



Facilities Use Checklist

Parties interested in using Contra Costa College's facilities should adhere to the following steps:

1. Present evidence of insurance coverage (naming Contra Costa College as additional insured) to the Business Services Office SAB-208. Minimum liability coverage is One Million Dollars (\$1,000,000.00).
2. Complete "Application for Use of College Facilities".
3. Read the Contra Costa Community College District's "Board Policy 6.04".
4. Complete and return all documents to the Business Services Office SAB-208 at least 4 weeks prior to the event.
5. Present payment for the event 2 weeks in advance of the event date.
6. Any event cancellations must be notified at least 1 week prior to the start of the event.

Use of facilities will be invoiced if cancellation notice is not received.

If you have any questions, please contact Jacqueline Lopez at (510) 215-3844 or by e-mail jlopez@contracosta.edu