



GENERAL INFORMATION FOR USE OF FACILITIES

- **Certificate of Insurance**: Applicant shall provide the District with a certificate of insurance per the requirements specified in the Hold Harmless document. Applicant shall also provide an addendum naming COS as additional insured.
- **Non-Profits**: If you indicate that your organization is non-profit, you will need to provide proof of status.
- **Event Description**: Applicant must provide information regarding the purpose of your event. A description of the organization and event will be submitted when applying for use. If the user collects fees for their event, the amount and description of the use of proceeds will be disclosed.
- **Changes/Cancellation by User**: Contact Administrative Services at 530-938-5220 as soon as you are aware of any changes. Cancellations must be made at least 48 hours prior to scheduled usage.
- **Billing**: Facility rental fees are due five days prior to your event. Any related personnel fees will be billed after your event.
- **Parking**: There are no parking fees or permits.
- **Food Service**: Food service may be contracted by the food service vendor that serves COS. You may contact them at 530-938-5232, or you may contact private vendors in the area.
- **Room Cleaning**: Most rooms on campus are not cleaned on the weekend. Should you request extra cleaning, there will be a charge for the service. Restrooms will be available at no additional charge.
- **Decorations and Signage**: Decorations and informative signs for your event can be used as long as you do not deface the facilities. Duct tape is prohibited but masking or transparent tape may be used. After your event is completed, please remove all signs, including tape used to install them.
- **“Freedom of Speech”/Information Table**: If your group’s activity qualifies under the “free speech” category, you will be required to provide your own setup (i.e., tables, chairs, canopies). Equipment and/or setup are not provided by the District. You must also submit a “Freedom of Speech” request form (available in the Superintendent/President’s Office) and submit it to the Superintendent/President’s Office at least 24 hours prior to your setup.
- **Children**: Children must be under adult supervision at all times and should not be left unattended.
- **Animals**: No dogs are allowed on campus, except service dogs.
- **Trash**: Garbage should be placed in appropriate receptacles provided. Excessive clean-up required by custodial staff after an event may result in additional charges to the sponsoring organization.
- **Cancellation by College**: We will not arbitrarily cancel your event. However, we reserve the right to cancel if the facility is needed for a campus activity or due to field conditions for outdoor events.
- **Facility Assistance**: Call 530-938-5395 when school is in session or 530-xxx-xxxx on weekends. Please note that for security reasons, rooms will not be opened if you are not there, so if you will be later than the scheduled opening time, please call to let us know. If staff needs to be available for locking or unlocking outside of normal times, you will be charged a minimum of two hours staff time for each occurrence.