

Riverside City College
Facilities Utilization Office

Riverside City College
4800 Magnolia Ave.
Riverside, CA 92506-1299
(951)222-8498

REQUEST FOR USE OF RIVERSIDE AQUATICS COMPLEX

SMOKE-FREE FACILITY

Pool Hours of Operation: Monday-Friday 7AM-930PM Sat-Sun 8AM-930PM Maximum Spectator Capacity: 500

Please fill out all fields before submitting. Incomplete requests **will not be processed.**

Requesting Organization:

RCC City of Riverside Riverside- County Public- Nonprofit Public- Profit Other Specify

Date(s) of Use _____ Facility Requested

Time(s) Facility Must Be Opened _____ Actual Time of Event _____ Actual Time Event Ends _____ Time(s) Facility Must Be Closed _____

Type of Event _____ Description of Activity _____

Will admission fees, contributions or membership dues be collected? Yes No

Anticipated Attendance _____

Name of Requestor _____

Please Note:
1. APPROVAL IS NOT GRANTED UNTIL SIGNED COPY STAMPED 'APPROVED' IS RETURNED TO THE REQUESTOR.
2. Please submit this form at least 2 weeks prior to event, changes accepted until 7 days before event.
3. Please notify Facilities Utilization Office IN WRITING as soon as possible in the event of cancellation.
4. Deposit due two days prior to use. (Prices subject to change each year.)

Representative Name and Title _____

Mailing Address _____

City, State & Zip _____

Phone Number _____

E-Mail Address _____

Equipment/ Setup Requested (Include number of all pertinent items)
REQUEST WILL NOT BE ACCEPTED WITHOUT SETUP DETAIL

P/A System Flags Concessions Chairs _____ Tables _____ Lane Lines Scoreboard Timing Equipment

Vendor Booth(s) _____ Starting Blocks

Events with more than 50 guests/ participants require a pre-event meeting prior to event finalization. Pre-event meetings will be scheduled by the Facilities Office.
Certified Lifeguard Required

Applicant Signature: _____

The above signed is subject to all the conditions and fees set forth by Administrative Procedure (AP) 6700 governing the use of Riverside Community College District Facilities and to any special conditions stated below:

INTERNAL USE ONLY (Signature does not indicate event approval)

Department _____ Date _____

Facilities _____ Date _____

Riverside Community College District
Hold Harmless Agreement & Insurance Requirements
Addendum To
Request for use of College Facilities

1. The *User* hereby agrees to indemnify, defend, and hold harmless the District and its officers, employees, and agents from any and all losses, damages, claims, liability, expenses or cost arising from any accident or occurrence causing injury or damage to any person or property (including *User's* employees or property) relating or attributed to the District's authorization to use the District's facilities.

2. The *User's* obligation to indemnify, defend and hold harmless as hereinabove provided shall continue notwithstanding the expiration or revocation of the permission to use the District's facilities.

3. The *User* shall secure and maintain during the duration of this permission to use the District's facilities, public liability and property damage insurance to protect it from claims for damages for personal injury, including death, as well as from property damage which may arise from or which may be alleged to arise from the permission granted by the District. Such insurance shall include public liability insurance in an amount not less than \$10,000,000 for injuries, including death, and property damage as the result of any one occurrence.

4. ***Policies or certificates evidencing such coverage shall be filed with the District. The policies shall not be cancelled without ten days prior notice to the District. The wording on the certificate is to read:***

RIVERSIDE COMMUNITY COLLEGE DISTRICT IS ADDED AS ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF THE DISTRICT'S AUTHORIZATION _____ TO USE THE DISTRICT'S FACILITIES.
(User's Name)

5. The insurance required hereunder shall not be deemed a limitation on *User's* agreement to save and hold the District harmless and if the District becomes liable for an amount in excess of the insurance, the *User* will save and hold the District harmless for the whole amount thereof.

This Addendum is incorporated into the *REQUEST FOR USE OF COLLEGE FACILITIES* signed by the *User*.

Organization

Signature of Authorized Person

Title

Date

Riverside Aquatics Complex Rules & Regulations

Facility Usage

1. Hours of Use: Monday- Sunday 7:00AM - 9:30PM
2. Use of facilities permitted only by request through the RCCD campus utilization office; city sponsored event requests must be initiated with the City of Riverside Parks & Recreation Department.
3. Riverside Community College District classes and teams have priority use of the Aquatic Complex.
4. Organizations granted use may only use those areas which have been approved for their use. Other areas may not be used for any reason without prior written approval. Any usage of areas without a properly authorized RCC Facilities Use Permit will result in suspension from the Aquatic Complex.
5. Organizations granted use will be held accountable for damage done during their usage. All trash in the area must be policed by the organization after each use. Failure to do so may result in a charge for cleanup.
6. Cancellations due to weather conditions will be determined by Riverside Community College staff.

