



## GENERAL FACILITY RENTAL GUIDELINES:

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- Requests must be submitted no later than 10 days prior to the event date.
- Any changes made to the initial request must be submitted in writing to Samantha Maddox a minimum of 48 hours in advance.
- All user groups are required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- All user groups are required to provide the District with a certificate of insurance for \$2,000,000 and additional insured endorsement.
- As a condition of using college facilities, please include the following disclaimer in all public announcements:  
**"This event is not sponsored nor endorsed by the Napa Valley Community College District."**
- College Police & Facilities Services staff will automatically be notified of your event. They will be responsible for locking and unlocking the facilities. We cannot issue keys to outside organizations.
- Alcohol is NOT permitted on campus. If you plan to have a party, you must provide your own maintenance, T&M, and labor.
- Questions about [parking](#) regulations may be addressed to the College Police Department: (707) 256-7770
- Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.