



CARL SANDBURG COLLEGE
2400 TOM L WILSON BLVD,
GALESBURG, IL 61401

REQUEST FOR USE OF FACILITIES

Today's Date: _____ Date(s) Requested: _____

Building Requested: _____ Room(s): _____

INFORMATION ABOUT GROUP

Name of Organization or Individual: _____

Time: _____ to _____. Supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____ Best time to reach _____

INFORMATION ABOUT INTENDED USE OF COLLEGE FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is Audio equipment required? Yes _____ No _____, other equipment needed i.e. podium, whiteboard etc.

If needed, state what type and for what purpose: _____

Is setup required, if so _____ # of tables _____ # of chairs _____

What is the location of the tables and chairs _____

If refreshments are needed please contact our Food Service by emailing coffee@innkeeperscoffee.com it will be a separate agreement. You can find their menu online at www.sandburg.edu/About/Business-Services/Food-Service.html

AGREEMENT

(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless the **Carl Sandburg College** from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of **Carl Sandburg College** property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of **Carl Sandburg College** property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). (FACILITY USER) agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.