



# Las Positas College

3000 Campus Hill Drive

Livermore, CA 94551

(925) 424-1631

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## COLLEGE TABLING PRELIMINARY REQUEST FORM

Does Organization have a 501(c)(3) from IRS? ☐ YES ☐ NO

**Organization is required to provide a copy of 501(c)(3) with the Preliminary Request Form**

Organization Name: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/City/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT DETAIL

Please Check One: ☐ Informational ☐ Non-Profit ☐ Military Recruiting ☐ Other

Table Purpose (Describe Services Provided): \_\_\_\_\_

Reservation Requested Date(s)	Entry Time	Start Time	Exit Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### TABLING LOCATION

☐ In front of Building: \_\_\_\_\_ ☐ Parking Lot: \_\_\_\_\_ ☐ Quad \_\_\_\_\_  
☐ Other \_\_\_\_\_

### EQUIPMENT REQUIREMENTS

☐ # of Tables: \_\_\_\_\_ ☐ # of Chairs: \_\_\_\_\_ ☐ # of Canopies: \_\_\_\_\_



## **Terms and Conditions:**

### **Preliminary Request Form**

- Vendors must submit a College Tabling Preliminary Request Form at least four weeks prior to their desired tabling date.
  - Allow up to two (2) weeks to receive notice of availability, along with an agreement and invoice.
- Vendors are not permitted to table during the first two weeks of each semester.

### **Permitted & Prohibited Activities**

- Permitted:
  - Advertising items that are educational or service-related (e.g., savings accounts, mobile phone services).
- Prohibited:
  - Soliciting or marketing credit or charge cards.
  - Selling items such as clothing, arts, or crafts.
  - Offering products or services that may place students in financial hardship.

### **Fees & Payments**

- A 3-hour minimum rate is charged for vendor tabling.
- Formal confirmation and check-in instructions will only be provided once:
  - Full payment has been received.
  - A signed College Tabling Agreement is on file.
- Payment Deadline: Full payment must be received by Administrative Services Office 14 days prior to the event, or the reservation will be cancelled.
- Accepted payment methods: Cash, check, or cashier's check (no credit cards).
- Once the agreement and payment are received, no cancellations or refunds will be issued.

### **Equipment Rental Rates:**

- 6' Table – \$10.00 each
- Folding Chair – \$2.00 each
- Trash Can – \$5.00 each
- Canopy – \$20.00 each
- Stanchion – \$5.00 each (2 minimum required)



## Facilities & Usage Rules

- LPC reserves the right to cancel reservations for instructional needs.
- Facilities must be vacated by the end time listed in the College Facilities Use Agreement. Overtime will result in additional charges.
- Vendors may be denied future use of facilities for:
  - Abuse or misuse of property.
  - Failure to pay promptly for damages or fees.
- Prohibited on campus: Alcohol, intoxicants, controlled substances, and all forms of tobacco.
  - Individuals under the influence will not be permitted to participate.
- No structures, electrical or facility modifications, or mechanical apparatus may be installed without written approval from the Director of Maintenance & Operations.

## Parking

- Overnight parking is not allowed; parking is enforced 24/7.
- Each vehicle requires a \$3.00 daily parking permit (license plate required).
  - Payment Options:
    - Online: QR code or [t2p.mobi/LPC](https://t2p.mobi/LPC) - \$3.75\*
    - Text: Send "LPC" to 25023 – \$3.75\*
    - On-site terminal (Lot C only): \$3 (cash) or \$3.50\* (credit card)
    - \*Includes service fee
- Reminder: The only terminal is located in Parking Lot C; other lots require online payment.
- Disabled parking stalls are enforced 24/7 with no exceptions.

## Campus Oversight

- Campus Safety is notified of all rentals and will monitor vendor tabling activities.

**THE APPLICANT AGREES THAT THE USE OF COLLEGE FACILITIES SHALL BE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE DISTRICT AS STIPULATED IN GOVERNING BOARD POLICY NO 6700. NOTICE TO APPLICANT:** Facility Fees and Staffing charges will apply according to the Fee Schedule on the LPC Facility Rental web site. Requester will observe and obey all Guidelines for Rental of Facilities on the LPC Facility Rental web site. This is an application for use only. You will receive confirmation of use and invoice under separate cover. Payment is due upon receipt of invoice.

**CERTIFICATE OF LIABILITY:** A Certificate of Liability (COL) is required for all facility rentals in the amount of \$1 million naming Las Positas College as the Certificate Holder.

Requester Signature: \_\_\_\_\_

Date: \_\_\_\_\_