

# SAN CARLOS APACHE COLLEGE

*The Higher Education Institution of the San Carlos Apache Tribe*



## Request for Use of College Facilities

Contact Person:

Organization:

Billing Address:

Description of Requested Use of College Facilities:

Anticipated Number of Attendees:

Event Date:

Event Start Time:

Event End Time:

## Notice of Requestor Responsibilities

At the requestor or their organization's expense, he or she must make prior arrangements with Randall Enterprises to furnish portable toilets. Initial: \_\_\_\_\_

At the requestor or their organization's expense, he or she must make prior arrangements with Native Dynamics to pick up all trash, materials, or debris immediately after the event. Initial: \_\_\_\_\_

The requestor must explicitly inform all event attendees that the use of the lawn does not authorize entrance to the College buildings or its restrooms. This is to avoid disruption to the students and staff. Initial: \_\_\_\_\_

The requestor must immediately notify SCAC Facilities Manager (Larin Goseyun, cell phone 928-200-1770) of any damages that occur during the event. Requestor will be responsible for ensuring payment for any associated damages within one month of the event date. By signing below, he / she agrees to the terms outlined above. Initial: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
Date Accepted