

Curtis Creek School District
Facility Use/Event Request
Agreement

Please read regulations carefully BEFORE beginning application (on reverse)--This **Application must be submitted at least 15 days PRIOR to scheduled event.** When key is required, a deposit of \$ 25.00 is due at the time of submission (For outside organizations only)
Please see attached categories/fees.

Outside Public Group Name (**MUST match name on Insurance Policy**) _____

Contact Billing Address _____

Contact's Phone: _____ Fax: _____ Email: _____

In-House Printed Name of person Requesting Facility Use _____

Name of Event _____

Purpose of Facility _____

Dates/Days Desired _____ Hours Requested (include setup/cleanup) _____

Curtis Creek Campus 18755 Standard Rd. Sonora, Ca. 209-533-1083 Fax 209-532-6080

*** Custodial Fees may be Applicable****

- Multi Purpose Room (Gym)
- Kitchen: (requires Stand-by Fee)
- Classrooms : _____
- Fields: Upper _____ Lower _____
- Other: _____

Sullivan Creek School: 16331 Hidden Valley Rd, Sonora, CA 95370 209-532-9781 Fax: 209-532-9234

*** Custodial Fees may be Applicable****

- Multi Purpose Room (Gym)
- Kitchen: (requires Stand-by Fee)
- Classrooms: _____
- Field: _____
- Other: _____

Equipment Needed:

- PA equipment
- Microphone
- Sound/light Tech (additional fee)
- Tables # _____
- Chairs # _____
- Podium _____
- Bleachers
- Other: _____
- Tech Devices- please indicate devices and # needed _____
- Additional info _____

Set-Up/Tear Down of Tables/Chairs: YES NO Comments: _____

Clean Up Needed: YES NO

Total Estimated Use Fee Charges: _____

Fee waiver Approved Superintendent _____

Chaperones or Volunteers needed: YES NO Comments: _____

If YES, please attach a list of who will be volunteering. Volunteers & chaperones must be cleared to volunteer on campus through the District Office.

Fundraiser: YES NO Comments: _____

If YES, please explain who the fundraiser will be benefitting, how the funds will be used, and what the fundraiser entails.

Flyer or Advertising needed: YES NO Comments: _____

If YES, please attach a copy of the flyer/advertisement.

Outside Vendors: YES NO Comments: _____

If YES, vendor needs to be cleared through the District Office. Insurance documents must be attached, as well as a W-9 for those requiring payment from the District.

Any GROUP using the facilities of Curtis Creek School District will provide the required insurance certificate and an "Additional Insured" endorsement as well as acknowledge the following Hold Harmless Agreement: We agree to defend, indemnify and hold harmless the Curtis Creek School District. It's officers, employees and agents from and against any and all costs, injuries, losses or damage, including damage to district property, which may result from or arise in anyway from the actions of the User Group, its officers. employees or or agents during the use of the facility. (Subject to the exclusions defined in ED Code 38134.)

By signing this Agreement, the user group agrees to abide by the Curtis Creek School District policies regarding Tobacco, Alcohol and Drug Use.

***Signature of Authorized Representative Group** _____ **Date:** _____

District Authorization:

- 1. Principal: _____ Date: _____
- 2. MOT Director _____ Date: _____
- 3. Superintendent: _____ Date: _____

Use of Facility Regulations

User will be mailed, faxed or emailed a signed copy of the Facilities Use Agreement when permission is granted and this copy of the agreement should be carried by the user as proof as permission for facility use.

On Duty Employee

When it is necessary for a school custodian or other district employee (standby person) to be on duty during school facility use, an hourly rate for personnel costs will be charged. It shall be employee's duty to see that rules and regulations are observed. Any custodial standby charges depend upon the program and time use scheduled.

Fee schedule

All rental charges shall be in conformance with the fee schedule, available at the Curtis Creek District Office. The governing board may change the fee schedule as needed and establish charges for school facilities not previously listed

District Keys: Keys are required to be returned no later than 48 hours after the last day of facility usage. Lost keys may be subject to a replacement fee.

District Received: _____
District Notified User: _____
Certificate of Liability Received: _____

Dues Paid: _____
Key Deposit Returned: _____
Additional Charges Due: _____