



**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](http://www.corningelementary.org)

# Use of School Facilities

Name of Requesting Organization:		
School Facilities Requested:		
Purpose of Use:		
Date (s) Requested:	<b>From:</b> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<b>To:</b> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Key Deposit \$250	<input type="checkbox"/> Check #	<input type="checkbox"/> Cash
Key Deposit Date:		By:
Date Key Deposit Returned:		By:
There will be no charge for use of facilities unless the kitchen or custodial services are required. In such cases, a charge will be at the respective hourly rate to provide compensation for those services necessary.		
Kitchen services requested: <input type="checkbox"/> No <input type="checkbox"/> Yes Time kitchen needed: From _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. to _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
Custodial services requested: <input type="checkbox"/> No <input type="checkbox"/> Yes Time custodian needed: From _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. to _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		

**In accordance with Education Code section 38130, et seq., the Organization may use School Facilities. Conditions for use of school facilities are as follows:**

- Youth groups must have adequate adult supervision. Organization shall be responsible for providing adequate safety and supervision of its activities conducted on School facilities.
- No intoxicating beverages, tobacco or drugs will be permitted on School Facilities.
- Only plain plastic water bottles will be allowed in gymnasiums. No food or beverages (i.e. soda, sports drinks, candy etc.) will be permitted in gymnasiums.
- School Facilities will be cleaned and left in an orderly condition by Organization after being used.
- A key deposit of \$250 is required for any facility keys given out. Keys must be returned within 24 hours of the event, or on the first school day following the event, whichever occurs first. Failure to return keys will result in forfeiture of the \$250 key deposit. It is the responsibility of the Organization for expenses incurred should the key be lost. The Organization is also responsible for any costs should the alarm code be breached, or for overtime incurred should a custodian need to be called due to an alarm call.
- Any expenses due to damage to the School Facilities as a result of an event will be the responsibility of the user Organization. The District shall invoice the user Organization for reasonable expenses and costs for the repair or replacement of School Facilities that are damaged, lost or destroyed as a result of



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Organization's use of School Facilities and Organization agrees to pay such invoice within thirty (30) days of its receipt.

7. The Organization shall obtain, and shall maintain, at its own cost and expense, for the duration of their event, a policy of commercial general liability insurance written on an "occurrence" basis, with a combined single limit of no less than one million (\$1,000,000) per occurrence covering claims for bodily injury, including death, property damage, and damages that may arise out of or result from actions taken by such party, or any of its directors, officers, employees, agents, volunteers, invitees, or contractors, or any person directly or indirectly employed by any of them. It is understood that the Organization insurance will be primary insured for Organization sponsored events with the District as additional insured. Any deductible shall be the responsibility of, and paid by the insuring Organization.
8. The Organization agrees to indemnify, defend, and hold harmless the District and its directors, officers, administrators, employees, volunteers, and agents against and from any liability, including for damage to property and injury or death of any person, and any claim, action, or proceeding against the District, arising in whole or in part out of any acts or omissions of the Organization unless caused by the sole negligence or willful misconduct of the District. In its sole discretion and at its own cost and expense, the District may participate in the defense of any such claim, action, or proceeding, utilizing legal counsel of its choice. However, such participation shall not relieve the Organization of any obligation imposed. The District shall promptly notify the Organization of any such claim, action, or proceeding and shall cooperate fully in the defense of same.
9. Failure to comply with the provisions of this policy may result in cancellation of current facility use agreements and/or refusal of future requests.
10. The Organization's use of the School Facilities is limited to the Purpose of Use stated above.
11. The Organization shall comply with all federal, state, local law and regulations and District policies applicable to the use of school district property.
12. The Organization shall not have the right to make any changes or alterations or improvements to the School Facilities.

**By signing this form, I acknowledge that I have read the above conditions and agree to comply with them.**

\_\_\_\_\_  
Printed Name of Requesting Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requesting Organization Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Authorized District Representative Signature

\_\_\_\_\_  
Date