



PRINCE GEORGE'S COMMUNITY COLLEGE
ROBERT I. BICKFORD NATATORIUM
FACILITY USE REQUEST FORM
301 Largo Road, Largo MD. 20774
(301) 546-0508 office
RIBNatatorium@pgcc.edu

Procedures for Use of Facilities

Procedures for requesting facilities use are as follows:

1. Complete and submit this form to RIBNatatorium@pgcc.edu
2. Requests must be received **no later than fourteen (14) days prior to the scheduled event** in order to be processed and considered for approval.
3. All Non-College affiliated users **must provide a Certificate of Insurance**. See compliance statement page.
4. All user charges must be paid in full **at least fourteen (14) days prior to the scheduled event**. Reservations will not be confirmed until all fees are paid.

The College reserves the right to assess fees to cover additional services requested but not outlined herein.

Applicant Information

Name of Organization: Click or tap here to enter organization.

Application Date: Click or tap here to enter date.

Address: Click or tap here to enter address.

Contact's Name: Click or tap here to enter name.

Phone number: Click or tap here to enter phone number.

E-Mail: Click or tap here to enter e-mail.

Type of group: **Choose One**

Event Information

Description of Events/Activities: **Choose One**

[Click or tap here to enter additional information](#)

Complete the following section by entering the dates as month/days and times, area and number requested from the drop-down menus. Rental charges will be calculated by Natatorium Staff. You will receive a copy of the agreement along with an invoice:

DATES	TIME	NO.LANES/AREA
Click or tap here to enter dates.	Start time	Area requested
	End time	Number Requested

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Click or tap here to enter dates.	Start time	Area requested
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	End time	Number Requested

Guidelines for Use of Facilities

Use of Prince George's Community College (PGCC) facilities for activities is subject to the following guidelines:

- Priority of use for all PGCC facilities is for College business. The College reserves the right to cancel any use by non-College affiliated users with 5 days of notice or as otherwise provided by mutual agreement.
- Approved use is confined to the immediate proximity of "Designated Location" only.
- Users are required to supervise all activities and adhere to all federal, state, and municipal laws, in addition to the rules of the College and natatorium

These facilities use guidelines pertain to all activities conducted on College premises.

Terms and Conditions

The applicant agrees to:

1. Indemnify, defend and hold harmless, the College from any loss or claim for damages by reason of bodily injury or property damage arising out of the activity.
2. Provide a Certificate of Insurance from the applicant's insurance carrier certifying that the applicant carries liability insurance at limits of not less than \$1,000,000 per occurrence on bodily injury and property damage, and that "Prince George Community College" is included as a certificate holder on the policy. The COLLEGE shall be furnished with a copy of the certificate of insurance at least **seven (7) days** prior to the date of LICENSEE's scheduled arrival.
3. FORCE MAJEURE: Neither party shall be in default under this Agreement or liable to the other if its failure to perform any obligation hereunder is caused by unforeseen supervening conditions beyond the party's control including but not limited to acts of God, acts of the State in its sovereign capacity, weather and natural disasters or emergencies, service interruptions or outages from an underlying carrier or service provider, civil unrest, government demands or requirements, fire, causality, labor strike, power or equipment failures or similar events ("Emergency"). Neither party nor its respective officers, agents, or employees shall be liable for any cancellation, discontinuance, or change in the location or scheduling of the Event that is caused by an Emergency. The party that wishes to invoke this provision shall promptly notify the other party of the Emergency and its expected duration. Upon mutual agreement of the parties, the Event may be rescheduled.
4. When the College is closed due to inclement weather, or emergency, the event must also be cancelled.
5. COVID-19 Pandemic: Applicant and Organization shall follow and adhere to the College's COVID-19 policies and procedures if on Campus, engaging with PGCC students and personnel, at any location.

6. Notice of cancellation of the event must be made to the College at least 48 hours before the event. Failure to do so may result forfeiture of payment and/or denial of further use of the facility.
7. Provide direct supervision of all activities and adhere to all federal, state and municipal laws, in addition to the rules of the College and Natatorium.
8. Leave the facility clean upon completion of the event.
9. Reimburse the College for any damage to College property related to the activity.

Signature of Applicant: *Click or tap here to sign.*

Print Name: Click or tap here to enter name.

For Name of Organization: Click or tap here to enter organization.

Date: Click or tap here to enter date.

Reviewing Staff's Signature: *Click or tap here to sign.*

Printed Name: Click or tap here to enter name.

Date: Click or tap here to enter date.

Approved Denied