

USE OF FACILITIES APPLICATION

Anderson Valley Unified School District
Post Office Box 457
Boonville, CA 95415

707-895-3010 - Elementary
707-895-3496 - High School
707-895-3774 - District Office

Date of application _____ Date of facility use _____

School Requested: (Check on the appropriate line)

_____ Elementary - room number or area: _____

_____ High School - room number or area: _____

_____ Other - please specify: _____

Hours requested: _____ Fee collected? Yes ___ No ___

Chairs/Tables will be needed for _____ people.

Purpose of use: _____

Name of Insurance Carrier: _____ Agent's Name: _____

(A certificate of insurance naming AVUSD as additional insured must be on file five (5) working days prior to event of facility use will be cancelled.)

Address of insurance carrier: _____ phone: _____

Person in charge requesting use: _____ phone: _____

Address: _____

Facility use fee (see fee schedule): _____

I have read the information on the back of this application and agree to abide by the use of facility regulations as outlined. I further understand that by signing this application I am taking personal responsibility for compensating the school district for any property damage which may occur to school facilities during the activity for which I am request facility use. (Signer must be 18 years old or older.)

Signature of person in charge

Date: _____

Superintendent's approval _____ Date: _____

Employee or Board member supervising activity _____

District is a co-sponsor Yes ___ No ___

In accordance with Board Policies (1330(a) - 1330(f) the following procedures must be used when applying for the use of any school district's facilities.

1. An application must be filled out completely.
2. Name, address and phone number of the insurance agent must be included with the application. A certificate of insurance naming the AVUSD as additional insured party must be on file at the location where the application was returned at least five business days prior to the event.
3. A person over the age of 18 must sign the application. The signer becomes personally liable for any damage to school property, which may occur during the activity. The facilities are to be left in a clean and orderly manner. The enforcement of the school policy prohibiting tobacco, drugs and alcohol must be maintained.
4. School and youth activities occurring during normal school hours (8:00 AM to 5:00 PM) will be granted use at no cost. All other activities will be charged a fee based on the type of activity and the time it occurs.

TYPE OF REQUEST	FEE	APPROVAL FROM	RETURN APP TO
School or youth activity held in normal school hours	Free	Principal	Site
Free community or civic or civic event held in normal school hours	Cost to cover district expense	Superintendent	Site
Meeting - youth (8-5)	Free	Principal	Site
Other meeting (8-5)	Cost	Superintendent	Site
Meeting after five	Additional fee	Superintendent	Site
Event where admission is used for a non-profit activity	Our cost	Superintendent	Site
Any event other than a meeting held outside school hours	Additional reopening fee	Superintendent	Site
Any event lasting more than three hours (plus set-up)	Possible additional fee	Superintendent	Site
School co-sponsor meeting	Free	Superintendent	Site
Agency outside AV community	\$50.00	Superintendent	Site

5. Applications must be in the site office no less than two weeks prior to event.
6. The administration may revoke an ongoing use of facilities should the activity interfere with regular school activities.
7. The adult in charge of the activity must remain with any children until they are all picked up. School personnel are not responsible for getting children home.
8. Applicant is responsible for finding out during normal school hours whether their application has been approved by contacting the office where the application was made.

HOLD HARMLESS AGREEMENT

The _____ agrees to and does hereby indemnify and hold harmless the Anderson Valley Unified School District, its officers, agents and employees from every claim or demand made, from every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense which may have been sustained by the District or any persons, firm or corporation employed by the District upon or in connection with the activity called for in this agreement.
- (b) Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations including _____ arising from any act of neglect, default, omission, negligence or willful misconduct of the _____ or any person, firm or corporation employed by the _____, either directly or by independent contract and attributable in connection with the activity covered by this agreement, on or off District property.

The _____, at his/her own expense, cost and risk, shall defend any and all actions, suits or other proceedings that may be brought or instituted against the District, its officers, agents or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its officers, agents, or employees in any action, suit or other proceeding as a result of the activity called for in this agreement.

ACTIVITY: _____

FOR THE USER:

FOR THE SCHOOL DISTRICT:

Legal Name: _____

PLEASE PRINT

Authorized Agent

Authorized Agent: _____

Signature

Signature

Address: _____

Title: _____

Telephone: _____

Date: _____