

**APPLICATION FOR USE OF HUMBOLDT COUNTY OFFICE OF EDUCATION FACILITIES
NON-STAFF USE**

Organization or Sponsor: _____ Fax Number: _____
 Address: _____ Zip: _____ Business Phone: _____
 Contact Person: _____ Residence Phone: _____
 Purpose of Meeting: _____ Number of Participants: _____
 Will admission fees be charged () yes () no Will contributions or other fees be solicited at the meeting? () yes () no

Date of Use: _____ Hours Requested: _____ From: _____ To: _____ Total Hours: _____
 Facilities Requested: Sequoia A (Front Board Room) Sequoia B (Back Board Room) Rate: _____
 Madrone D (Curriculum Conf. Room) Oak E (Personnel Conf. Room) Est. Fee: _____
 Other: _____ 1st hour \$ _____ Each additional hour \$ _____

Notice of Information Regarding Conditional Use:

1. The undersigned hereby applies for use of school property for public purposes in accordance with the policies and regulations of the County Board of Education and the County Office of Education.
2. Applicant hereby agrees to hold the Humboldt County Office of Education and all officers, agents, and employees free and harmless from any loss, damage, liability cost, or expense that may arise during or be caused in any way by such use of occupancy of the property. The applicant agrees to furnish such liability or insurance for the protection of the public and the County Office of Education as may be required.
3. The school property will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means, and that it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.
4. Applicant agrees to pay the appropriate fee for use of facilities. **Deposits and fees are to be paid at the time the key is picked up.** If it is necessary to have an employee on site due to the applicant's use of facilities, the applicant will be charged for the direct costs during that time.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for payment of all charges assessed for use of the above premises and for any damages sustained by the building, furniture, equipment, or grounds occurring through the occupancy of use of said building and/or grounds by the applicant.

I hereby certify that I have read the regulations, conditions and terms set forth in Administrative Regulation 1330 of the Humboldt County Office of Education and that I, and the applicant whom I represent, will abide by them and will conform to all applicable provisions of the constitution and laws of California and to all other directives of the County Office of Education and its authorized agents which may be communicated to the applicant.

NOTE: The person submitting this application and signing the statement above must be a member of the sponsoring organization; if the person signing is not an officer of the organization for whom the application is made, they must present written authorization from the applicant group to sign the foregoing application. **The person signing this form is responsible for picking up the key in person.**

Date: _____ Signature: _____ Position or Title in Organization: _____

Please print name: _____

Instructions Regarding Use of Facilities

If your application for use of Humboldt County Office of Education facilities is approved, the following should be observed:

1. Applicant agrees to pay a **\$50 key deposit** which will be returned to the applicant when the key is returned. (*NOTE: keys are to be returned the first work day following the meeting.*)
2. Applicant agrees to pay a **\$25 cleaning deposit** (separate check) which will be returned to the applicant the following day after the facilities have been checked to make sure they are clean and in proper order.
3. For evening meetings, the key should be picked up prior to 5:00 p.m., on the day of the meeting. The key is to be returned the day after the meeting, as early in the day as possible. Evening meetings must conclude such that you will be out of the facility by 11:00 p.m., morning meetings are not to be convened before 7:00 a.m.
4. Your key will only operate certain areas of the facility. Do not attempt to enter unauthorized areas as you might set off the security system.
5. Return tables, chairs, etc., to their respective locations, as staff is not provided to reset the facility after you leave.
6. If you have checked out equipment, you are responsible for returning it to the appropriate person or department. Do not leave it behind for our staff to return it.
7. Applicant agrees to furnish any consumable supplies such as: coffee, tea, etc., that are necessary for their meetings.
8. You or your group are responsible for securing your assigned space including but not limited to latching windows, closing blinds, turning off lights (including restroom), and locking doors.
9. During certain hours your group will not be allowed to park in the spaces reserved for HCOE vehicles, including school buses.

To be completed by the Humboldt County Office of Education:

Application for use of facilities is Approved Denied
 If denied, reason: _____

Please return to:

Humboldt County Office of Education
 ATTN: Room Reservations
 901 Myrtle Avenue
 Eureka, CA 95501-1294

Proof of insurance required annually Yes No

Site Principal (if applicable): _____ Date: _____

HCOE Authorized Signature: _____ Date: _____

Return of this application does not confirm your reservation. You will receive a confirmation e-mail or phone call.