

Instructions for completing the UoCC Campus Use Form

Used by everybody seeking to use UoCC campus facilities

- 1) **Applicant:** Applicants must complete this block, but all entries don't apply to all applicants. Specifically, only non-profit organizations or persons will have non-profit ID#s and Tax-exempt #s, and there may not be an alternate contact.
- 2) **General Conditions and amount of fee:** Enter your proposed fee agreement. Any change will be crossed out, changed, and then initialed by PROPERTY OWNER and USER.
- 3) **Brief description of the activity:** Self-explanatory but be concise.
- 4) **Event Details:** Answer all questions. Note that the block for event date(s) and times has four lines. Normally only one line will be completed. There are multiple lines if a user plans, for instance, to do a workshop and concert. In that case, different times and dates would likely apply. Any later change to any entry will be crossed out, changed, and then initialed by PROPERTY OWNER and USER.
- 5) **Special equipment or needs other than facilities:** Needs will vary, but may include such things as sounds, video, CD player, TV, etc.
- 6) **Any other relevant information:** Enter any relevant information not covered by the questions.
- 7) **Recommendation:** Providing a flyer or digital picture will help UoCC with promotion.
- 8) Read and understand the verbiage in this paragraph and then got to the next page.
- 9) **USER to check and initial boxes to the left:** Read and understand the four paragraphs. Once read and understood, check each box and initial each check.
- 10) **Liability Insurance:** This will be addressed on a case by case basis. Not normally required.
- 11) **Date and sign** in the presence of a Board of Trustees representative (includes the minister)