

APPLICATION FOR USE OF COLLEGE FACILITIES

Central Piedmont Facilities Services
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 as requested below:

Organization (Prospective User):

Organization Billing Address:

Contact Person:

Email Address:

Phone Number:

Event Title:

Purpose of Event:

Guest Speaker(s):

Date(s) of Event:

Event Time:

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

Number of Attendees Expected:

Minors Attending:

Number of Vehicles Expected:

Preferred Campus:

Extra Services Requested:

If other, please describe:

Audio/Visual Equipment

Guest WiFi Account

Other

Is this a non-profit organization and event: (Central Piedmont 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 this is a 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

Central Piedmont 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 Central Piedmont’s Mission Statement; involves content that is considered by Central Piedmont to be inappropriate; and/or is deemed by Central Piedmont to be prejudicial to others in any way or not in the best interest of Central Piedmont and/or its students, staff and faculty. Users of Central Piedmont space are expected to abide by all city, state, and federal laws pertaining to public assembly. In no way does any use of Central Piedmont facilities constitute an endorsement of the user or the user’s engagement by Central Piedmont.

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.

The prospective user must agree to abide by the college’s Policies and Procedures Section 2.06 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

Date

For College Facilities Use Only:

Name and Title:

Signature

Date

Email completed form to:
Julie.Belman@cpcc.edu