COLUMBUS STATE
COMMUNITY COLLEGE

Short-Term Shared Parking Request and Agreement

Please complete tthe required information below. Requests must be submitted at least two (2) weeks prior to the event. Submit your request to the Police Department email: parking@cscc.edu; or fax the completed form to 614-287-5403. A current Certificate of Insurance is required for the specific event/date. Review all information below and verify required documentation is included. You will receive a response after all information is provided and reviewed. Approvals are not likely during peak demand.

A. Group Information

Name of Organization:

Date Request Submitted:

Purpose of Event:

Event Contact Person:

Phone:

Address:

E-mail:

Cell Phone:

Fax:

Certificate of Insurance Attached: Yes No

B. Event Details

Event Date(s):

Setup/Access Time:

Start Time: End Time:

Number of Attendees: Number of Vehicles:

Parking Needs/Location Requested:

Reason for Request:

Security (Determined by Police Department):

C. User Signature

In signing this agreement, I acknowledge and agree that:

- I have the express authority to sign on behalf of and bind the requestor to these terms. I will abide by all College policies, local ordinances and laws, including the **prohibition of alcoholic beverages, weapons, or contraband on the facility**. Use of parking facility is restricted to normal College business hours unless otherwise approved by the College in writing.
- A current Certificate of General Liability Insurance naming Columbus State Community College as additional insured has been submitted.
- Indemnification & Hold Harmless Provision: I agree and the requestor agrees to indemnify and hold harmless Columbus State Community College and its trustees, officers and employees from any and all claims, liability, damages, injuries, costs and expenses, including cost of legal defense, arising from any negligent act or omission of requestor, its guests, invitees, third parties, agents or employees.
- I accept responsibility for any damages or losses incurred while using Columbus State Community College parking facilities, and agree to trash or debris pick-up and disposal, leaving the facility in the manner in which I received it.
- Columbus State Community College is not responsible for any lost, stolen, or damaged property belonging to participants of groups utilizing Columbus State facilities, and shall not assume any responsibility for personal injury which may occur.
- Minors shall be supervised at all times by responsible adults.
- No alcoholic beverages or smoking is permitted on Columbus State property or parking lots. No markings shall be applied to Columbus State property or grounds; no penetrations will be made in parking lot surfaces or grounds, or facilities.

Columbus State Community College is a tobacco free college. All tobacco products are prohibited on college-owned or leased property.

I have read and understand the Columbus State Community College Short-Term Shared Parking Request and Agreement, and agree to the terms. I understand Columbus State Community College may rescind permission for any reason, at any time.

Signature of Responsible Party:_____ Date:_____

Parking Coordinator/Designee: _____ Date: _____ Approved:_____ Not Approved: _____

Contact Person Notified By: _____ Date: _____ Email: _____ Phone: _____

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Columbus State Community College provides information related to security issues and crime statistics. This information is avaliable on the Columbus State Police Department website (http://www.cscc.edu/publicsafety/pdf/Annual%20Security%20Report.pdf). You can call the Columbus State Police Deptartment at (614) 287-2525, 24/7 for further information.