

BUILDINGS / GROUNDS (FIELDS): _____

NAME OF ORGANIZATION: _____

ROOM(S) TO BE USED: _____

DATES OF USE (START & END DATE MM/DD/YY): _____

TIMES OF USE (START & END TIME AM/PM): _____

PURPOSE OF ACTIVITY: _____

*NAME OF INSURANCE CARRIER: _____

***ALL ORGANIZATIONS MUST ATTACH A CERTIFICATE OF INSURANCE NAMING THE CENTRAL VALLEY CENTRAL SCHOOL DISTRICT AS AN ADDITIONAL INSURED.**

REGULATIONS FOR THE USE OF THE SCHOOL BUILDING / GROUNDS

1. NO SMOKING ALLOWED IN THE BUILDINGS OR ON THE GROUNDS (THIS INCLUDES E-CIGGARETTES).
2. DRINKING OR SERVING OF ALCOHOLIC BEVERAGES ARE NOT PERMITTED.
3. ACTIVITY SHALL BE RESTRICTED TO THAT AREA FOR WHICH PERMISSION IS GRANTED.
4. THE SUPERVISOR OR DIRECTOR OF THE ACTIVITY SHALL BE PRESENT BEFORE THE ACTIVITY IS TO BEGIN AND REMAIN WITH THE GROUP THROUGH THE END UNTIL ALL HAVE LEFT.
5. IN THE ABSENCE OF A BUILDING PRINCIPAL, THE CUSTODIAN IS IN CHARGE OF THE BUILDING.
6. IF CUSTODIAL SERVICE IS REQUIRED, THOSE CHARGES WILL BE BILLED TO THE ORGANIZATION.
7. IF ANYTHING OTHER THAN LIGHT REFRESHMENTS IS TO BE SERVED, A CAFETERIA WORKER IS TO BE ENGAGED AT THE ORGANIZATION'S EXPENSE. NOTE: NO FOOD OR DRINK OF ANY KIND IS ALLOWED IN THE CVA LARGE GROUP INSTRUCTION ROOM (LGI), GYMNASIUMS AND AUDITORIUMS.
8. THE USE OF THE BUILDING OR GROUNDS PROVIDES THAT NO PERSON SHALL, ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE USE OF, OR BE SUBJECT TO DISCRIMINATION.

SIGNED: _____ DATE: _____

CONTACT NAME (PLEASE PRINT): _____

POSITION IN ORGANIZATION: _____

CONTACT PHONE & EMAIL ADDRESS: _____

CONTACT MAILING ADDRESS: _____

BUILDING ADMINISTRATOR SIGNATURE: _____

DATE: _____

IF APPLICABLE:

- CAFETERIA MANAGER SIGNATURE & DATE: _____
- ATHLETIC COORDINATOR SIGNATURE & DATE: _____
- MUSIC DIRECTOR SIGNATURE & DATE: _____