



Facility Use Agreement

AC West Campus

For Office Use Only
Synonym: _____
INV Date: _____

ORGANIZATION INFORMATION

Organization Name: _____ Contact Person/Phone/Email: _____
Street Address/City, ST, Zip: _____
Invoice name, contact (if different from contact person): _____

EVENT INFORMATION

Event Name: _____ Instructor/Presenter Name: _____
Expected Attendance: _____ Instructor Contact (Phone/Email): _____
Instructor will: ☐ use AC equipment; ☐ bring own laptop/computer/device. *If using Apple product, please bring VGA/ HDMI adapter.*
Date: _____ Beginning Time: _____ End Time: _____
Date: _____ Beginning Time: _____ End Time: _____

ROOM SELECTION (CAPACITY)

- | | | |
|----------------------------------|--|--------------------------------------|
| ☐ WCA 107 | ☐ WC Lecture Hall Sides A & B | ☐ WCB/SIM 102 |
| ☐ WCA 108 | ☐ WC Lecture Hall Side A | ☐ WCB/SIM 104 |
| ☐ WCA 109 | ☐ WC Lecture Hall Side B | ☐ WCB/SIM 106 |
| ☐ WCA 110 | | |

ADDITIONAL EQUIPMENT AND INFORMATION

- | | |
|---|---|
| ☐ Microphone (lapel) | ☐ Handheld Mic |
| ☐ AV System | ☐ Easel/Flip Chart (___) |
| ☐ Other: _____ | |

HOSPITALITY AND FOOD

For catered events: Caterer: _____ Set up time: _____ Clean up time: _____

FACILITY USAGE CHARGE (REVIEW AND INITIAL ACKNOWLEDGEMENTS)

Room Fees		Please read and initial each line. Your event is not approved until these items are acknowledged: _____ Cancellation fees will apply if an event is not cancelled at least 10 days prior to event. _____ Additional fees incurred on prep day, day of event, and cleanup day (as requested) will be added to facility usage charge _____ <i>I have read and received a copy of the AC Facility Usage Guide and confirm above event DOES NOT INCLUDE ANY PROHIBITED ACTIVITIES listed in AC's Facilities Use Guide unless special request form included.</i>
Setup		
Custodial		
After-Hour Staffing		
Additional Equipment		
TOTAL		

ACCEPTANCE AND SIGNATURES

The organization, in consideration to use the facilities as described above, hereby releases, waives, discharges and covenants not to sue Amarillo Junior College District (the "District"), its officers and employees, and also agrees to indemnify and save and hold harmless the District, its officers and employees from any loss, liability, damage, or cost and all claims for damages, personal or otherwise, arising while the organization is using the facility(ies), whether caused by a member of the organization or by any other persons using or enjoying said facility(ies), and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, or the District, or the District's employees.

Printed name of organization representative Signature of organization representative Date

Acknowledgement of use (Initial on date of event) Date