

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

STAFF USE-STAFF MEETINGS OR STUDENT EVENTS ONLY

In-house events are; staff use of facilities, or student events. **All** outside visitors on campus are either In-House contracted events or outside Use of Facilities, and require an approved use form and Certificate of Insurance. After hour events must have requestor, designee or custodian in attendance, for duration of the event. **Certificate of Insurance is required from all outside entities coming on campus for In-house events.** Site staff personal use of facilities, affiliated with clubs and the like, is considered an outside event, and requires a Use of Facilities form, and payment made accordingly. Copy of this form with Certificate of Insurance is to be kept on site. In the case of any incidents/accidents, General Use Incident Reports and Witness Statements are to be obtained immediately and forwarded to Risk Management.

Date _____ School Site/Department _____

Requested by: _____

Work Telephone/Extension _____ Cell Phone #: _____

USAGE INFORMATION

Facility/Room requested: _____

Activity _____

Dates(s) of Use: From: _____ To: _____ Time: _____ to _____

From: _____ To: _____ Time: _____ to _____

Saturday: From: _____ To: _____ Time: _____ to _____

Sunday: From: _____ To: _____ Time: _____ to _____

After school hours, who will oversee this event? _____

Special Instructions _____

The undersigned is responsible for the facility during the event. Undersigned must be site staff. Students may not complete this request or be the responsible party for a facility.

Signature of Requestor: _____ Date: _____

Approved by Principal or Designee: _____ Date: _____

Approved by: _____ Date: _____

Original: Principal or Assigned Use of Facilities

Copy: Custodial Supervisor for scheduling

District Office: Upon request

Placed on/Emailed:

PAC / Board Room / Conference Room A/B / Calendar: _____