



# FACILITY/EQUIPMENT REQUEST

To be completed by Requester at least two weeks in advance  
(PLEASE TYPE & SUBMIT ORIGINAL FOR PROCESSING)

**\*Campus Safety Department\***  
954.201.HELP (4357)

**A. Hugh Adams Central Campus**  
3501 S.W. Davie Road,  
Fort Lauderdale, FL 33314  
954-201-6624

**Judson A. Samuels South Campus**  
7200 Pines Blvd.,  
Pembroke Pines, FL 33024  
954-201-8803

**North Campus**  
1000 Coconut Creek Blvd.,  
Coconut Creek, FL 33066  
954-201-2402

**Willis Holcombe Center**  
225 East Las Olas Blvd.,  
Fort Lauderdale, FL 33301  
954-201-7396

**Coral Springs Academic Center**  
3500 N. University Drive,  
Coral Springs FL 33065  
954-201-2952

**AutoNation Automotive Training Center / Marine Center of Excellence**  
7451 Riviera Blvd.,  
Miramar, FL 33023  
954-201-8601

**Miramar Town Center**  
2050 Civic Center Place,  
Miramar, FL 33025  
954-201-8662

**Pines Center**  
16957 Sheridan Street,  
Pembroke Pines, FL 33331  
954-201-3610

**Tigertail Lake Recreational Center**  
580 Gulfstream Way,  
Dania Beach, FL 33004  
954-201-4500

**Cypress Creek Administrative Center**  
6400 N.W. 6th Way  
Fort Lauderdale, FL 33309  
954.201.----

**Weston Center**  
4205 Bonaventure Blvd.,  
Weston, FL 33332  
954-201-3610

## SECTION I

Requesting Organization: \_\_\_\_\_ Date: \_\_\_\_\_  
 Requesting Representative: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Purpose of Meeting: \_\_\_\_\_  
 Request use of:  FACILITIES: Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
 Request use of Bldg. # \_\_\_\_\_ Room No.: \_\_\_\_\_ to accommodate \_\_\_\_\_ persons.  
 If set up is needed please SPECIFY number of each, and provide a diagram, etc. (or set up will not be done!):  Stage  Tables  Chairs  Plants  
 Equipment:  Podium  Microphone  Screen  Projector  Speakers  Sound System  Other (Please SPECIFY number of each)  
 Request additional services:  Custodians  Maintenance  Safety/Resource Officers (specify #1,2,3, etc.)  
 Number of hours for each: \_\_\_\_\_ To begin  a.m.  p.m. \_\_\_\_\_ until  a.m.  p.m. \_\_\_\_\_  
 Is the meeting or function open to the general public?  No  Yes Is your organization non-profit?  No  Yes  
 If yes, please provide proof of non-profit certification. ID: \_\_\_\_\_  
 Will an admission fee be charged or donations accepted?  No  Yes If yes, please explain for what purpose. \_\_\_\_\_  
 Will food or beverages be consumed during the course of your meeting?  No  Yes (Please specify arrangements, if any)  Garbage Bins  Recycle Bins

**ALL ADVERTISING OF EVENTS HELD ON CAMPUS MUST INCLUDE ORGANIZATION TELEPHONE NUMBER**

## \*\*HOLD HARMLESS AGREEMENT\*\*

Each requesting agency shall be required to acknowledge the following: Requester acknowledges that requester will be solely responsible for the requested premises for the requested period. Requester agrees to indemnify and hold harmless Broward College, its Trustees, officers, employees and agents from all claims for damages arising from and during Requester's occupation of the premises, including reasonable attorney's fees and other costs arising from any litigation. Requester further agrees to notify Broward College promptly should any claim arise or be threatened and to defend any claim so arising.

I have read and I agree to the terms and conditions printed in this document.

Signature of Requester/Sponsor \_\_\_\_\_

## SECTION II (TO BE COMPLETED BY THE BUSINESS DEAN'S OFFICE)

Proof of Insurance Required:  Yes  No Copy attached:  Yes  No  
 Building and room assigned: \_\_\_\_\_ CCN \_\_\_\_\_ GLC \_\_\_\_\_ \$ \_\_\_\_\_  
 Equipment provided: \_\_\_\_\_ CCN \_\_\_\_\_ GLC \_\_\_\_\_ \$ \_\_\_\_\_  
 Personnel Provided: \_\_\_\_\_ CCN \_\_\_\_\_ GLC \_\_\_\_\_ \$ \_\_\_\_\_  
 Custodians  \_\_\_\_\_ CCN \_\_\_\_\_ GLC \_\_\_\_\_ \$ \_\_\_\_\_  
 Maintenance  \_\_\_\_\_ CCN \_\_\_\_\_ GLC \_\_\_\_\_ \$ \_\_\_\_\_  
 Safety/Resource Officers  \_\_\_\_\_ CCN \_\_\_\_\_ GLC \_\_\_\_\_ \$ \_\_\_\_\_  
 Other  \_\_\_\_\_ CCN \_\_\_\_\_ GLC \_\_\_\_\_ \$ \_\_\_\_\_  
 Taxes (6%) \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date \_\_\_\_\_ (Fee determined by Campus President or Business Dean)  
 \_\_\_\_\_ Date \_\_\_\_\_ Fees Received by Cashier  
 \_\_\_\_\_ Date \_\_\_\_\_

