

FORMS:

Attached is the Use of Facilities form for you to fill out if you wish to set up a table for outreach to our students. You can use one Use of Facilities form for all requested days of your visit per semester. Also attached is the Hold Harmless Agreement which we need on file for each person who will be staffing your table. Finally as indicated on the Use of Facilities form we need a Certificate of Liability insurance provided by your insurance company naming College of the Desert as an additional insured. You may return all forms to me either via email, or you can fax them to me at the # at the top of the Use of Facilities form.

PAYMENT:

Once I receive your completed Use of Facilities form I will process it and copy you in an email. You can use it as an invoice to pay the usage fee, which you will do in the Bursar's office on the first floor of the Craven's student center. The usage fee is \$25 per day if you bring your own table and chairs, \$50 per day and a 3 working day notice if you wish us to set up a table and chairs for you.

LOCATION:

Here is a link to the map of our campus:

<https://www.collegeofthedesert.edu/map/default.php>. The only location where I can authorize you to set up your table is on the west end of the "ADMIN" building. You will be right across from the Beeps Cafe which is in a good traffic pattern.

STUDENT CONTACT:

All persons who have been approved to come to campus to conduct student outreach must remain at their table and allow students to come to you only. You are not allowed to go out and solicit student contact. For the comfort of our students we ask that you please adhere to this requirement.

PARKING:

Make sure when you come on campus that you purchase a \$1 parking sticker for each day you're here to avoid receiving a parking citation. Day passes are available from dispensers located in the parking lots indicated on the campus map and are good in student lots only.

DISTRICT USE OF FACILITIES POLICY: For further information on the District Use of Facilities Policy please read the information posted on our campus webpage at the following site:

<https://www.collegeofthedesert.edu/faculty-staff/fiscal-services/facility-use.php>.

Also see Board Policy 3900