Facility Rules

1. Swimming is allowed only when a lifeguard is on duty.
2. Consumption of food, drugs and alcoholic beverages is not allowed.
3. Glass containers are not allowed in the facility.
4. No tobacco products
5. No chewing gum
6. No sunflower seeds
7. No skateboards
8. No dogs
9. Diving or jumping from the deck into the diving board pool area is not allowed.
10. Diving is allowed only in designated areas.
11. Throwing objects such as balls or other personal items is not allowed.
12. Horseplay (running, shoving, dunking) is not allowed.
13. The use of `swim pants' for infants in diapers or other individuals that may be incontinent, is required.
14. Practice good hygiene by showering before swimming and washing hands after using restrooms.
15. The clearing of the pool and deck during electrical storms is mandatory.

Diving Rules

1. Use the equipment only under the direct supervision of a coach or lifeguard.
1. Dive or jump only in a straight line from the end of the equipment.
2. Swim to the closest pool exit or wall immediately after completion of the dive.
3. Look before diving to make sure the area is clear.
4. Only one person is allowed on the equipment at a time.
5. No multiple bounces are allowed.
6. The ladder is the only means for climbing aboard equipment.

Emergency Protocols for Users of District/College Facilities

As the key person in the use of a District/College Facility, you will be the one in charge in the case of an emergency that would affect the room(s)/building you are using. It may be necessary for you to instruct the attendees of your function what to do in the case of an emergency. This document is intended as a guideline for you to follow should an emergency occur. Please familiarize yourself with the document prior to your use of our facilities.

First Things First

When you enter the room/building, familiarize yourself with the layout, taking note of the exits and the location of District phones, if available. Also take note of any fire extinguishers or fire alarm pulls in the area. Keep this document with you at all times during the event. All District/college phones are wired to go directly to our College Safety and Police department if 911 is dialed. If you are not near a District/College phone, use a cell phone and call 911 in the case of an emergency.

Be sure you are aware of the building number and/or the room number which you are occupying as well as the general geographic location on the College campus. This will better assist you should it be necessary for you to contact College Safety and Police or the city Police/Fire Department. Also make note of the number of people in attendance at your function.

Key Phone Numbers

College Safety and Police (24 hours/7days/wk)	911 from a District phone. If no District phone is available, call 911 from a cell phone and tell them where you are. They can alert the College Police while enroute to you.
City Police Department	911 from a cell phone
City Fire Department	911 from a cell phone
Paramedics	911 from a cell phone

If there are District or College personnel in your vicinity, ask them to assist you as well.

Earthquake

If one occurs:

1. Keep calm.
2. Stay in building.
3. Duck, cover and hold on. Take shelter under a table, desk, in a doorway or similar places and hold onto whatever you are under or near. If no shelter is available, use a book, notebook or other hard surface to protect head and neck.
4. Keep away from overhead fixtures, windows, skylights, filing cabinets and bookcases.
5. If you are outside, stay in the open, away from buildings or things that can fall on you.
6. Do not use elevator.
7. If it does become necessary to leave the building due to falling debris or other unsafe conditions, lead your group, calmly, outside through the nearest exit taking care to avoid any fallen electrical wires. Assist any individuals who may have a disability that would prevent them from exiting the building in a timely manner. Gather far enough away from the building, in an open area, so as to avoid any falling debris. Do a headcount to make sure all of your attendees have made it safely outside. Do not go back into a damaged/unsafe building.

Active Shooter

1. If an active shooter situation occurs during your use of our facilities, lock the door.
2. If safe, direct your attendees to cover the windows and move as far away from the windows as possible; turn off all cell phones, except for one for communication purposes. Use this one phone to stay in contact with law enforcement dispatch.
3. If possible, once inside the room, build a barricade with whatever heavy objects/furniture are available and find items that can be used to defend yourself and others.
4. Try to keep everyone in the room calm.
5. Call College Safety and Police from the phone in the room, if there is one, or use a cell phone. When calling give:
 - Room/Bldg Number/location
 - Your name and group you are with
 - Tell them if anyone is injured, what type of injury and its severity
6. Do not open the door until an "all clear" is given by a Police Officer.

Fire

1. If a fire alarm sounds, evacuate immediately.
2. If you discover a fire, immediately pull the fire alarm and then call 911 on a District or cell phone.
3. If the fire is small (size of a trashcan or smaller), you know how to use a fire extinguisher and there is one nearby, try to put out the fire.
4. If you do not know how to use a fire extinguisher, or there is not one available, close the door where the fire is located and evacuate.
5. Announce to participants that they are to evacuate calmly and quickly. Once at the evacuation location, conduct a headcount to ensure that all individuals got out safely.
6. Do not re-enter an evacuated building until told to do so by fire authorities.

When Speaking with A 911 Operator, Remember To:

1. Speak slowly and controlled. Don't panic or yell.
2. Give your name and what group you are with.
3. Give your location in as much detail as possible (College, room/bldg. name/number, parking lot number, etc.).
4. State the exact nature of the emergency and give a call-back phone number, when possible.
5. State what emergency unit you need (fire, police, paramedics).