



AGENDA ITEM
NO. **C-9**

COUNTY OF HUMBOLDT

For the meeting of: April 25, 2017

Date: April 4, 2017
To: Board of Supervisors
From: Kelly Sanders, Clerk/Recorder/Registrar of Voters *JS*
Subject: Resolution Authorizing County Clerk, Recorder and Registrar of Voters, or her Designee, to Execute Facility Use Agreements for County Elections

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt Resolution No. 17-34 (Attachment 1);
2. Authorize County Clerk, Recorder and Registrar of Voters, or her designee, to execute the attached facility use agreements; and
3. Authorize County Clerk, Recorder and Registrar of Voters, or her designee, to execute future facility use agreements with the facilities listed in Attachment 1 for the purpose of facilitating elections in the County of Humboldt for the next three years. 2

SOURCE OF FUNDING: General Fund

DISCUSSION:

Pursuant to Elections Code, Section 12200 et seq., the Office of Elections is charged with establishing voting precincts and coordinating polling places for said precincts to facilitate countywide unified district, primary, and general elections throughout the County of Humboldt. The Office of Elections coordinates with a variety of facilities such as schools, churches, fire stations, service districts, county departments, other local public agencies, community centers, and for-profit and non-profit organizations to provide

Prepared by Lucinda Jackson

CAO Approval *[Signature]*

REVIEW:

Auditor _____ County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Wilson

Ayes Sundberg, Fennell, Bass, Bohn, Wilson
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Apr. 25, 2017

By: *[Signature]*
Kathy Hayes, Clerk of the Board

temporary, short-term use as election polling places for voters. A complete list of facilities the Office of Elections has coordinated with to date is attached (Attachment 2).

On January 27, 2017, the Office of Elections reached out to facilities regarding availability for the Unified District Election on November 7, 2017. Many facilities requested agreements to be in place for facility use. A summary of facilities requesting use agreements is attached as Attachment 3; use agreements for these facilities are attached as Attachment 4.

County Clerk, Recorder and Registrar of Voters requests the Board authorize her, or her designee, to execute facility use agreements necessary for the purpose of carrying out the Unified District Election on November 7, 2017. Further, the County Clerk, Recorder and Registrar of Voters request the Board adopt a resolution (Attachment 1) authorizing her, or her designee, to execute future facility use agreements with the facilities listed in Attachment 1 for the purpose of facilitating elections in the County of Humboldt for the next three years. The Office of Elections will bring use agreements for new facilities before the Board of Supervisors for approval.

FINANCIAL IMPACT:

There is no immediate financial impact to the County of Humboldt for facility use, as facilities waive costs associated with Election Day use.

This item meets the Board's 2017 Strategic Framework by providing community-appropriate levels of service, building interjurisdictional and regional cooperation, and engaging new partners.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the contracts. This alternative is not recommended as establishing a usable polling facility requires County Clerk, Recorder and Registrar of Voters to locate willing facilities within a given precinct and conduct Americans with Disability Act (ADA) site surveys to ensure the facility meets federal and state accessibility guidelines. Not approving one of the attached contracts would require County Clerk, Recorder and Registrar of Voters to search for a new facility within that precinct and conduct a new ADA site survey, creating time delays and increased staff costs to the County of Humboldt. Additionally, this alternative would increase election costs as voters must be notified of changes to assigned polling locations.

ATTACHMENTS:

Attachment 1:	Resolution No. <u>17-34</u> Summary of Facilities
Attachment 2:	Complete List of Facilities
Attachment 3:	Summary of Facilities Requesting Facility Use Agreements for the Unified District Election on November 7, 2017
Attachment 4:	Facility Use Agreements for Unified District Election on November 7, 2017

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of April 25, 2017

RESOLUTION NO. 17-34

**RESOLUTION OF THE HUMBOLDT COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE COUNTY CLERK-RECORDER, AS THE REGISTRAR OF VOTERS
AND-ELECTIONS OFFICIAL, OR HER DESIGNEE, TO EXECUTE FACILITY USE
AGREEMENTS FOR POLLING PLACES**

WHEREAS, the Humboldt County Clerk-Recorder currently serves as the Registrar of Voters and Elections Official designated by law for the County of Humboldt in charge of the Office of Elections; and

WHEREAS, the Elections Official is charged with establishing voting precincts and a polling place for each precinct in accordance with Elections Code section 12200, *et seq.*; and

