**Corning Union Elementary School District**

1005 Hoag Street, Corning, CA 96021

530.824.7700 ~ 530.824.2493 Fax

Preparing Students For Their Future!www.corningelementary.org

FACILITY USE REQUEST FORM

(Please complete one form for each school site being requested. This form must be submitted two weeks in advance of the event and cannot exceed a 3-month period)

Name of Organization/Individual:				Today's Date:	
What Type of Organization: ☐ Nonprofit ☐ Youth ☐ Community Organization ☐ N/A					
Is the organization a club or association organized to promote youth or school activities? ☐ Yes ☐ No					
Non-profit or tax exempt identification number:					
Contact/Authorized Agent Address:					
Contact/Authorized Agent Phone Number:					
Contact/Authorized Agent Email:					
Day of Event Contact Name & Phone Number:					
Event Type: ☐ Sporting Event ☐ Class ☐ Community Assembly ☐ Private Event ☐ Other: _____					
Date(s) Requested:		From: _____ To: _____		Number of Participants/Guests: _____	
Is the Event Open to the Public?		☐ Yes ☐ No		Will Admission be Charged? ☐ Yes ☐ No	
Day(s) of the Week:		Monday Tuesday Wednesday Thursday Friday Saturday Sunday			
Access/Set up Time:		_____ ☐ A.M. ☐ P.M.		Leave Time: _____ ☐ A.M. ☐ P.M.	
Event Start Time:		_____ A.M. P.M.		Event End Time: _____ ☐ A.M. P.M.	
School Site Requested: ☐ Maywood Middle School ☐ Olive View Elementary ☐ Rancho Tehama Elementary ☐ West Street Elementary ☐ Woodson Elementary ☐ Community School Hub					
Facility Requested: ☐ Softball Diamond ☐ Soccer Field ☐ Kitchen (Stove/Oven) ☐ Classroom ☐ Gym ☐ Kitchen: ☐ Other: _____					
Equipment Requested: ☐ Tables _____ ☐ Chairs _____ ☐ Audio/Visual Equipment ☐ Volleyball Net ☐ Scoreboard ☐ Other: _____					
District Staff Services will be scheduled according to date/type of event at the discretion of the district. In such cases, the applicant/organization will be charged an amount not to exceed its direct costs.					
I, the undersigned, hereby certify that I am duly authorized to request the use of Corning Union Elementary School District facilities and agree as an individual or authorized representative of above-named organization to be responsible for any loss, damages of district property, and/or injuries resulting from the organization's negligence that may arise during or by the permitted activity. In the event said applicant is made in any individual capacity, then applicant will be personally responsible for any such damage. I, the undersigned agree that I have read the Insurance Requirements, Indemnification/Hold Harmless Statement, and Terms and Conditions set forth on the following pages of this agreement and will abide by said Terms and Conditions of the Corning Union Elementary School District and that I will conform to all applicable provisions of the Constitution and Law of the State of California. Authorized Agent: _____ Date: _____					



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INSURANCE REQUIREMENTS

Prior to use of the facility, the Applicant is required to provide a Certificate of Liability Insurance **and** Additional Insured Endorsement to the Certificate Holder as follows (see Insurance Matrix attached):

1. **Required Certificate Holder:**

**Corning Union Elementary School District
1005 Hoag Street
Corning, CA 96021**

2. **Commercial General Liability or Personal Liability (According to the Facility Use Category on the attached Matrix):**

Commercial General Liability or Personal Liability on an occurrence form with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate for all groups except:

a. **Seasonal Sports/Recreation Leagues, Sober Grad Organizations, or Events with 500+ attendees:**

Minimum limit of \$2,000,000 each occurrence / \$2,000,000 general aggregate.

b. **Year Round Sports/Recreation Leagues:**

Minimum limit of \$5,000,000 each occurrence / \$5,000,000 general aggregate.

3. **Additional Insured Endorsement:**

This is a separate form attached to the certificate (sample attached). The endorsement must name **Corning Union Elementary School District, its elected or appointed officials, employees, agents and volunteers as Additional Insured** (or Additional Covered Party) under the general liability policy. Forms CG 2026 or CG 2011 or equivalent required. For purposes of the CG 2011 only, this Agreement shall be deemed to be a lease. Blanket Additional Insured forms are acceptable when accompanied with an approved Facility Use Agreement.

4. **Evidence of Primary Insurance** (either by endorsement or the actual page(s) of the policy typically found in the "Other Insurance" section of policy):

Applicant's insurance shall be **primary insurance** as respects to **Corning Union Elementary School District**, its elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by **Corning Union Elementary School District**, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

5. **Corning Union Elementary School District** reserves the right to require additional lines of coverage depending on the event.

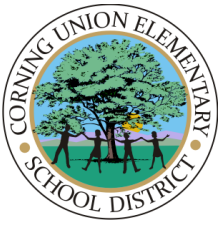
HOLD HARMLESS AND INDEMNIFICATION

To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless Corning Union Elementary School District 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 Corning Union Elementary School District facilities by the Applicant, their employees, agents or guests, regardless of any active or passive negligence on the part of Corning Union Elementary School District, its elected or appointed officials, employees, agents and volunteers.

TERMS AND CONDITIONS

USE OF THE FACILITIES AND FIELDS

1. School events and activities will always take priority over facility requests
2. All approvals automatically expire at the end of the approved facility-use period and must be renewed before further use.
3. Only basketballs, volleyballs, and playground (soft) balls may be used in Woodson, West Street, Rancho Tehama, and/or Olive View Gyms.
4. Painters tape is to be used on fences, floors, windows, walls, etc. **ONLY**
5. When a gym facility is requested to be used, participants are expected to stay in the gym and not be on/in other parts of the campus
6. The Maywood track and inset field is reserved for school use only (School site will provide fields available for community use)
7. Superintendent, Administrator, and/or M&O supervisor may close facilities or alter dates/times of facility requests at any time.
8. Use is limited to the specific facilities, dates, times, equipment and purpose as stated on the approved request form.
9. All facilities must be vacated by 10:00 p.m.



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10. NO ALCOHOL OR TOBACCO USE – the possession, consumption, or sale of drugs and restricted substances, including tobacco are expressly prohibited on district property
11. School Facilities will be cleaned and left in an orderly condition by the Organization after being used. Charges may be incurred if the building is not properly cleaned following the activity, including restrooms or the security deposit will be kept and a bill for additional custodial charges will be sent to the organization.
12. Any expenses due to damage to the school facilities as a result of an event will be the responsibility of the Organization. The District will invoice the Organization for reasonable expenses and costs for the repair or replacement of school facilities, equipment, etc., that are damaged, lost or destroyed. The Organization agrees to pay such invoice within thirty (30) days of its receipt.
13. Abuse/misuse of facilities will result in loss of privilege to use district facilities

(FOR DISTRICT USE ONLY)

Site Administrator Approval: _____ Date _____

Maintenance Acknowledgment: _____ Date _____

Date Received in Office: _____

Entered on School Facility Calendar: ☐ Yes ☐ No

Facility available: ☐ Yes ☐ No

\$50.00 Deposit Required: ☐ Yes ☐ No

School employee support required for this rental (kitchen/custodial): ☐ Yes ☐ No

Rental fees: ☐ District Cost: _____ ☐ Fair Rental Value: _____ ☐ No Charge

Insurance Certificate:

Limits Adequate ☐ Yes ☐ No

Additional Insured Endorsement ☐ Yes ☐ No

Primary Wording Provided ☐ Yes ☐ No