



SHASTA

COUNTY OFFICE OF EDUCATION

1644 Magnolia Avenue
Redding, CA 96003 P: 530-225-0317

APPLICATION FOR USE OF FACILITIES

This application must be submitted no less than ten (10) business days before scheduled use of facility.

Who is your Shasta County Office of Education contact? _____

Name of Organization or Business: _____

Address: _____

Designated Contact: _____ Email: _____

Work Phone: _____ Cell Phone: _____

Title of Event: _____ Number of People: _____

Targeted Audience: _____

Event Date(s): _____ Event Begin & End Time: _____

Set-up Start Time: _____ Clean-up End Time: _____

Is your Organization or Business Non-Profit?

☐ Yes ☐ No

Is an admission/registration fee being charged?

☐ Yes ☐ No

If yes, will net receipts be used for charitable purposes?

☐ Yes ☐ No

Are your organization's activities directly related to instructional and educational programs of the Shasta County Office of Education?

☐ Yes ☐ No

Are your organization's activities directly related other school related activities?

☐ Yes ☐ No

If yes, to either above, please explain: _____

OFFICE USE ONLY

Date Application Received: _____

Date Insurance Rec'd: _____

Approval Granted: ☐ Yes ☐ No

By: _____

If no, reason: _____

Facility Use Fee: \$ _____

Date Rec'd: _____

Saturday/Sunday Use: ☐ Yes ☐ No

ARRANGEMENTS FOR CUSTODIAL SERVICES

Date Notified: _____

Use of School Facilities

SHASTA COUNTY OFFICE OF EDUCATION

FACILITIES USE STATEMENT

The undersigned, _____, is duly authorized by
_____ (name of organization), to act on its behalf in
requesting the use of school facilities, including, but not limited to, executing any agreement or
undertaking required by law and COE policy and regulations governing the use of the facilities.

The organization shall comply with all restrictions placed on the use of the school facilities by law or
COE policy or regulations.

The organization recognizes that, in accordance with Education Code 38134, it is liable for any damage to
the school facilities or for any injury to any person due to the organization's negligence in using the
school facilities.

(Signed)_____
(Date)_____
(Organization)

Exhibit: SHASTA COUNTY OFFICE OF EDUCATION

version: May 23, 2001 Redding, California

revised: October 3, 2023

Please review all policies and initial each one.

RESERVATION POLICY:

The Shasta County Office of Education facilities are available for rent by reservation only. Rooms at the PDC may be reserved for either a full 8-hour or half 4-hour day. Rental times include setup and cleanup.

Additional charges or fees will result in the event of overtime use, setup/cleanup assistance of Shasta County Office of Education staff, damage. If it is necessary for Shasta County Office of Education staff to assist with any event related issues outside of normal business hours, the Applicant will be charged an additional fee of \$50 an hour billed in half hour increments. To avoid extra charges, it is recommended that the Applicant schedule a pre-event walk-through to ensure that they have a thorough knowledge of the open/close procedures of the building as well as the use of any audio/visual equipment requested for their event.

CANCELLATION POLICY:

Cancellation of an event must be submitted to the Shasta County Office of Education in writing no less than 5 business days prior to the event.

The Shasta County Office of Education reserves the right to cancel reservations if proper proof of insurance coverage is not provided.

UNFORESEEN CIRCUMSTANCES:

Due to unforeseen circumstances, Shasta County Office of Education reserves the right to cancel any event at any time without prejudice. Shasta County Office of Education will notify the applicant in writing.

ROOM SET-UP & CLEANING:

The scheduled room rental time includes set-up and clean up. If the Applicant wishes to use a different layout other than Shasta County Office of Education's standard layout of the room(s) they will be responsible for setting up the room(s) as well as returning the room(s) to its/their original state. Please allow enough time for set-up and clean up as it is NOT Shasta County Office of Education's responsibility to do so.

All table tops must be wiped clean after the event. If event is catered, it is still the responsibility of the Applicant to ensure that the kitchen and/or other areas used for food service have been properly cleaned. All spills must be cleaned up. All trash should be deposited in the indoor trash receptacles.

All or a portion of the cleaning/damage deposit may be withheld if the facility is not adequately cleaned, or if damage occurs. Please contact the Receptionist for a cleaning checklist.

Additional fees may apply due to any damages or loss of property incurred by Shasta County Office of Education.

DECORATIONS:

Cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices which may mar or leave a residue are prohibited on walls, woodwork, windows, fixtures, and furniture.

_____EQUIPMENT AVAILABILITY:

The rooms are equipped with a variety of technology. Please discuss your needs with the SCOE employee who is assisting you with the room reservation.

Applicant is responsible for all Shasta County Office of Education equipment used for their event from the time that they take possession of the room until they leave the facility. Equipment and materials owned by Shasta County Office of Education shall not be removed under any circumstances. If equipment is lost, stolen, or damaged, the Applicant shall be held responsible for the cost of replacing the equipment.

_____GENERAL LIABILITY:

To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless the Shasta County Office of Education, its elected or appointed officials, employees, agents and volunteers against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of use of Shasta County Office of Education facilities by the Applicant, their employees, agents or guests, regardless of any active or passive negligence on the part of Shasta County Office of Education, its elected or appointed officials, employees, agents and volunteers.

The Applicant must provide the Shasta County Office of Education with a certificate of Liability Insurance. The certificate of insurance must include:

- Applicant's Name
- Amount of Insurance Coverage(1,000,000)
- Shasta County Office of Education as additionally insured

If the Applicant does not have a Certificate of Insurance for General Liability, they must obtain temporary insurance covering the Applicant and Shasta County Office of Education for the event. Shasta County Office of Education can provide you with contact information for temporary insurance if needed.

_____SHASTA COUNTY OFFICE OF EDUCATION GENERAL POLICIES & PROCEDURES:

Applicant agrees that any use of Shasta County Office of Education facilities will comply with all statutes, ordinances, rules, and regulations issued by Federal, State, and municipal governments, including all rules of the Redding Police & Fire Departments.

Alcohol is prohibited on the Shasta County Office of Education premises.

Smoking is prohibited on the Shasta County Office of Education premises.

There are no pets allowed on the grounds unless registered for the disabled.

Firearms are prohibited on the Shasta County Office of Education premises at all times.

Shasta County Office of Education is not responsible for loss or damage to automobiles or their contents while parked in the parking lots or on the street.

This contract represents the entire agreement and understanding between the parties.

Shasta County Office of Education reserves the right to terminate this agreement at any time if the Applicant fails to comply with any of the policies and procedures outlined in the Shasta County Office of Education Facilities Use Contract. Applicant acknowledges that if the certificate of insurance is not received that Shasta County Office of Education reserves the right to cancel the Applicant's event.

Applicant agrees to pay the Facility Use Fees, if any, as set forth in the Facility Use Fee Schedule.

APPLICANT SIGNATURE

DATE

SHASTA COUNTY OFFICE OF EDUCATION SIGNATURE

DATE

By submitting this form you are agreeing to all policy requirements and that the information you have provided is correct to the best of your knowledge.