

Event Coordinator's Instructions

Thank you for your interest in using one of our facilities at Victor Valley Union High School District. The following is information and required documentation, should you decide to use one of our facilities.

Requester of Event-

- Authorized Officer of the Organization fills out Use of Facilities form completely.
- If more than group contact is responsible for this event, attach a list of names and phone numbers.
- Certificate of Insurance with \$1,000,000 limits.
- Victor Valley Union High School District as Certificate Holder- MUST be provided before 48 hours before event. Certificate Holder can also be Victor Valley Union High School District with site name and address. **Additional Insured must be on document**-either noted on Certificate of Insurance in description of operations etc.
- Submit ORIGINAL FORMS to Site Office Staff.
- If custodian is not on duty, custodian must open and stay at event for duration of event. Fees are charged accordingly.

Event Date(s)_____ RENTAL FEES \$_____ per hr CUSTODIAL \$_____ per hr = \$_____

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ADDITIONAL EQUIPMENT REQUESTED_____ \$_____ per hr

TOTAL DUE \$_____

ADDITIONAL INSTRUCTIONS _____

- Minimum of two hour custodian charges Mon-Thu and minimum of three hour custodian charges Friday evening through Sunday-this for custodian not already on duty.
- **Minimum of one hour facility rental fees for non-profit (Fair Rental Value) and two hour rental fees for profit organizations (Fee Schedule) per Board approved Use of Facility Fee Schedule.**
- **Event is paid in full before event** with cash or cashier's check made payable to VVUHSD at FISCAL SERVICES office; Building # 5, 16350 Mojave Drive, Victorville (Del Rey Street/Mojave Drive-adjacent to Victor Valley High School). Event will be paid at estimated hours-refunds for less than one full hour will not be issued. Events going over more than one full hour will be invoiced for balance due.
- Completed Application/Forms will be reviewed by Principal/Staff and Risk Management at the District Office. District/Site staff will then confirm with Event Coordinator that event is scheduled or denied.
- **Copy of Use of Facilities form should be with Event Coordinator while on VVUHSD property at all times.**

(Revised 03/2012)