



Rogue Community College

3345 Redwood Highway, Grants Pass, Oregon 97527

### VISITING ORGANIZATION AGREEMENT

<b>Organization Name:</b>	
<b>Address:</b>	
<b>Contact:</b>	<b>Phone Number:</b>
<b>Event Description:</b>	
<b>Event Date(s)/Time(s):</b>	
<b>RCC Host Department and Campus:</b>	
<b>RCC Contact:</b>	<b>Phone Number:</b>
<b>Special Conditions/Guidelines for Event:</b>	

**Rogue Community College District (RCC)** agrees to allow the visiting **Organization** listed above to participate in the educational field trip or event listed above according to the terms and conditions listed below. The **Organization** and all participants shall not be considered enrolled RCC students, but shall be treated as visitors unless the event is run through the college as a course and all participants register with RCC for that course.

The **Organization** agrees to adhere to all of the guidelines set forth in Administrative Procedure (AP)011, *Facilities Use* (attached).

The **Organization** agrees to provide an instructor or supervisor to be present at all times and to take responsibility for assuring that the group represented abides by the rules and regulations set forth as well as to assure and maintain an orderly, safe, and professional learning environment.

The **Organization** agrees to notify the **RCC** contact, at least one week prior to the event, if any of the students or visitors have special needs to be considered in order for them to access the event. The **Organization** may be responsible for providing any accommodations necessary for their participants. If this is a shared event or sponsored partially by the college, the **Organization** and **RCC** may share in the responsibility of making necessary accommodations available. All accommodations shall be arranged for and communicated between the parties prior to the event.

Both **RCC** and the **Organization** agree to hold each other's organization, officers, employees, representatives, agents and assignees harmless in the event of loss, damage, destruction or injury to property, staff, student or instructor as a result of activities engaged in under this contract except that arising out of the sole negligence of the opposite party. Both **RCC** and the **Organization** agree to maintain an appropriate level of general liability insurance to cover their own activities under this

agreement. Due to the technical nature of some **RCC** buildings, and dependent upon the size of the **Organization** and the type of event, **RCC** may require that the **Organization** provide proof of liability insurance.

In most cases in which an **Organization** visits **RCC** for the purpose of an educational field trip, or in the case that an **Organization** is invited to participate in an **RCC** event, a fee will not be charged. However, in some cases, due to the nature or size of the event, a fee may be charged if deemed necessary by **RCC**. If this is the case, **RCC** and the **Organization** will negotiate an appropriate fee not to exceed the amount published in the current **RCC Facility Use Fee Schedule**. A Cleaning/Damage/Security Deposit may also be required if deemed necessary by **RCC** due to the nature of the event being held by the **Organization** at an **RCC** facility. The deposit is refundable if the facility is left in its original condition. **RCC** reserves the right to place or waive other restrictions and requirements on the use of its facilities.

**AUTHORIZATION/SIGNATURES**

	Signature	Printed Name	
<b>Date</b>			
<b>Organization Contact</b>			
<b>RCC Contact/Instructor</b>			
<b>RCC Dept Chair</b>			
<b>RCC VP or Dean</b>			
<b>For RCC Use Only:</b> <input type="checkbox"/> Waive all applicable fees                      * <input type="checkbox"/> A Fee will be assessed in the following amount \$  <small>* If a fee is to be charged for facility use, supplies, materials, staffing, etc. under this agreement, adherence to the RCC Facilities Use procedure (AP-011) may apply. For details please contact Facilities Office Coordinators: Cat Murphy at (541) 956-7161; cmurphy@rogucecc.edu for Josephine county or Rosemary Roush at (541) 245- 7718 ; rroush@rogucecc.edu for Jackson county.</small>			

Note: Agreement is not valid until all signatures are obtained. Signatures must be obtained prior to event.