



**FACILITIES USAGE AGREEMENT**

Event/Activity Name:			
Type of Event/Activity:			
Name of Organization:			
Address of Organization:		Phone No.:	
Contact Person:		Phone No.:	
Email Address:			

Facility Requested:			
Room / Fields Needed:			
Date(s) of Use:		Day(s) of Week: M T W Th F S Su	
Approximate Number of People Attending:			

Please provide as much information as possible in order to complete your contract and help us prepare for your event / activity. Keep in mind that these times and details are subject to approval by the District.

**Set Up Needs:**

Number of Tables:		Number of Chairs:	
Access To:	Restrooms ___Yes ___No	Kitchen ___Yes ___No	

Use the Space below or attach additional pages to draw or map out how the event / activity should be set up:



## FACILITIES USAGE AGREEMENT

Indicate, here, Items that will be brought for use by organization / requestor (including decorations and technical equipment):

Explain, here, any plans for food and beverages.

### **FACILITIES USE STATEMENT**

The undersigned, \_\_\_\_\_, is duly authorized by \_\_\_\_\_ (name of organization), to act on its behalf in requesting the use of school facilities, including, but not limited to, executing any agreement or undertaking required by law and district policy and regulations governing the use of the facilities.

The organization shall comply with all restrictions placed on the use of the school facilities by law or district policy or regulations.

The organization recognizes that, in accordance with Education Code 38134, it is liable for any damage to the school facilities or for any injury to any person due to the organization's negligence in using the school facilities.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Organization)



## FACILITIES USAGE AGREEMENT

### Check Off Sheet

**Initial**

**Regulations**

\_\_\_\_\_ The requesting group must provide proof of general coverage liability insurance in an amount not less than \$1,000,000.

\_\_\_\_\_ No alcohol, smoking / vaping allowed on any District property. AR 1330

\_\_\_\_\_ Tables and chairs, if used, left in good condition.

\_\_\_\_\_ All decorations must be removed from the site before leaving the building. No candles allowed. Use blue / green tape.

\_\_\_\_\_ Music must be kept at a level which will not annoy residences in the area.

\_\_\_\_\_ Facility must be left in a clean and orderly condition. Under no circumstances will District equipment be removed from the facility.

\_\_\_\_\_ All areas outside on or adjacent building are cleared of all debris caused by function.

\_\_\_\_\_ Bathrooms inspected and garbage placed in garbage cans.

\_\_\_\_\_ All lights (in and out, including restrooms) are turned off, unless on automatic timers.

\_\_\_\_\_ Requester is liable for all damage to the premises and equipment and should report any such damage to the Travis Unified District Office.

\_\_\_\_\_ Follow CDC guidelines.

Contact Person:

- 1) Robert Mattos, 707/718-0358
- 2) Tracey Canady, 334/233-1371



## FACILITIES USAGE AGREEMENT

### HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

This agreement must be signed by an authorized representative of the Applicant before any reservation will be confirmed.

Notwithstanding any insurance coverage which may be in effect, and in addition to any additional undertakings referred to herein, Applicant agrees at all times to protect, indemnify, and hold Travis Unified School District, its Governing Board, officers, members, representatives, agents, guests, invitee, and/or employees free and harmless, and to provide legal defense, from any and all liabilities, claims, losses, judgments, damage, demands or expenses resulting from the Applicant's use or occupancy of the District's facilities and/or the active or passive negligence of the Applicant or of the District, its Governing Board, officers, members, representatives, agents, guests, invitee, and/or employees, specifically including, without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

1. the loss of or damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein;
2. the injury to or death of any person including, but not limited to, the officers, members, representatives, agents, guests, invitee, and/or employees of the Applicant or of the District; or
3. damage to any property arising from the use, possession, selection, delivery, return, condition or operation of the District's facilities. Applicant further agrees to reimburse the District for all liabilities, claims, losses, judgments, damage, demands, expenses, fines, penalties, including reasonable attorneys' fees imposed or incurred by the District because of the Applicant's use or occupancy of the District's facilities and/or active or passive negligence of the Applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date