

# BIG CREEK SCHOOL DISTRICT USE OF FACILITIES

## Procedures for Submitting Requests

1. All three of the attached forms must be completed, and properly signed prior to submission to the Superintendent for approval. (Application and Permit, Agreement of User to Hold Harmless, Statement of Information)
2. Please submit all information to the office at 55190 Point Road. In addition to the three forms, you must include a copy of your organizations certificate of insurance with an additional insured endorsement naming Big Creek School District, its officers, board members, agents and employees as additional insureds to the commercial general liability policy. If the Certificate of Insurance and additional insured endorsement is not immediately available, please attach a statement that includes a) name of the insurance company and contact person, b) date that you made a request for a certificate, and c) the estimated date the certificate will be received by the Big Creek Elementary School District.

**Important:** Prior to the scheduled event, the Certificate of Insurance and additional insured endorsement must be received by the District. The acceptable limits of coverage are \$2,000,000 per occurrence and \$5,000,000 aggregate.

3. Rental fees and or charges for services will be paid for at the District Office when the above named forms are presented and approved.
4. For information on the cancellation policy, contact the District Office.
5. If you have any questions about the procedures, please refer to them to the District Office.

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For Office Use Only

- \_\_\_\_\_ 1. Has the Application and Permit for use of School Facilities been received and signed?
- \_\_\_\_\_ 2. Has the Agreement of User to Hold Harmless and Statement of Information been received and signed?
- \_\_\_\_\_ 3. Has the Certificate of Insurance with additional insured endorsement been received?
- \_\_\_\_\_ 4. Once all three forms are received, has payment been obtained (if required)?

**BIG CREEK SCHOOL DISTRICT APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES**

Date: \_\_\_\_\_ (Submit application no later than 10 days prior to date of usage.)  
The \_\_\_\_\_ hereinafter referred to as the "Organization" is a \_\_\_\_\_ type of organization or committee.

This organization hereby applies for permission to occupy:

- \_\_\_\_\_ Gym
- \_\_\_\_\_ Bowling Alley
- \_\_\_\_\_ Cafeteria
- \_\_\_\_\_ Swimming Pool
- \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Insurance Information:**

Company Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**Rate Calculations:**

Basic Rate \$ \_\_\_\_\_ x hours \_\_\_\_\_  
Key Deposit \$ \_\_\_\_\_  
Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Returned \_\_\_\_/\_\_\_\_/\_\_\_\_

**Additional Charges:**

- \$ \_\_\_\_\_ Set-Up
- \$ \_\_\_\_\_ Custodial
- \$ \_\_\_\_\_ Food Services
- \$ \_\_\_\_\_ Grounds
- \$ \_\_\_\_\_ Total Charges
- \$ \_\_\_\_\_ Refundable Key Deposit
- \$ \_\_\_\_\_ Total

I, \_\_\_\_\_, representing \_\_\_\_\_ do acknowledge the receipt of the rules and regulations as contained in this package including Board Policy and corresponding administrative regulations related to my usage of the District facilities and hereby agree to abide by them. If the rules and regulations are not followed, I am aware that I am personally liable for any charges incurred by my group due to my negligence in not adhering to the rules and regulations.

\_\_\_\_\_  
Signature of Organization's Representative Date

\_\_\_\_\_  
Address Telephone

**Big Creek School District:**

\_\_\_\_\_  
Superintendent Signature Date



**BIG CREEK SCHOOL DISTRICT  
STATEMENT OF INFORMATION**

The undersigned, as duly authorized representative for \_\_\_\_\_, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that \_\_\_\_\_, the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitution of the United States of America and the State of California.

\_\_\_\_\_  
(Signed) (Date)

\_\_\_\_\_  
(Organization) (Title)