

Dear Applicant:

Thank you for your interest in having your event at College of Marin. Enclosed you will find an application for facilities use, a "hold harmless" agreement, College of Marin District Policies and Procedures for facilities rental, and a fee schedule. Please fill out the application and "hold harmless" agreement and return them in the envelope provided. The other documents are for your information.

There is a \$30.00 processing fee which should be included with your application.

The review and approval of an application requires a minimum of ten working days. Please consider this when submitting your request.

If your use of facilities at College of Marin requires proof of insurance, please note that the insurance certificate should name College of Marin as "**Additional Insured with an Additional Insured Endorsement**". In most cases a general comprehensive policy in the amount of one million dollars is required.

If you have questions concerning the enclosed documents or the rental process, please call me at (415) 485-9311.

Again, thank you for your interest in the College of Marin.

Sincerely,

Cheryl Lynn Carlson  
College of Marin  
Community Education & Services Office  
835 College Avenue  
Kentfield, CA 94904  
Fax: (415) 456-5086  
Email: ccarlson@marin.cc.ca.us