



100 Shaw Drive, San Anselmo, CA 94960 | Phone: 415.454.2162 | Fax: 415.454.6840 | www.rossvalleyschools.org

Facilities Use Agreement Application

This reservation/contract is issued in accordance with the board policies and administrative regulations adopted by the Board of Trustees of the Ross Valley School District. (BP 1330, AR 1330)

PLEASE NOTE: all applications must be received at least 30 days prior to the first day of use and a Certificate of Insurance for liability must accompany this application. (see Hold Harmless and Indemnification section on back for more information).

Contact Information

Name of Organization: _____

Name of Applicant: _____

Address: _____

Phone: _____ Email: _____

Facility Request

Site(s) Requested: ☐ Brookside School ☐ Hidden Valley ☐ Manor
☐ Wade Thomas ☐ White Hill

Facilities Requested (rooms, fields, etc.): _____

Equipment or Special Services: _____

Day(s) Requested: _____

If Continuous: Start Date: _____ End Date: _____

Time of Use: _____ Estimated Attendance: _____

Type of Activity: _____

Classification Information

- | | | |
|-------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Is this a non-profit, non-discriminatory organization, which promotes youth and school activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is this event open to the public? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Will there be an admission charged? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Will there be fundraising activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Proceeds to be used for: _____ | | |

Please complete both sides.

Fees

An appropriate charge may be levied as outlined in the Short-Term Use of School Facilities Policy. (EX 1330 B).

Chaperones

An adult sponsor must complete Youth group reservations. For every ten (10) minors using a given facility, one chaperone shall be present and names of such chaperones shall be furnished to the Ross Valley School District 48 hours prior to the use of the facility.

List chaperones here:

1. _____

3. _____

2. _____

4. _____

Statement of Information

The undersigned, as duly authorized representative for _____, states that, to the best of their knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned states that they have received a copy of Exhibit A, "Rules and Procedures for Use of School Facilities by Community Organizations" and agrees to abide by the rules therein.

The undersigned further declares that _____, the organization on whose behalf they are applying for the use of school property upholds and defends the Constitutions of the United States and the State of California.

Signature

Date

Organization

Hold Harmless and Indemnification Agreement

The undersigned agrees to defend, indemnify and hold harmless the Ross Valley School District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned's organization. The undersigned further agrees to provide a Certificate of Insurance for liability coverage of \$1,000,000 per occurrence and have the District named as additional insured.

Signature

Title

Date

For RVSD Use Only

Site approval by: _____ Date: _____

Remarks/Notes:

Maintenance approval by: _____ Date: _____

Remarks/Notes:

District Office approval by: _____ Date: _____

Remarks/Notes: