



Requirements & Important Guidelines

Facility Rental Requirements:

- Room reservations exceeding \$100 require a signed quote before confirming the booking
- A facility rental [REQUEST FORM](#) must be filled out before we can tell you if we have availability.
- Proof of insurance (liability certificate) of \$100,000 should be submitted with your complete request form; [EXAMPLE](#).
- Request forms must be submitted **2 WEEKS PRIOR** to the event start date.
- Cancel reservations **WITHIN 3 DAYS** of the event start date.
- Reservations can be accepted 3 months in advance.
- Securing and serving food or beverages is the **EVENT ORGANIZER'S** responsibility; all guidelines from the Health Department must be adhered to.
- If the **EVENT IS A TRAINING** fill out the part of the request form that applies to trainings.
- **FREE PARKING** is available at all TBCC campuses.
- The sale or consumption of **ALCOHOL IS NOT ALLOWED** on any college property without prior approval from TBCC's President.
- **TILLAMOOK BAY COMMUNITY COLLEGE (TBCC) IS NOT LIABLE** for theft or loss of personal property. The applicant expressly releases, indemnifies, and holds the college harmless from liability for any or all losses, costs, claims, injuries, or damages that could result from the use of college facilities.