

Today's Date: _____

Current CLC Student Organization Community Member Other: _____

Name of Organization: _____

Address: _____

Phone: _____ Email: _____

Name of Responsible Individual(1): _____

Address: _____ City: _____ State: _____ Zip: _____

Cell #: _____ Email: _____

Name of Responsible Individual(2): _____

Address: _____ City: _____ State: _____ Zip: _____

Cell #: _____ Email: _____

Name of Individuals who will staff the reserved space (if different than above): _____

Topic to be Discussed/Purpose of Request (please be specific): _____

Preferred Date: _____

The College requires a minimum of seven (7) days advance notice for use of College space.

Preferred Campus: Grayslake Lakeshore Southlake Arrival time: _____ Departure time: _____

Preferred Location on Campus: _____ *The College will try to honor your preference but location will be based on availability.*

Options include [INSERT LIST] _____

Please provide copies of all materials that will be distributed when submitting this request.

By signing this form, the individual or organization/agency representative confirms that he or she has read and that the individual or the representative's organization or agency will comply with all rules and regulations outlined in this Registration Reservation Form and all College policies and procedures.

Signature of Individual(1): _____

Time & Date Received: _____
Approving Signature and Title: _____

Signature of Individual(2): _____

Please complete all information and Review the "Time, Place, and Manner Regulations" listed on the next page.

Email form to: **GRAYSLAKE Central Scheduling:** events@clillinois.edu

**Release and Waiver of
Liability, Assumption of Risk,
and Indemnity Agreement**

Name of Individual: _____ **Date of Birth:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Cell #: _____ **Email:** _____

Name of Individual: _____ **Date of Birth:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Cell #: _____ **Email #:** _____

Project, Program or Activity Name: _____

I hereby make notice to be on the premises of the College of Lake County on _____ from _____ to _____

Campus Location _____ **Topic to be discussed:** _____

I/We____, hereby agree to assume full responsibility for any and all damages, loss or injuries to Property, Employees or Students of the College of Lake County, arising out of or resulting from my participation in, attending any program or event on the premises of the College of Lake County. It is also agreed that The College of Lake County District 532, its Board of Trustees, Employees, Students, Representatives, and Agents disclaim all responsibility for any injury I sustain, or loss or damage to my equipment and/or personal property while participating in, attending any program or event held on premises of the College of Lake County

It is further agreed and understood that I/We_____ To the extent permitted by law shall indemnify and hold harmless, the College of Lake County District 532, its Board of Trustees, Employees, Students, Representatives, and Agents, against any and all claims, demands, and actions which may be made or instituted against the College of Lake County District 532, its Board of Trustees, Employees, Students, Representatives, and Agents, arising out of my participating in, attending any program or event held on premises of the College of Lake County

I/We____, hereby agree and understand my participating in, attending any program or event subject to immediate cancellation for reasons necessary and proper for the College of Lake County District 532, its Board of Trustees, Employees, Students, Representatives, and Agents purposes, for violations of this agreement, and for actions that are detrimental, destructive or dangerous to Personnel or Property of the College of Lake County.

I have read this Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement. I understand and agree to the terms and conditions. I further understand and agree that I have relinquished substantial rights, and have signed this agreement freely and voluntarily without any inducement.

Signature

Date Signed

Signature

Date Signed

I have read and agree to the time, Place and Manner Regulations listed on the next page _____ Initials of Individual 1 and 2

Introduction

The College of Lake County will accommodate free speech activities by students or others affiliated with the College, and individuals or groups not affiliated with the College, pursuant to the time, place and manner regulations set forth in this Program Registration and Reservation Form and consistent with the law. This exercise of free speech, not to include advertising or solicitation of for-profit products and services, may take place as previously scheduled thru the Facilities Office/Central Scheduling and after approval of the Program Registration and Reservation Form.

Anyone who engages in activities which violate this policy shall be subject to disciplinary action and/or subject to the control of Campus Police.

Time, Place, and Manner Regulations

- This event/activity must take place during normal operating hours at the campus requested; can only use the space 1 time per semester, per campus and can't be on campus for more than 12 hours.
- No one may interfere with, block, or impede, the normal access to or from any hallway or building, including walkways that connect such buildings.
- No one may engage in any activity which endangers personal safety and/or that result in damage to personal or College property. Individuals and representatives of organization are responsible for the prompt payment of any damage to College property.
- No one may interfere with or disrupt normal College business, classes or any organized and authorized College activity inside or outside a campus building.
- No one may refuse to follow the lawful directions of College officials or Police officers acting in their official capacity.
- No one may interfere with the ability of vehicles to enter or exit a roadway or with the normal flow of vehicular traffic.
- The distribution of literature that is obscene or pornographic is prohibited.
- No one may force someone to take a leaflet. No one may leave leaflets around campus grounds, offices, courts, classrooms as well as on car windshields, in bathrooms, stairwells or on tables. Leaflets may be given directly to individuals in the approved designated areas.
- In the event that an individual or organization plans to use a table to share information, the table must be staffed at all times. *There should be no more than 4 people at the table.*
- Activities may not use sound amplification except with prior written approval.
- In support of a clean and safe campus, the College of Lake County will require the individuals and sponsoring organizations to restore the used area to its original form. All debris must be removed at the conclusion of the event. An additional charge will be assessed to the scheduled group, if facilities staff is needed to restore the area.
- Individuals and groups must comply with the Illinois Firearm Concealed Carry Act Summation -- College Policy: [Illinois Firearm Concealed Carry Act 430 ILCS 66/1 et seq.](#)
- Liquor and Smoking are strictly PROHIBITED at any CLC Campus.
- The solicitation of funds and the sale of good or services is prohibited.
- Displaying a sign (without sticks or poles), wearing clothing conveying a message, standing or otherwise protesting noiselessly is acceptable unless the protest interferes with the general public's view, physically prevents the public from paying attention to a speaker, or impairs the ingress or egress of a building or hallway.

Violations of these regulations may result in the revocation of the opportunity for an individual or organization to reserve space on campus in the future. The length of the revocation period shall be determined based upon the severity of the violation of these regulations. Fines for damage will be charged to the organizations, club or individuals as deemed by Facilities and Campus Police.