

USE OF FACILITIES CHECKLIST

Submit your complete application package at least 15 working days prior to your event.
All applicable documentation must be included prior to approval.

CONFIRM AVAILABILITY:

- ☐ Confirm date availability with school site/District Office (as applicable).

APPLICATION:

- ☐ Complete the Cypress School District *Application and Permit for Use of School or District Office Facilities* form.
- ☐ Clearly identify the representative contact name, phone number, and title on the application form in the space provided.

NONPROFIT DOCUMENTATION:

- ☐ If applicable, provide your nonprofit tax ID number as well as a Letter of Determination from the State of California or Department of the U.S. Treasury assigning the ID number for your group. Nonprofit fees can be applied only with proper documentation.

INSURANCE:

- ☐ Obtain a Certificate of Liability Insurance for at least \$1,000,000 per occurrence, \$2,000,000 in aggregate, and a separate endorsement naming the district as an additional insured.

The Certificate Holder and Additional Insured should be listed as:

Cypress School District
5816 Corporate Avenue
Cypress, CA 90630

The endorsement must include the following wording:

The Cypress School District, its Board of Trustees and its officers, agents, and employees shall be named an Additional Insured, by separate endorsement. Any insurance maintained by (insert name of organization, individual or vendor using the facility) shall be primary, and any insurance or self-insurance maintained by the district shall be excess and non-contributing.

If requesting the use of school fields for sports activities, also include as an Additional Insured:

City of Cypress
5275 Orange Avenue
Cypress, CA 90630

SUBMISSION:

- ☐ Submit your complete application package to:
School Sites: School office
School Fields: Cypress Recreation & Community Services
District Office: Maintenance/Operations

NO GROUP MAY BEGIN USE OF A SCHOOL/DISTRICT FACILITY WITHOUT DISTRICT APPROVAL.
PLEASE BE AWARE OF YOUR TIMELINE.
