



## FACILITIES USE APPLICATION

DATE OF APPLICATION: \_\_\_\_\_ MUST BE RECEIVED 7 DAYS PRIOR TO  
EVENT

NAME OF ORGANIZATION: \_\_\_\_\_

SCHOOL FACILITY REQUESTED: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_  
DAY OF WEEK DATE OR DATES

HOURS: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

NON-PROFIT TAX ID NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SCHOOL EQUIPMENT REQUESTED (may be fee) \_\_\_\_\_

WILL ADMISSION BE CHARGED? \_\_\_\_\_ CONTRIBUTIONS SOLICITED? \_\_\_\_\_

The undersigned who is to be in charge of the use is twenty-one years of age or over. He/She agrees to be responsible to St Vincent de Paul High School for the use and care of the school property. He/she further agrees that the character of entertainment will conform with that stated in the application. He/she agrees to indemnify and save harmless St. Vincent de Paul High School/Diocese of Santa Rosa, its officers, agents and employees, and against any and all claims, demands, and causes of action that may be brought against St. Vincent de Paul High School/Diocese of Santa Rosa, its officers, agents and employees, caused by, and arising out of, or in any way connected with the use by the undersigned of St. Vincent de Paul High School's facility or the exercise of privilege herein granted.

**NAME (PRINT)** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **INSURANCE**

\_\_\_\_\_ (person/organization)

(hereinafter referred to as "user) agrees to maintain public liability insurance or to maintain self-insurance program for its operations and use of facilities of St. Vincent de Paul High School with the limits prescribed below:

The user agrees that under such required public liability insurance policy or public liability self-insurance program, St. Vincent de Paul High School/Diocese of Santa Rosa will be named additional insured with primary insurance coverage of at least two million dollars (2,000,000) combined single limit for personal injury and property damage with respect to the use of the school premises involved. Any public liability insurance or self-insured insurance program maintained by St. Vincent de Paul/Diocese of Santa Rosa shall be in excess of, and shall not contribute with, the required liability insurance or self-insurance coverage provided to users. User's policy or program shall contain cross liability endorsements.

User agrees to provide St. Vincent de Paul High School a certificate of insurance or self-insurance as evidence of the existence of the above described liability insurance/self-insurance requirements, **PRIOR** to use of the facilities.

User agrees to provide thirty (30) days of prior notice of cancellation or termination of the4 required liability policy/self-insurance program, and the certificate of insurance or self-insurance shall require such notice.

**TO BE COMPLETED BY BUSINESS DEPARTMENT**

**FEES WILL BE CHARGED AS FOLLOWS:**

- \$200 NON REFUNDABLE DEPOSIT (for cleaning)
- Athletic Facilities fee: \$200 per hour ( Decarli Gym, Yarbrough Field)
- Library: \$150 per hour
- Tilman Hall: \$200 per hour
- Classroom \$150 per hour

**STATEMENT OF CHARGES:**

**FACILITY:** \_\_\_\_\_

**EQUIPMENT:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**TOTYAL:** \_\_\_\_\_

The above applicant is considered eligible to use school facilities in accordance with St. Vincent de Paul High School Policy and Regulations. **APPROVAL IS GRANTED FOR USE** as stated in this application provided there is no conflict with the school program. The charges as stated above are applicable and will be billed after the event is completed.

**SIGNATURES:**

**ATHLETIC DIRECTOR** (if applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_