**Copies of this approval have been forwarded to:**

- LEARNING RESOURCES
- REGISTRAR'S OFFICE
- FOOD SERVICE
- BUSINESS AFFAIRS
- SAFETY
- PHYSICAL PLANT
- GYM/ATHLETIC DIR
- ENERGY MANAGEMENT
- CUSTODIAL

# RENTAL OR USAGE FEE SCHEDULE

(A surcharge of \$125 may be applied)

## AQUATIC COMPLEX

	FEES
Fees per day or evening .....	Up to \$325.00
By College Student Organization or Association .....	NO FEE
For College Administrative Facility Activities .....	NO FEE
Swim Meets per day .....	\$325.00

## FACILITIES

Small Meeting Room (70 or less capacity) .....	\$150.00 rental fee for 4 hours minimum and \$50.00 per additional hour
Large Meeting Room (75 or more capacity) .....	\$250.00 rental fee for 4 hours minimum and \$75.00 per additional hour
Gymnasium .....	\$500.00 rental fee for 4 hours minimum and \$100.00 per additional hour
Rehearsal Practice Room .....	\$100 rental fee for 4 hours minimum and \$50.00 per additional hour
Classroom .....	\$100.00 rental fee for 4 hours minimum and \$25.00 per additional hour

## ATHLETIC AREAS

Tennis Court.....	Negotiable
Baseball Field.....	Negotiable

## SUPPORT & ADDITIONAL SERVICES

Detail Officer.....	Current Contract Rate
Campus Safety.....	\$29.00 per hour
Custodial Services .....	Current Contract Rate
Air Conditioning: Small Meeting Room (70 or less capacity) .....	\$100 per day
Large Meeting Room (75 or more capacity) .....	\$150 per day
College Student Organization or Association .....	NO FEE
College Administrator of Faculty Activities .....	NO FEE

## INSTRUCTIONS FOR ALL REQUESTERS

1. Call Business Dean's office to confirm date/room availability and to receive Facility/Equipment Request Form.
2. Return completed form to the Business Dean's office **two weeks before** event; include Certificate of Insurance (where necessary) with a \$1,000,000 minimum coverage, note Broward College as 'Additional Insured' on certificate as well as the event date(s), and a check covering special fees and any special requests.
3. Original copy of this form will be forwarded to the requester as verification. A copy must be available for presentation to Campus Safety at time of meeting.

## TERMS AND CONDITIONS FOR USE OF BUILDINGS AND FACILITIES

1. Applications for use of building facilities must be received by the Dean of Business Affairs at least two weeks prior to date building and facilities will be used.
2. Payment of fees and charges must be paid at the Cashier's Office at least two weeks prior to the event.
3. The user of college buildings and facilities will be financially responsible for all damage to property or injury to persons arising out of the use permitted. Users are responsible for the prompt return of any and all equipment provided.
4. Kitchen facilities are not available except through the Food Services concessionaire.
5. Right is reserved by the Board of Trustees to revoke any such permit, without liability, should such action be deemed necessary or desirable.
6. No alcoholic beverages are allowed on campus without Board approval.
7. Rooms with specialized equipment may require technical personnel. Need for such personnel shall be at the sole discretion of the College.
8. No Pyrotechnics and no smoke maker machines are allowed in the rooms.
9. All activities with food and/or beverage are required to have both a recycling and trash container
10. A minimum of two days' notice is required for event cancellation. Rental fee will be refunded for cancelled events that are due to acts of nature, or other unforeseen circumstances. Insurance fee, where applicable, is non-refundable.

## TYPES OF ACTIVITIES PROHIBITED

1. Any activity in conflict with college activities.
2. Fund-raising campaigns except as permitted by Board policy or special action of the Board of Trustees.
3. Any activity permitting games of chance or gambling.
4. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
5. Any activity that may violate the canons of good morals, manners or taste, or be damaging to the buildings, grounds or equipment.

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PLEASE NO SMOKING, EATING OR DRINKING IN CLASSROOMS, HALLWAYS OR THEATRES

(NO ALCOHOLIC BEVERAGES ARE ALLOWED ON CAMPUS, AND NO PYROTECHNICS OR SMOKE MAKER MACHINES ARE ALLOWED IN THE ROOMS)

EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION