

APPLICATION FOR USE OF SCHOOL FACILITIES

Date of Application _____ Site _____

Organization _____

Person in Charge _____ Title _____

Address _____

Phone #1 _____ Phone #2 _____

Alternate in Charge _____ Title _____

Address _____

Phone #1 _____ Phone #2 _____

The purpose of this meeting/event/activity is: _____

Is the meeting/event/activity open to the public? Yes _____ No _____

Will there be an admission charge, solicitations, or collection of funds? Yes _____ No _____

If yes, how will proceeds be used? _____

Date(s) Requested Date _____ Time: From-To _____

Date _____ Time: From-To _____

Date _____ Time: From-To _____

Date _____ Time: From-To _____

Facility Requested (Room #, Cafeteria, Field, etc.) _____

Number of Participants _____ Number of Spectators _____

Equipment Requested _____

By signing below, the applicant agrees to the "Stipulations" outlined on the reverse of this agreement.

Signature of Authorized Group Representative Date _____

For District Use Only:

Organization Category (Refer to Facilities Use manual for more information)

(A) District affiliated or governmental agency

(B) Youth groups or activities or not for-profit student enrichment classes

(C) Adult, for-profit, or religious groups

Approved by _____ Date _____

Fee _____ Received District Office Date _____

By _____

STIPULATIONS

By signing the application for Use of School Facilities, the authorized group representative agrees to the following:

1. Group members will abide by Covina-Valley Unified School District Board Policy and Administrative Regulations pertaining to facilities use, the District's Facility Use Manual, and any additional rules and regulations outlined by the building administrator.
2. To the best of his or her knowledge, the applicant organization upholds the state and federal constitutions, and does not intend to use school premises to conduct unlawful acts.
3. The organization, its officers, members, and guests using the facility agree to indemnify and hold harmless the Covina-Valley Unified School District, its officers, agents, and employees against any and all loss, damage, and/or liability that may be suffered or incurred by the School District, its officers, agents, and employees, and against any and all claims, demands, and causes of action that may be brought against the School District, its officers, agents, and employees, caused by, arising out of, or in any way connected with the use by the above-signed of the Covina-Valley Unified School District or the exercise of the privilege herein granted.
4. It is the right of the District to require a Certificate of Insurance from the user, at the District's discretion. Limits of liability will be determined by the District.
5. The user agrees to pay all required fees, including:
 - Base fees as outlined in the Fee Schedule
 - Fees for equipment use
 - Additional fees for extra services
 - Additional fees which may be assessed after the facility use is concluded, including but not limited to charges for property damage, equipment damage or loss, additional custodial services, or restocking of supplies.
6. This statement is made under penalty of perjury.

Covina-Valley Unified School District
 519 E. Badillo Street, Covina, CA 91723
 626-974-7600 Ext. 2122

To be completed by Business Office:

Fees

Estimated fees must be paid in advance. Additional fees may be assessed after the facility use is concluded, including but not limited to charges for property damage, equipment damage or loss, additional custodial or other staff services, or restocking of supplies.

Estimated Fees:

Classroom/gymnasium/multipurpose room/cafeteria:

$$\frac{\text{Hourly rate}}{\text{Hourly rate}} \times \frac{\text{Hours}}{\text{Hours}} = \underline{\hspace{2cm}}$$

Theater:

$$\frac{\text{Hourly rate}}{\text{Hourly rate}} \times \frac{\text{Hours}}{\text{Hours}} = \underline{\hspace{2cm}}$$

Baseball diamond:

$$\frac{\text{Monthly rate}}{\text{Monthly rate}} \times \frac{\text{Months}}{\text{Months}} \text{ plus } \frac{\text{Player Rate}}{\text{Player Rate}} \times \frac{\text{\# Players}}{\text{\# Players}} = \underline{\hspace{2cm}}$$

Soccer/Football Field:

$$\frac{\text{Monthly rate}}{\text{Monthly rate}} \times \frac{\text{Months}}{\text{Months}} \text{ plus } \frac{\text{Player Rate}}{\text{Player Rate}} \times \frac{\text{\# Players}}{\text{\# Players}} = \underline{\hspace{2cm}}$$

Staff Cost:

<u>Position</u>	<u>Rate</u>	<u>Hours</u>	=	_____
_____	_____	_____	=	_____
_____	_____	_____	=	_____
_____	_____	_____	=	_____

Other Costs:

_____	=	_____
_____	=	_____
_____	=	_____
Total	\$	<u>_____</u>