

Application for Facility Rental

For more information visit our website at www.stancoe.org/room-rental-scoe

- Name of Facility: **MGP Event Center**
720 12th Street
- SCOE H Street Building**
1100 H Street
- Name of Room(s): Event Center Entire Facility
 Event Center Large Room
 Event Center Rooms 1 & 2
 Event Center Room 1
 Event Center Room 2
*All Event Center Rooms
have kitchen access*
- Board Room, (2nd floor)
 Gratton Room, (1st floor)
 Shiloh Room (1st floor)
 Chatom Room (1st floor)
 Knights Ferry Room (1st floor)
 Paradise Room (1st floor)
 Roberts Ferry Room (1st floor)

Date(s) of Use: _____

A/V Needed: Yes, time needed: _____ No

If yes what A/V services/equipment are needed: _____

Rental Time: From: _____ To: _____ Guest/Participant Time: From: _____ To: _____
(When do you want access?)

Special AV Equipment/Furniture Required: _____

Room Set Up: Round tables Classroom Conference Theater Special Set up (diagram required)
(Event Center Only) (provide diagram at least two weeks in advance)

Purpose of Facility Use: _____

Admission Charged: ___ No ___ Yes, Amount \$ _____ Expected Attendance #: _____

Proceeds to be used for: _____

Requested for: _____ Non-Profit Tax # _____
Name of Organization

Address: _____
Street City State Zip

Person Responsible: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Additional Contact: _____ Work Phone: _____

Cell Phone: _____ Email: _____
In Case of Emergency

IMPORTANT: Please submit a copy of the following with your application: 501(c)3 letter, W-9 and Certificate of Insurance

MGP EVENT CENTER ONLY:

- Will alcohol be served during the event? Yes No (If yes, provide one of the following)
 - Name of Caterer who has a liquor license: _____
 - Copy of SCOE waiver to serve alcohol (included in packet)
- Will alcohol be sold during the event? Yes No
 - Copy of one-day liquor license from the Alcoholic Beverage Control (www.abc.ca.gov)

Guidelines/Conditions of Use

All rules and regulations of the Board, Superintendent and provisions of the Education Code are to be observed strictly by those using SCOE property, facilities, and grounds.

1. An organization granted the use of SCOE buildings or grounds may be permitted to use SCOE equipment, which is integral to the facility, i.e., projection screen, scoreboard, public address system.
2. Persons or organizations using SCOE premises shall not be permitted to remove or displace furniture, apparatus, or equipment except when premises are under supervision of the custodian in charge. Full details of equipment and personnel needed must be furnished in advance on the request for facilities or grounds.
3. The SCOE representative on site shall not permit any individual or group to use any room or part of a facility that has not been reserved in advance.
4. At the end of the event, a walkthrough per the Event Center Inspection Checklist must be completed with a designated SCOE representative. All County Office facilities must be left as found. Chairs and tables must be replaced, all floors left free of debris, and all trash must be taken out to the dumpster. Failure to do so will result in additional costs. Checklist will be sent via email after application is approved. You must bring the checklist with you as your ticket to access the building.

It will be the responsibility of the Business Services or the Security Coordinator to see that the applicants are notified and given copies of the form indicating:

1. The enforcement of the rules is the responsibility of the adult in charge, who must be present during the entire period of use
2. Use of tobacco is prohibited
3. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities
4. SCOE's equipment will not be used unless specifically authorized
5. The using group agrees to assume financial responsibility for all damages or services and any additional custodial services if required
6. The using group will return the facility to its original arrangement and condition before leaving. The custodial staff will perform normal clean up.
7. The applicant will ensure the timely return of equipment in good physical condition
8. The applicant will accept liability for injury to any person or property while the equipment is on loan
9. If the applicant would like a tour of the facilities, an appointment must be scheduled with Business Service.

The applicant agrees the aforementioned rules and regulations will be complied with in full.

The applicant states that, to the best of his/her knowledge, the County Office of Education property will not be used for the commission of any act that is prohibited by law. Groups other than those that promote youth and activities may be required to include the County Office of Education as addition insured on their liability policies.

The applicant who is to be in charge of the activity should be 21 years of age or over. He/she agrees that he/she will be responsible to the County Office for the use and care of said property. The Superintendent or designee may require a hold-harmless agreement when warranted by the type of activity or the specific facility being used.

Now, therefore, the parties agree as follows:

1. The Facility User agrees to defend, indemnify, and hold harmless SCOE, its officers, officials, employees and volunteers from and against any and all liability, loss, damage expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the use of the Facility. Persons or organizations applying for the use of school facilities shall, by signature on this agreement affirm that their organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.
2. Insurance requirements: the certificate shall be filed with the SCOE Business Services Office at least 3 days prior to requested facility use. (If alcohol will be served at event it must be noted on certificate of insurance.) Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors. Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury, and personal advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, with the general aggregate limit shall be twice the required occurrence limit. If the use includes athletics activities, renter shall provide evidence of the CGL includes coverage for injuries to athletic participants and should also provide evidence of Participant Accident Insurance. If the renter maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the high limits maintained by the Renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity. The Entity, its officers, officials, employees, and volunteers are to be covered as additional insured on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage ca be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 2037 if a later edition is used). If renter will be supplying alcohol beverages, the general liability insurance shall include host liquor liability coverage. If the renter is using a caterer or other vendor to supply alcohol that vendor must have a liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sale license and liquor liability insurance covering the sale of alcohol.
3. The Facility User is responsible for the cost of any staff time such as additional administrative time above standard charges, custodial fees as well as security fees, if applicable.
4. (If applicable) If an admission fee is charged or contributions are solicited and the net receipts are not expended for the benefit of SCOE pupils or other charitable purposes, fair market fees will be charged based on that fee schedule.
5. AMOUNT OF RENTAL FEE, IF ANY, PER HOUR OF USE _____

Signature of Applicant _____

Date _____

SCOE Approval _____

Date _____

Office Use Only

Date Deposit Received _____ (Amount to be refunded, if applicable, on approval from designated staff within 30 days following facility use.)

Minimum Rental Fee \$ _____ Additional Staffing Fee \$ _____ Additional Security Fee \$ _____

Estimated Additional Rental Hours \$ _____ **TOTAL AMOUNT DUE \$ _____**