



## **NOTICE TO ALL COMMUNITY ROOM CLIENTS**

The Dallas County Community College District (DCCCD) provides facilities for use by community groups when it does not conflict with college programming. The DCCCD and Eastfield College Pleasant Grove Campus reserve the right to determine use of the facilities commensurate with the District Board of Trustees' policies.

Priority for use of facility:

1. First priority is reserved by Eastfield College programming and events
2. Second priority is given to public agencies, schools
3. Third priority is given to non-profit organizations
4. Last priority is given to private, corporate classroom leasing

Rules for use of facility:

1. Submit Facility Room Request Form two (2) weeks prior to event. Application should be submitted through the Office of the Eastfield College Executive Director for approval by the Eastfield College Executive Council
2. Once approval has been granted by the Executive Council, the Office of the Executive Director will send notification to client
3. Client must pay for facilities one (1) week in advance
4. The client will confirm room configuration and adhere to all maximum room capacities as set by the City of Dallas Fire Marshall
5. The community room will be configured by the campus facilities crew prior to the client's event
6. The client will have access to the community room one hour prior to event at no charge
7. The client will breakdown the event half hour after the event finishes at no charge
8. The client will adhere to all last minute instructions by the Office of the Executive Director in case a priority and or an emergency arises for the use of the facility

Additional Instructions for Non-Profits facilities form:

1. Non-profits will have to add a copy of their 501 (c ) (3) certificate
2. And, copy of their insurance certificate with minimum liability of \$500, 000.00

5/20/2010

