



Eastfield College Pleasant Grove Campus

802 S. Buckner • Dallas • 972-860-5300

Facilities Rental Agreement & Application

**For more information, please contact:
Javier Olguin, Executive Director
Eastfield College Pleasant Grove Campus
972-860-5306
JavierEOlguin@dcccd.edu**

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.



Eastfield College | PLEASANT GROVE CAMPUS
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

802 S. Buckner Blvd. | Dallas, TX 75217 | www.eastfieldcollege.edu

IT ALL BEGINS HERE.

Facilities Use Application

Requesting Organization: _____

Contact Person: _____ Title _____

Phone: _____ Fax: _____ E-mail: _____

Department: _____

Type of Organization: _____

Room Specifications

Type of room needed: _____

Date and Time Required for Actual Event: _____

If event recurs during the year, list other dates and times requested (by September 1 of the academic year):

Set-up Date and Time: _____ Time/Date for Completion of Breakdown: _____

Purpose of Use: _____

Will this be an indoor or outdoor event? _____ If outdoors, what is the back-up plan?

Estimated Attendance: _____

Equipment and Service Requests:

Will furniture or special equipment arrangements be required for this event?

YES NO If yes, describe:

Will parking provisions need to be made for this event? YES NO

Will technology or Media Equipment be needed for this event? YES NO

Next step is to review the fee schedule. Contact Mr. Javier E. Olguin at 972-860-5306 to check availability and secure reservation dates and times.

For Office Use Only

Circle Classification: Category I Category II Category III

Facilities Use Policy

The Eastfield College Pleasant Grove Campus of the Dallas County Community College District serves the residents of southeast Dallas. The 40,000 sq. ft. facility provides educational opportunities for area residents. Campus facilities are also available for community use and may lease out per the attached fee schedule.

Contact Dr. Javier E. Olguín, Executive Director of Eastfield College Pleasant Grove Campus at 972-860- 5306 to:

1. Determine if space is available for the event,
2. Submit the appropriate request for approval,
3. Find out if the proposed use is commensurate with the philosophy and objective of the District Board of Trustee's Policies, and
4. Check appropriate fees.

The form, with annotations regarding availability, approval and fees is completed and returned the requesting party. The requesting organization must express intent to pay the required fees by contacting the Eastfield College Pleasant Grove Campus to finalize the scheduling of the requested space.

Note: Eastfield College Pleasant Grove Campus reserves the right to determine what rooms are available for rental to the public.

FULL payment is due 4 days prior to the event, unpaid requests releases the room rental for other groups.

Please pay at the Eastfield College Pleasant Grove Campus cashier's window or by US mail.

Mailing Address: Eastfield College Pleasant Grove Campus
Attn: Business Office
802 S. Buckner Blvd.
Dallas, TX 75217

Dallas County Community College Procedures

Users of the facilities must comply with the following rules and regulations.

1. Approval of request for the use of facilities will be made without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.
2. The District reserves the right to deny requests for facilities if the event reflects negatively in any way upon race, color, sex, religion, disability, sexual orientation or national origin.
3. When a college facility is being used, an employee of the college must be on duty. This employee must be an Eastfield College Pleasant Grove Campus Police Officer.
4. At no time shall the possession or consumption of alcoholic beverages or possession of illegal drugs be permitted on college property. Any person under the influence of alcohol or drugs shall not participate in any way.
5. Groups or organizations using college facilities shall conform to all state statutes, county and city ordinances and fire regulations.
6. Any group, organization, or business seeking to photograph or videotape activities on the College Property, or in its facilities for commercial/public distribution must secure written permission from the college president through the Eastfield College Office of Communications and Community Relations.
7. Decorations must be flame-proof and shall be put up and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard is expressly prohibited.
8. Display materials used or distributed during an event on campus must be approved by the Executive Director, administrator in charge or designee of the President. All materials approved and used during an event must be removed immediately after the event has concluded.
9. Restrictions regarding smoking, eating and drinking in particular rooms and buildings must be observed.
10. Groups shall provide chaperones for any/all minors in attendance.

11. If money is exchanged on campus through the sale of tickets, books and/or materials as related to an event, the college must be notified in advance and the group should take proper security measures. The college reserves the right to require College Police to be present during the event.

12. Approval of an application may include the condition that the applicant reimburses the college for utilities and additional services such as security officers and cleaning as deemed necessary.

13. In accordance with the Board of Trustees Policy Section G/F Local: Permits for use of any college facility shall be revoked when the use interferes with regular college use, when facilities are misused, or when the foregoing rules are violated. Permits may not be renewed when revoked for misuse.

14. Liabilities of the Lessee
15. The lessee is liable for the care and protection of District property and facilities and shall be charged for any damages sustained by the premises, furniture, or equipment due to occupancy.
16. The lessee shall be held responsible for any and all loss, accident, neglect, injury or damages to person, life or property which may be the result of, or caused by, the lessee's occupancy of the facilities or premises, regardless or responsibility of negligence.
17. The District may require, at its discretion, the furnishing of a certificate of liability insurance by the lessee in an amount specified by the college (based on the intended use of the facility property).

18. The lessee shall protect and indemnify the District, the Board, and/or any officer, agent or employee of the District; the lessee shall save them harmless in every way from all suits of actions at law for damage or injury to persons, life or property that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility of negligence.

Signature: _____ Date: _____
 (Representative, Requesting Organization)

Signature: _____ Date: _____
 (VP of Business or Designee)

FACILITY FEE SCHEDULE

FACILITY	ROOM CAPACITY	RENTAL RATE
Community Room	100	\$100.00 per hour
Atrium/commons area	75	\$25.00 per hour
Large Classroom	>50	\$40.00 per hour
Regular	31-50	\$30.00 per hour
Small Classroom	<31	\$20.00 per hour
Computer Lab (presentations, workshops only)	24	\$40.00 per hour

OTHER EQUIPMENT AND SERVICES RATE

COMPUTER EQUIPMENT	QUANTITY REQUESTED	RENTAL RATE
Computer (per laptop/notebook)		*\$50.00 per hour
Video Conferencing (two way video)		*\$60.00 per hour

*Includes technician time

**STAFF RATES	QUANTITY REQUESTED	RENTAL RATE
Media/Computer Technician		\$40.00 per hour per person
Facilities/Custodial Technician		\$30.00 per hour per person
Police		\$40.00 per hour per person

****Staff rates are hourly and charged during gaps in use. Rates apply when event is outside normal Pleasant Grove Campus operating hours or when food is served and custodial support is needed.**

Total Cost per Day	Total Cost

Signature: _____ Date: _____
(Officer of Requesting Organization)

Eastfield College Pleasant Grove Campus reserves the right to determine which rooms are available for rental to the public. In cases of formal co-sponsorship/hosting of events by the college, room rental fees may be reduced or waived by the Vice President of Business Services.

Revised: 02/18/19