WHEREAS, for countywide unified district, primary, or general elections 56 or more polling places may be required; and

WHEREAS, schools, churches, cities and other local public agencies, non-profits, and local businesses provide facilities for temporary, short-term use as election polling places; and

WHEREAS, facility owners frequently require the Humboldt County Office of Elections to enter into written facility use or rental agreements for the use of facilities as polling places, which may establish certain obligations binding upon the County of Humboldt; and

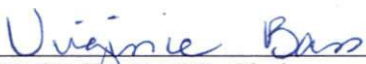
WHEREAS, the number, variety, and short time frame for execution of polling place facility use or rental agreements renders it impractical for the Board of Supervisors to review and approve each such agreement as may be required for each election cycle; and

WHEREAS, the Clerk-Recorder, Registrar of Voters and Elections Official can consult with and seek the approval of County Counsel and the Humboldt County Office of Risk Management with regard to the terms and conditions of any facility use or rental agreement prior to execution on behalf of the County of Humboldt.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Humboldt County Clerk Recorder, as the Registrar of Voters and Elections Official, and her designee, are hereby authorized to execute facility use or other short term lease agreements for the purpose of providing election polling places as may be required throughout the County of Humboldt, following review and approval as to the form of the agreement by County Counsel and the Humboldt County Office of Risk Management.
2. This Resolution shall take effect on and after its adoption for a three-year term, ending June 30, 2020.

Dated: April 25, 2017



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of April 25, 2017

RESOLUTION NO. 17-34


Adopted on motion by Supervisor Fennell, seconded by Supervisor Wilson, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Bass, Bohn, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.


By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 2: Complete List of Facilities

Polling Place Site	Voting Room	Precinct	Use Status	Accessible	Facility Type	Last Survey (date)	District
Agriculture Center	Agriculture Center	1SB-5	Training Only	No	Training Facility	No Survey	1
Ambrosini School	Library*	2F-R2	Inactive	Useable	School	5/8/2013	2
Apostolic Faith Church	Apostolic Faith Church	1E-55	Inactive	Useable	Church	3/24/2006	1
Apostolic Faith Church	Church Lobby	1E-55	Inactive	No	Church	3/24/2006	1
Arcata City Hall*	Arcata City Hall*	3A-4	Active	Useable	City Site	3/28/2013	3
Arcata Community Center*	Arcata Community Center*	3A-4	Training Only	Yes	Community Ctr	3/11/2010	3
Arcata High School	tbd		ADA Survey 04.11.17	tbd	School	tbd	
Arcata Lutheran Church	Arcata Lutheran Church*	3A-3A	Active	Useable	Church	3/28/2013	3
Arcata Methodist Church	Arcata Methodist Church*	3A-9	Active	Useable	Church	4/2/2013	3
Arcata Veterans Memorial Bldg	Ladies Mtg Rm	3A-7	Inactive	Yes	City Site	4/3/2013	3
Arcata Veterans Memorial Bldg	Lobby	3A-7	Active	Useable	City Site	4/3/2013	3
Azalea Hall*	Azalea Hall*	5MK-7	Active	Useable	Community Ctr	4/15/2013	5
Bethel Church	Bethel Church	4ES-6	Inactive	No	Church	No Survey	4
Blm King Range Fire Station	Blm King Range Fire Station	2SHF1	Inactive	No	Firestation	No Survey	2
Blue Lake Casino	Blue Lake Casino*	5BLF	Inactive	Yes	Business	2/16/2010	5
Blue Lake Elementary School	Blue Lake Elementary School*	3B-1	Active	Useable	School	7/27/2010	5
Bridgeville Community Center	Bridgeville Community Center*	2BVF	Active	Useable	City Site	4/29/2005	2
California Conservation Corps*	California Conservation Corps*	2F-4	Inactive	Useable	Other	4/19/2013	2
Calvary Chapel Eureka*	Sanctuary	4E-13	Active	Useable	Church	2/29/2016	4
Calvary Lutheran Church	Calvary Lutheran Church*	4E-53	Active	Useable	Church	9/11/2013	4

