

Telephone Numbers: (831) Area
 SLV High School.....335-4425
 SLV Middle School.....335-4452
 SLV Elementary School.....335-4475
 Boulder Creek Elementary.....338-6413
 SLV District Office.....336-9672
 Maintenance Dept.....335-3464

SAN LORENZO VALLEY UNIFIED SCHOOL DISTRICT

**325 Marion Avenue
 Ben Lomond, CA. 95005**

Date of Request _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Note: A certificate of insurance naming the San Lorenzo Valley Unified School District as additional insured for the dates/times of the event must accompany this application for use of school facilities. The certificate of insurance needs to include the following statement: "The insurance provided does not contain any exclusions and/or limitations of coverage for mental, physical, emotional and/or sexual abuse including molestation". All information must be furnished and insurance certification received before application can be processed. Applications must be presented to the site not less than 10 working days prior to the event/activity. Payment for use of District facilities must be made no less than 5 working days prior to the event/activity. Checks should be made payable to San Lorenzo Valley Unified School District.

SCHOOL SITE REQUESTED _____ Facility Requested _____

ORGANIZATION REPRESENTED _____

Date/s of Use _____ Time of Use _____

Title & Description of Activity/Event _____ Expected Attendance _____

- Note: All answers to the following questions must be in italic/underline to qualify for no rental fees*
- Is the organization represented non-profit? **YES** **NO**
 - Will fees, donations, or contributions be accepted for this event? **YES** **NO**
 - Is this a local organization (*within the boundaries of the San Lorenzo Valley School District*)? **YES** **NO**
 - Is there a 3rd party contract or arrangement with a for-profit individual or organization? **YES** **NO**
 If YES what is the name of the individual or organization? _____
 - Does this event promote activity for local youth or contribute to the general welfare of the community? **YES** **NO**
 - Are salaries/payments drawn from coaches, organizers, sponsors, etc., from the organization sponsoring the event/activity? **YES** **NO**

(Please check fee category that applies to this request)
NO RENTAL FEES: There are no rental fees for facility use for those groups that fall into this category. To qualify, the group/organization must be non-profit (**IRS non-profit determination letter required**) local (**participants resides within the boundaries of the San Lorenzo Valley Unified School District**), promote activity for local youth, no admission fees are charged, no salaries/payments are drawn for coaches, organizers, sponsors, promoter, etc. from the organization sponsoring the event/activity. *Groups that fall into this category are: 4-H, Scout Troops, Youth Sports Groups, Parent Groups, Booster Clubs and all school site programs such as Band, Drama and Athletics.*

DIRECT COST FEES: Applies to all other non-profit, local organizations, groups, clubs or associations, organized to promote youth and school activities where participation or admission fees are charged and the net receipts are expended for the welfare of the local youth, community or charitable purposes. *Groups that fall into this category are: supervised recreational activities, foundations, religious organizations, churches, local government agencies, city, county or state services.*

FAIR RENTAL VALUE FEE: May be profit or non-profit but the activity/event is commercial in nature. Admission or participation fees are charged and contributions are not expended for the welfare of the students of the District or for charitable purposes. The event/activity does not directly benefit the youth, public school activities or the general welfare of the local community. Salaries, wages, or payments are drawn from the organization sponsoring the event/activity for coaches, sponsors, event organizers, supervisors, etc. *Groups include: Retail merchants, dance studios, for profit business or entertainment.*

Rental Fee: No. of days _____ X No. of hours per day _____ = Total Hrs. _____ X Per Hour Rental Fee _____ = \$ _____
Deposit Fees (If applicable): \$ _____
District Staff Services (i.e. custodian, food staff, technical services staff, administrative staff) \$ _____
Misc. Charges (Define): _____ \$ _____
TOTAL CHARGES: \$ _____

STATEMENT OF RESPONSIBILITY: As the applicant for this event/activity, I agree to be personally responsible for the organization/group I am representing by being present at the event/activity, adhering to all the rules and regulations governing the use of District facilities, and accepting personal liability for any and all claims, damages, or expenses generated from this event/activity. I will ensure on-time payment as facility access will not be granted until payment has been received. I agree to enforce the rules, regulations and policies of the San Lorenzo Valley Unified School District governing the use of school premises.

STATEMENT OF ACCEPTANCE: As the applicant, and as representative of the individuals of the organization/group on whose behalf I am making this application, it is agreed that we will uphold the state and federal constitution and do not intend to use school premises to commit illegal acts or crimes, including those defined in Penal Code Sections 11400 and 11401. It is also assured that the applicant and organization/group represented, and the activities associated with the group, provide equal opportunities for all.

HOLD HARMLESS AGREEMENT: It is agreed that the San Lorenzo Valley Unified School District, its Governing Board, individual members, District officers and employees will be held free and harmless from any loss, damage, liability, cost or expense that may arise during, or be caused in any way by our use or occupancy of school property.

THE DISTRICT RESERVES THE RIGHT to rescind a permit if unforeseen and unavoidable school activities should occur, or as deemed necessary and appropriate by the Director of Maintenance or the Superintendent of Schools.

The above statements are made under the penalty of perjury. The undersigned is familiar with and will abide by the rules and regulations governing the use of San Lorenzo Valley Unified School District facilities. It is also understood that a violation of any part of this agreement will result in the revocation of the facility use permit, and the applicant and organization/group represented may be denied future use of District facilities.

I fully understand and agree to the terms and conditions for use of San Lorenzo Valley Unified School District property and facilities

Signature of Responsible Person: _____ Date Signed: _____

Print Name of Responsible Person _____ Group Association Title _____

Address _____ City _____ State _____ ZIP _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

EMAIL ADDRESS: _____

APPROVALS:	
Site Calendar Supervisor _____	Athletic Director _____
Site Principal _____	Director of Maintenance _____