



## 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 6700 Facility Use/Rentals](#).

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.

Indemnification: The **Organization** agrees to waive and discharge any and all claims against **RCC** and release it from liability for any loss regardless of cause, including claims for any negligent actions of **RCC** or its employees or agents, to the fullest extent allowed by law, for **Organization**, its members, employees, agents, contractors, suppliers, or guests. **Organization** also agree to release, exonerate, discharge and Hold Harmless **RCC**, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, arising out of injuries of any kind to **Organization**, or to its property, or losses of any kind which may result from or in connection with the participation at **RCC's** facility, up

to and including injuries stemming from the negligent actions of **RCC** or its employees or agents. **Organization** certifies and represents that it has the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of itself and its members, employees, agents, contractors, suppliers, or guests.

Insurance: **Organization** agrees to furnish, if requested, a Certificate of Liability Insurance naming **RCC** as an additional insured, no later than ten (10) working days prior to the event.

Property Damage: **Organization** agrees to reimburse **RCC** for damage to **RCC's** property that is caused by **Organization** or User's members, employees, agents, contractors, suppliers, or guests.

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	Date
<b>Organization Contact</b>			
<b>RCC Contact/Instructor</b>			
<b>RCC Dean</b>			
<b>RCC VP</b>			
<b>RCC Risk Management</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 6700 may apply. For details please contact Risk Management at 541-956-7146 or 541-956-7061.</small>			

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