Regulations are strictly enforced.**

Client Information:

Group Name: _____ Contact Name: _____

Address: _____

Phone # _____ Cell # _____ Email: _____

Total Number Attending Event: _____ (including coaches, participants, officials, & spectators)

Date(s) of Event: _____ Time(s): _____

If more space is needed for dates and/or times, please add another page and note above to see attached.

Client's Signature _____

Pre-Approval Information: (application will not be accepted without the following completed)

Supervisor's Fee? YES or NO Supervisor's Name: _____ Cell _____

Group for Profit? YES or NO **If Non-Profit, 501 (c)(3) required 14 days in advance.**

Insurance Expiration Date: _____ Applicable FC coach responsible that renewals are received 2 weeks in advance of the first date of usage.

Rooms/Areas Requested: (Please circle or mark "X" beside all that applies.)

North Gym - 1201	South Gym - 1225	Aquatic Center (Pool)	Football Field
*N. Gym Foyer Restrooms	*S. Gym Foyer Restrooms	Swim / Dive / Water Polo	Track
N. Balcony (Combatives) N/A	Dance Studio - 1230 N/A	*Aquatic Center Restrooms	Grass Area by Track
Classroom 1205	S. Balcony (Dance Room)	Baseball Field	*1700 Bldg. Restrooms
Classroom 1207	Pilates Room - 1803 - N/A	Soccer Field	1700 Bldg. Locker Rooms
M. Locker Room - 1210	Yoga - 1208 N/A	Softball Field	1700 Bldg. Concession Stand
W. Locker Room - 1224	Sand Volleyball Courts	Tennis Courts	1700 Bldg. Ticket Booth

Equipment Needs

Equipment Needed:

Chairs \$1.50/ea # _____ Tables \$5.00/ ea # _____ Trash Cans # _____ Trash Bins \$75.00/ea # _____
Bleachers? (North Gym - Both Sides/South Side/North Side) (South Gym)

Equipment Use/Personnel Requirements/Scoreboards

Equipment use per event; Field/Course Set up/Tear down (Check all that applies)

- ___ Water Polo Goals, includes goals/lane lines/markers (\$100)
- ___ Swimming, includes lane lines/blocks/flags (\$150)
- ___ Baseball/Softball, includes bases (\$100)
- ___ Football, includes field markers & chains (\$200)
- ___ Soccer, includes goals (\$100)
- ___ Track, includes high jump/long jump/hurdles \$200
- ___ Volleyball, includes net set up (\$100)

Personnel Requirements:

- ___ Supervisor Fee (Must be Fullerton College Faculty) (\$40 hr./over 5 hours \$250 day)
- ___ Pool Lifeguard Fee (\$30 hr./4 hr. min.) (Depending on # of people more than one lifeguard may be required)

Scoreboards:

- ___ Scoreboard (\$300)
- ___ Scoreboard Operator (\$40 hr./4 hr. min) \$250 over 5 hours

Name of Person Completing this form (Please Print) _____

Phone # _____ Cell # _____ Email: _____

Signature _____ **Date** _____

Office Use Only:

Scott Giles / Dr. Beth Kelley Date Approved _____ Denied _____

ACCT # TO BE CREDITED: 34710- _____ **Program** _____

Athletic Training Room (FC Staff Only)

**FC Staff Only: (Pre-approval required by Juan or Lorena):	Athletic Training Room – 1200 Bldg. Juan/Lorena Signature _____	Athletic Training Room 1700 Bldg. Date: _____
---	--	--

Catering Needs for Fullerton College Events

All events serving food must go through Fullerton College Food Services. Food Trucks are not allowed on our premises. Please use the following link, <http://www.fullcollodining.com> to get to the Sodexo website. The contact information is on the front page. In the website, click on Catering on the menu bar, and you will find the following forms: · Catering Guide & Catering Contract (Catering Request & Information Sheet).

- ❖ **No drones are permitted on campus.**
- ❖ **No signs or banners are allowed to be posted or hung on any campus fences. Free standing A-frames, or PVC pipe frames are permissible. If any signs or schedules need to be posted at event sites, prior approval is needed, and then only blue painters tape may be used to post signs and schedules. Posted signs must be removed at the end of the day.**

Insurance Requirements

We will need a Certificate of Insurance, naming the NOCCCD (North Orange County Community College District) as insured, for minimum of \$1 million, per incident/\$3 million aggregate, AND, and additional Insured Endorsement. The insurance needs to be provided in the form of an Endorsement (Rider) on your own insurance, for a \$1 million/incident, or \$3 million/aggregate total.

Lastly, proof of current automobile coverage for transportation to and from the college is required (new requirement, February 2017).

The Certificate of Insurance and the Endorsement are two different documents that are both required.

Please let your insurance representative know the following information to be added on the endorsement:

As separate endorsement (Additional Insured - Person-Organization) naming the:

**North Orange County Community College District (NOCCCD) - Fullerton Campus
and its Officers, Agents, Employees, and Volunteers
1830 West Romney Drive
Anaheim CA 92881-1819**

You can purchase this policy through the Tenant User Liability Insurance Program (TULIP) online at <http://www.ebi-ins.com/tulip> and entering Entity ID 0360-071. We do not have any further information on insurance and all questions should be directed to your insurance agent.

The insurance needs to cover the dates you plan to be on campus. Please have this endorsement forwarded to the Office of Campus Communications no later than 2 weeks prior to your first scheduled use. Any delay in our office receiving this endorsement will lead to your event being canceled.

Please have the Certificate of Insurance, as well as the Endorsement forwarded directly to the Office of Campus Communications, Teresa Perry White, tperrywhite@fullcoll.edu, 714.732.5042 **AND** to the PE Division Office, pe@fullcoll.edu. PLEASE DO NOT SEND TO THE DISTRICT!

Check list for Office of Campus Communications

1. Complete Pre-approval form for the Athletic Director/PE Dean to sign. **Incomplete pre-approval forms will not be accepted.** 501 (c)(3) should be provided with Pre-approval form and contact info for new clients need to be submitted with Pre-approval form.
2. Once Athletic Director/PE Dean has approved the Pre-approval form, proceed to adding the event in 25Live (must be added at least 14 business days in advance of the first event date to give time for processing. Make sure to use the client's group, not PE's group.)
3. **Once Campus Communications has sent the client the Agreement (and copied the applicable FC PE coach and Division), the client needs to return the signed Agreement to Office of Campus Communications within 5 business days to hold the facility being used.** The Agreement must be signed and returned at least 5 business days in advance of the first event date.
4. A reservation is NOT approved and the facility CANNOT BE USED UNTIL the 25Live approval e-mail is sent to the client/coach/PE Office.
5. Facilities' usage is for the specific field, gym, pool, court, etc. that is on the Agreement. Any other usage and the "client" will be asked to leave by Campus Safety.
6. Custodial Charges will be added per number of attendees. Amount listed will be per custodian and is subject to change: 35 – 100 (\$50); 101 – 500 (\$75.00); 501-1,000 (\$100); 1,001 – 2,000 (\$150); 2,001 + (\$200)

Questions regarding the Fullerton College PE Facilities usage should be directed to the PE Division Office, pe@fullcoll.edu.