

4182 Walnut Drive  
Eureka, CA 95503

**Cutten Elementary School District**  
[http://www.humboldt.k12.ca.us/cutten\\_sd/](http://www.humboldt.k12.ca.us/cutten_sd/)

Phone: (707) 441-3900  
Fax: (707) 441-3906

Exhibit 1330 - Approved 8/12

**Facility Use Application**

Organization: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: 1. \_\_\_\_\_ 2. \_\_\_\_\_

• • • Please initial phone number(s) and / or e-mail address OK to release to participants seeking program information.

E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone: 1. \_\_\_\_\_ 2. \_\_\_\_\_

• • • Please initial phone number(s) and / or e-mail address OK to release to participants seeking program information.

E-mail address: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Purpose / Event: \_\_\_\_\_

Days / Dates / Times Requested:

| <u>Day(s)</u> | <u>Date(s)</u> | <u>Times</u>   |
|---------------|----------------|----------------|
| _____         | _____ to _____ | _____ to _____ |
| _____         | _____ to _____ | _____ to _____ |
| _____         | _____ to _____ | _____ to _____ |

Rental fee: \_\_\_\_\_ Fees are due in advance unless other arrangements are made.

Key Check-out: \_\_\_\_\_

Person responsible for the key: \_\_\_\_\_ Phone: \_\_\_\_\_

Arrange in advance during office hours (Monday – Friday, 7:30 a.m. to 4:00 p.m.).  
If a key is lost, the cost involved to replace it can include,  
but is not limited to, its replacement cost and / or the cost of re-keying the facility.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Cutten Elementary School District  
Rules and Regulations for Facility Use**

**In consideration of the undersigned being given permission to use facilities owned by the Cutten Elementary School District, the undersigned agrees:**

1. The applicant / organization shall provide a certificate of insurance with the additional insured endorsement prior to actual facility use. This certificate shall show that they are insured (\$1,000,000 general liability with combined single-limit or bodily injury and property damage). In addition, this certificate shall name the Cutten Elementary School District, 4182 Walnut Drive, Eureka, CA 95503, its officials, agents and employees as additional insured, without obligation or payment of premium payments.
2. The applicant / organization agrees to hold the Cutten Elementary School District, its Governing Board, Board members and officers, agents and employees harmless from all claims made for liability, loss, damage or expense caused by any act or omission of the applicant / organization or the agents, guests, invitees, persons in attendance, participants or employees.
3. The applicant / organization understands and agrees that at all times the school facilities remain under the control of the agents of the Cutten Elementary School District.
4. The applicant / organization is responsible for any damages sustained to the building, furniture, equipment or grounds / environment accruing through the occupancy or use of said facilities by the applicant / organization.
5. School furniture, equipment or apparatus may not be used, removed or displaced by any user without permission from the school district. If it is necessary to remove or displace any furniture, equipment or apparatus, it must be replaced immediately following use to its original location. This includes chairs, tables, mats, nets, bleachers, etc. School facilities shall be left in the condition in which they were found.
6. There shall be no smoking within any building or in any other place on the school site.
7. The following are prohibited: the use of profane language, possession of or use of intoxicating liquors or narcotics, quarreling or fighting. No activity shall be conducted which constitutes a violation of any local, state or federal law, or district policy and regulations.
8. Any permission for the use of the school facilities may be revoked without previous notice when the facilities are needed for school purposes, when conflicting dates for use have resulted, or weather / field conditions prohibit the use of the fields.
9. Any group using school facilities shall be required to have adequate supervision of all facilities used, including lavatories. Minors shall be provided with direct adult supervision at all times during use.
10. No use of any power equipment requiring gas, diesel, or kerosene is permitted unless prior written authorization and insurance coverage is obtained.
11. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, penal, and safety laws and regulations.
12. If an earthquake occurs during the use of the facilities, participants are to "drop, cover, and hold on" until the earthquake ends. After the shaking stops, participants are to assemble on the grass playing field behind the school buildings. If there is damage to the building (broken windows, cracks in interior or exterior wall) then the applicant / organization will not permit participants to re-enter the school facility, and will call the following for directions:

Julie Osborne (707) 498-2822

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# FACILITY USE FEE SCHEDULE

## Cutten School Multipurpose Room

\$50 (two hour minimum use) \$25 per hour (subsequent hours)

User provides all utensils and dishes for cooking / serving purposes and provides for / does all clean up, including restrooms.

## Ridgewood School Commons

\$25 (two hour minimum use) \$10 per hour (subsequent hours)

User provides for / does all clean up, including restrooms.

## Classrooms

Generally unavailable

## Playing Fields

Generally available at no cost (after school hours).

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**The following organizations / activities will not be charged for use of school facilities when appropriate application procedures have been followed and District approval is granted:**

1. Parent Teacher Association and Cutten Ridgewood Student Foundation
2. Senior Citizen Groups
3. Professional Development for Educational Institutions
4. Political Sub-divisions  
e.g.: Service District  
County  
State
5. Public Welfare Agencies  
e.g.: Red Cross  
Civil Defense
6. Youth Agencies  
e.g.: Scouts  
Campfire Girls and Boys  
4 H  
Cutten Ridgewood Recreation Association