



HUNTINGTON BEACH CITY SCHOOL DISTRICT

8750 Dorsett Dr., Huntington Beach, CA 92646 (714) 964-8888

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To: Applicants for a HBCSD Facility Use Permit

From: Administrative Services Department

RE: **FACILITY USE PERMITS INDEMNIFICATION AND INSURANCE REQUIREMENT LANGUAGE**

Thank you for applying for a facility use permit with the Huntington Beach City School District. Please submit the required insurance documents as indicated below:

1. A two-page Certificate of Insurance (COI) for your organization. The certificate must:
 - Show at least \$2,000,000/occurrence of general liability insurance.
 - Name as CERTIFICATE HOLDER:

Huntington Beach City School District
8750 Dorsett Drive
Huntington Beach, CA 92646
 - Name Huntington Beach City School District as additional insured by written endorsement to the policy. This will require a 2nd page - naming HBCSD on the COI itself is not sufficient.
 - Ensure the policy period covers the entire period for which you are requesting use.
 - Insurance policy must verify that sexual abuse and molestation are not excluded and must have coverage at a minimum of \$1,000,000/occurrence and a \$2,000,000/aggregate under the general liability policy. This **must** be shown as a covered exposure on the Certificate of Insurance.
 - **NOTE: Claims made policies are NOT accepted in HBCSD.**
 - If you must purchase sexual abuse and molestation coverage through another insurance carrier, a separate Certificate of Insurance and additional insured written endorsement as described above must be provided.
2. Commercial vendors **must** provide proof of workers' compensation coverage.
3. Food Vendors **must** also provide automobile liability insurance in addition to the general liability insurance, naming the HBCSD as additional insured per the above. An Orange County Health Permit must be on display while on our campuses.
4. Non-profit organizations must provide proof of your organization's non-profit status, i.e., letter from the IRS, letter from the State of California Board of Equalization, etc.

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APPLICATION FOR PERMIT TO USE _____ SCHOOL
(Name of School or Facility)

I. Date(s)* _____ Day(s) of the week _____
*(Write in all dates if this is for an After School Class)

Permits are issued for the following periods: (1) Aug. 1 - Jan. 31 (2) Feb. 1 - July 31

II. Approximate time building or field will be used: From _____ To _____ Number of participants _____

III. Facilities you wish to use:
_____ Multipurpose/ (Requires Food
_____ Auditorium _____ Classroom _____ Cafetorium _____ Field # _____ Kitchen Service Dept. Approval)

IV. Purpose* _____

INDEMNIFICATION AND INSURANCE REQUIREMENT LANGUAGE

"Applicant had an opportunity to inspect and accepts the premises and facilities in their present condition, and stipulates that the premises and facilities are in clean, safe and usable condition. Applicant accepts the premises "as is" and assumes all risks of any condition of the property, whether visible or not. Applicant agrees to protect, defend, indemnify, save and hold harmless the Huntington Beach City School District, its Board of Trustees, the individual members thereof, and all officers, agents, employees and representatives free and harmless from any and all liability, loss, damage, cost, or expense in any way connected with Applicant's use or occupancy of the premises and facilities. Applicant shall, at its own cost and expense, procure and maintain during the entire period of use of the premises and facilities comprehensive general liability insurance issued by a qualified insurer licensed to do business in the State of California or a self-insured program acceptable to Huntington Beach City School District, with a combined single limit of not less than \$2,000,000 per occurrence. Such insurance shall name the District, its Board of Trustees, the individual members thereof, and all other agents, employees, and representatives additional insured. It is understood that Applicant's liability is not limited to the Applicant's policy limits. Applicant understands that this provision is a material term of the permit for use of the premises and facilities."

"In the event Applicant fails to perform in accordance with the preceding paragraph, or otherwise breaches any other provisions of the permit for use of the premises and facilities, Huntington Beach City School District shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance."

V. ***The undersigned agrees and acknowledges that they have read and understand the indemnification agreement and will comply with all the rules on the back of this form.**

Organization _____

Current Presiding Officer _____ Approved Signature _____

Address _____ Phone _____
Street City Zip

Requested by _____ Position _____ Today's Date _____

Address _____ Phone _____

Email address _____

****REQUIRED:** Student Fees Charged? _____ Yes _____ No If Yes, fee per student: \$ _____ ATTACH COPY OF FLYER

****REQUIRED:** Custodian Needed For Event? _____ Yes _____ No NAME OF CUSTODIAN: _____

CONDITIONS OF APPROVAL: Insurance _____ Portable Toilets _____ Other _____

OFFICE USE ONLY: Users failing to pay fees as requested may not be allowed to use facilities on future dates. (01/19)

Principal Approval _____ Head of Food Services _____ District Office Approval _____ Insurance Expires _____

Facility/ _____

Field Use Fee \$ _____ Custodial Fee \$ _____ Direct Cost Fee \$ _____ Total Cost \$ _____

Date Paid _____ Ck. # _____ By _____

****This is your invoice and all fees are to be paid seven working days in advance of event.****

RULES FOR THE USE OF FACILITIES

1. **Application must be made at least two weeks prior to the start of an activity.** Until you have received a copy of the approved application and paid any required fee, do not assume that you have approval. **Estimated facility use fees must be paid seven days in advance of an event.**
2. User will be responsible for any damages to school property beyond general wear and tear.
3. User will comply with all laws regarding the use of the school buildings, grounds and equipment.
4. User will comply with all requests of school officials regarding use of buildings and equipment.
5. If admission fees are charged or contributions are solicited, there will be a charge for use.
6. **Tobacco use is prohibited on all school properties.**
7. School activities have first priority. The permitted user may be moved. The undersigned will be notified in the event a conflict arises.
8. Use of the facility may be withdrawn when the user does not leave the facility in a clean and orderly manner.
9. No alterations of any kind will be allowed without prior written approval of the district with signature of the Assistant Superintendent of Administrative Services.
10. **Any organization using any district facility will provide the District with a minimum of \$2,000,000 in insurance coverage per occurrence and meet all other District insurance requirements. The Huntington Beach City School District (not the school) must be named as additional insured on Users' liability coverage by separate written endorsement.**
11. When meeting rooms are used, it is the responsibility of the user to set up the room prior to the event and to return it to its original set up after the event.
12. The possession, consumption, or sale of alcoholic beverages or any restricted substances on school property will not be permitted.
13. Fees will be charged for the use of Huntington Beach City School District facilities any time that the facility is not normally staffed. The fee will cover utilities and expenses, plus the cost of a custodian that will be assigned to the facility, beginning thirty minutes prior to the event and ending thirty minutes after the event or when clean up is completed, whichever is longer. **All fees are due seven (7) days prior to the event.**
14. The allocation of district fields is done on a semi-annual basis with priority given to baseball and softball in the spring and soccer and football in the fall. **Fees will be charged for the use of fields.** For detailed information on fees contact Pam Ogdon at (pogdon@hbcasd.us) 714-378-2051.
15. Continued allocation for fields is subject to fields being maintained and fields being kept clean by a clean-up crew after each use. Users must be considerate of neighbors in nearby homes.
16. Field use may not be scheduled to commence prior to 8:00 a.m. on Saturdays. All weekend field use must end by 6:00 p.m. unless permission to extend is obtained in writing. Regular field use may not be scheduled on Sundays. The only exception may be for a weekend tournament with prior approval and fees paid in advance of the event.
17. There are no school restrooms available for field user groups to use. Portable toilets will be required for field use.

NOTE: USE OF ANY FACILITY MAY BE REVOKED AT ANY TIME