

## TCCD Tarrant County College District Request for Special Use of Buildings or Grounds

NE  NW  SO  SE  MOC  TREC  TR

See next page for stipulations and conditions

Please complete and submit to the Office of Continuing Education *two weeks prior to event date*. Submission Date: \_\_\_\_\_

### Applicant Information

Name of Applicant Organization/Sponsor:

Name of Authorized Agent/Contact:

Organization Address:

City:	State:	ZIP Code:
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Contact Phone:	Contact E-mail:	Fax:
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Is the event open to the public? Y <input type="checkbox"/> or N <input type="checkbox"/>	Tax Exempt Organization Y <input type="checkbox"/> or N <input type="checkbox"/>	Tax Exempt Number:
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TCCD Affiliate Y <input type="checkbox"/> or N <input type="checkbox"/>	Name of TCCD Affiliate:	Contact:
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### Event Information

Short description of Event:

Date(s): \_\_\_\_\_ Setup Time: \_\_\_\_\_ am  pm  Event Start & End Times: \_\_\_\_\_ am  pm  Teardown Time: \_\_\_\_\_ am  pm

Estimated number of persons attending:	Adults ____ Children ____ Teens ____
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Food Served Y <input type="checkbox"/> N <input type="checkbox"/> Caterer:	Alcohol Y <input type="checkbox"/> N <input type="checkbox"/> Description:
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*All food and beverages consumed in rental areas must be obtained from the in-house caterer or a TCCD-approved caterer.  
Special requirements must be met in order to serve alcoholic beverages – contact TCCD Risk Management.*

Equipment/Furniture/Other Arrangements requested [attach separate sheet if needed]:

[Note: TCC event requestors are responsible for their own iService, Graphics and Media requests]

### Acknowledgement

I agree to abide by TCCD policies. I understand that all facilities and equipment are subject to availability. I will be responsible for submitting any necessary forms, insurance information or payments to the campus Business Services by the dates specified and understand that failure to do so may result in cancellation or charges to my reservation. I also understand that my copy of this completed request form, or entry into the District scheduling system, **does not represent a confirmed reservation until the Final Status below is approved.** I understand misrepresentation of the nature of the activity, or failure to fully disclose pertinent details regarding this event, may result in additional charges or denial of future facility use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### This Section for TCC Use Only

TCC Department or Unit     TCC Student Organization     Tax-Exempt Non-profit Organization     For-Profit Organization

If not a TCC Organization, facility use fee is \$ \_\_\_\_\_ Payment has  been received via: \_\_\_\_\_

If not a TCC Organization, a Certificate of Insurance has been received  and a Facility Use Agreement has been executed

Current Status	Date	Initials
<input type="checkbox"/> Facilities reserved as requested	_____	_____
<input type="checkbox"/> Facilities tentatively reserved pending Insurance/Facility Use Agreement	_____	_____
<input type="checkbox"/> Application Denied	_____	_____

**Final Status:**

APPROVED     DENIED    Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc:  Campus President     Vice Chancellor Finance     Assistant Director Facilities  
 Chief of Police     Vice Chancellor Communications     Risk Manager

**STUDENT AND COMMUNITY USE OF COLLEGE DISTRICT FACILITIES:** In keeping with the role of the community college as a public, community institution, all community use of College District facilities shall be to help meet the general educational, cultural, and the recreational needs of the community. College District facilities shall be made available to community groups whenever such use does not interfere with the College District's instructional program and is consistent with its educational and community service objectives.

The property or buildings owned or controlled by the college District are not open for assembly, speech, or other activities as are the public streets, sidewalks, and parks. The responsibility of the College District to operate and maintain an effective and efficient system of an institution of higher education requires that time, place, and manner of assembly, speech, and other activities on the grounds and in the buildings of the College District, including any of the campuses, be regulated. Acting pursuant to the general authority of Texas Education Code, Chapter 51, the Board adopts and promulgates rules regulating the use of College District buildings and grounds.

**IDENTIFICATION REQUIRED:** Pursuant to the authority conferred upon the Board by Texas Education Code Section 51.029, in order to protect the safety and welfare of students, employees and other participants in the programs and activities of the College District and its campuses and to protect the property and buildings of the College District, it shall be unlawful for any person who is on any property or in a building owned or controlled by the College District to refuse to identify himself or herself in response to a request by an institutional representative.

A person who refuses to identify himself or herself in accordance with this rule shall be asked to leave College District property and may be subject to applicable legal sanctions. A College District student, faculty members, or staff member who refuses to identify himself or herself in accordance with this rule shall also be subject to disciplinary action.

**PERMISSIBLE ACTIVITY:** In compliance with reasonable and nondiscriminatory regulations of the College District, students, faculty, or staff and their registered or non-registered organizations, may petition, post signs, distribute literature, set up tables and exhibits, or peaceably demonstrate on property owned or controlled by the College District, provided that the posting of signs and setting up of tables and exhibits may require prior authorization.

**IMPERMISSIBLE ACTIVITY:** No person, including a student or employee of the College District may distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or College District buildings or facilities owned if the speech or conduct is obscene, libelous, or directed to inciting or production imminent lawless action and is likely to incite or product such action.

**FEES:** The College District may charge a fee for use of facilities when the activity is not an educational function of the College District or is not co-sponsored by the District. The fee schedule will be approved by the campus president and shall be paid directly to the College District two weeks prior to the use of the facility.

**INSURANCE:** If not a TCC Organization, a Certificate of Insurance and Additional Insured Endorsement naming Tarrant County College District as additional insured per the Facilities Use Agreement is required. If Group does not currently maintain a Commercial General Liability policy, a Special Event (TULIP) policy may be purchased at <https://www.ebi-ins.com/e/tulip/apply.aspx> - simply select Tarrant County College District and the appropriate campus.