

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-

1. Authorized Officer of the Organization fills out Use of Facilities form completely. If more than one group contact is responsible for this event, attach a list of names and phone numbers
2. Certificate of Insurance with \$1,000,000 limits. Victor Valley Union High School District as Certificate Holder- 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.
3. Submit ORIGINAL FORMS to Site Office Staff for verification of availability. Principal approves site use and forwards form & Certificate of Insurance to Kathleen Hardy, Risk Manager
4. Risk Manager will review facilities needs & pricing with Supervisor of District Operations
5. Risk Manager will review documents, quote pricing. (Only the Asst. Supt. of Business can negotiate pricing or no charge events.)
6. Risk Manager will scan approved forms to site, Supervisor of Operations and contact event
7. Event will come into Fiscal Services at least 24 hours before to pay in full

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 \$ _____ / hr CUSTODIAL \$ _____ / hr = \$ _____ total

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SECURITY \$ _____ / hr # of hrs _____ \$ _____ total

ADDITIONAL EQUIPMENT REQUESTED _____ \$ _____ total

TOTAL DUE \$ _____

CLEANING/SECURITY DEPOSIT will be held and returned in full if facility needs no additional cleaning or repairs \$ _____

Minimum of three hour custodian charges Friday evening through Sunday- 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 VVUHS 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.
- Copy of Use of Facilities form should be with Event Coordinator while on VVUHS property at all times.