General Terms and Conditions Governing the use of  
Kirkwood Community College Outdoor Grounds Facilities  
Effective July 1, 2005

1. Facilities are first scheduled and utilized for Kirkwood Community College functions. Therefore, the College always reserves the right to refuse rental and/or use of any or all of its facilities to outside groups.

2. Only the part of the building or equipment for which the request is made shall be used.

3. A certificate of insurance is required for all outside users. The certificate of insurance should name “Kirkwood Community College” as an additional insured for the period of time the facility is being used and must cover General Liability/Personal Liability for $1 million per occurrence. The certificate of insurance must be received at least 48 hours prior to the event.

4. Kirkwood Community College reserves the right of first refusal for all food service.

5. Alcohol not permitted.


7. Kirkwood Community College is a smoke-free campus. Ashtrays are provided outside each building entrance.

8. Parking is available in any lot on campus. Staff blue permit parking is enforced Monday – Friday 7:00 a.m. – 5:00 p.m. Handicapped parking is enforced at all times.

9. In the case of a tornado or severe thunderstorm warning, participants will be directed to go to the designated place of safety by Kirkwood staff.

10. Security telephone numbers are ext. 5561 (days) and 389-1774 (evenings & weekends).

11. If the College closes due to inclement winter weather, or any other emergency, those events scheduled in affected facilities cannot be held as scheduled.

12. Notice of cancellation by the group using the facility must be given at least 48 hours prior to the event. If the College is not properly notified, charges will be assessed.

13. All rental fees will be invoiced. Payment of the invoice must be made upon receipt.

14. Proper care will be given to the site and the contents therein. Renter, by affixing his/her signature, agrees to all of the above stated terms, including:
   a) Provide portable toilets for the duration of the event unless otherwise arranged with Kirkwood.
   b) Assume the financial responsibility, individually and on behalf of said organization, for any part of the school or the contents made available therein that might be damaged during the hours the organization is using the facility.
   c) Provide security for events of 300 people or more unless specifically waived by Kirkwood.
   b) Complete all events by 10:00 p.m., unless authorized.

15. Kirkwood Community College reserves the right to make exceptions to the terms stated above.

I, the undersigned, hereby certify that I am the appointed representative of the organization requesting use of the facilities, I hereby expressly agree, individually and on behalf of the said organization to indemnify, defend and forever hold harmless KIRKWOOD COMMUNITY COLLEGE, its officers, board members and employees, individually and collectively, as to any claim or claims which might arise out of the use of college facilities as herein provided. And, in addition, I agree to abide strictly by the regulations governing use of the College facilities as stated above. Undersigned also understands that KIRKWOOD COMMUNITY COLLEGE reserves the right to change or cancel the contract issued at any time.

Name _______________________________ Kirkwood Approval _______________________________

Organization ___________________________ Date ___________________________

Date ___________________________