Polling Place Site	Voting Room	Precinct	Use Status	Accessible	Facility Type	Last Survey (date)	District
Christ The King Church	Christ The King Catholic Church*	5MK-1	Active	Useable	Church	4/22/2013	5
Cuddeback School	Cuddeback School*	2CUS	Active	Useable	School	5/29/2013	2
Cutten School	Cutten School*	1CS-1	Active	Useable	School	8/6/2014	1
Dows Prairie School	Dows Prairie School*	5MK-8	Active	Useable	School	6/5/2013	5
ECS - Marshall Annex	Classroom	4E-34	Active	Useable	School	2/28/2012	4
Elections Office	Lobby	4E-22	Active	No	County Site	4/17/2011	4
Elections Office	Training Room	4E-22	Active	No	Training Facility	No Survey	4
Eureka 1st United Methodist Church	Social Hall	4E-12	Active	Useable	Church	12/22/2015	4
Eureka City Hall	Eureka City Hall	4E-21	Inactive	Yes	City Site	No Survey	4
Eureka Municipal Auditorium* City Of Eureka	Eureka Municipal Auditorium*	4E-31	Active	Useable	City Site	4/11/2013	4
Eureka Veteran's Memorial Bldg	Eureka Veteran's Memorial Bldg	4E-31	Not In System	Useable	N/A	5/5/2015	4
Fieldbrook School	Fieldbrook School*	5FBS	Active	Useable	School	3/15/2010	5
First Covenant Church	First Covenant Church*	4E-34	Active	Useable	Church	9/23/2014	1
Fortuna City Hall City Of Fortuna	Fortuna City Hall*	2F--2	Active	Useable	City Site	4/19/2013	2
Fortuna Vol Fire Dept	Fortuna Volunteer Fire Department*	2F--4	Active	Useable	City Site	4/19/2013	2
Freshwater School*	Freshwater School*	3FWS	Active	Useable	School	4/1/2013	3
Gospel Outreach Church	Gospel Outreach Church*	4ES-6	Inactive	Yes	Church	No Survey	4
Grace Baptist Church	Church Lobby*	4E-51	Active	Useable	Church	9/23/2014	4
Grace Baptist Church	Grace Baptist Church*	4E-51	Active	Useable	Church	9/23/2014	1
Grant School	Grant School*	1ES-1	Active	Useable	School	8/5/2014	1

Polling Place Site	Voting Room	Precinct	Use Status	Accessible	Facility Type	Last Survey (date)	District
H.C. Library - Garberville Branch	Library*	2SH-4	Not In System	No	County Site	4/6/2017	2
Healy Senior Center	Healy Senior Center*	2SHS7	Active	Useable	Senior Facility	8/7/2012	2
Hoopa Neighborhood Facility	Hoopa Neighborhood Facility*	5KT-5	Active	Useable	City Site	6/26/2013	5
HSU Jolly Giant Commons*	HSU Jolly Giant Commons*	3A-12	Active	Yes	School	3/28/2013	3
Humboldt C S D*	Humboldt C S D*	1CS-3	Active	Useable	City Site	4/11/2013	1
Humboldt County Fairgrounds	Red Barn	1F--1	Active	Useable	City Site	5/22/2013	1
Humboldt County Office Of Education	Humboldt County Office Of Education*	4E-22	Active	Useable	Other	4/8/2014	4
Humboldt Senior Resource Center	Activity Room	4E-13	Inactive	Useable	Church	12/29/2015	4
Hydesville Fire Hall	Hydesville Fire Hall*	2HVW	Active	Useable	Firestation	5/29/2013	2
Jacoby Creek School	Jacoby Creek School*	3A-JW	Active	Useable	School	4/1/2013	3
Jefferson School Community Center	Classroom	4E-11	Active	Useable	Community Ctr	2/15/2012	4
Lincoln-Zoe Barnum School	Classroom	4E-15	Active	Useable	School	4/2/2014	4
Loleta Fire Station	Loleta Fire Station*	1LUS-1	Active	Useable	Firestation	5/29/2013	1
Mad River Hospital	Mad River Hospital*	3PA-2	Inactive	No	Other	9/28/2015	3
Mad River Rapids RV Park	Community Room	3A-P6	Active	Useable	Mobile Home Park	2/9/2016	3
Manila Community Center	Manila Community Center*	3MA-2	Active	Useable	City Site	3/19/2013	3
McKinleyville High School	tbd		ADA Survey 04.11.17	tbd	School	tbd	
McKinleyville Middle School	tbd		ADA Survey 04.13.17	tbd	School	tbd	
Monument Middle School*	Monument Middle School*	2R--2	Active	Useable	School	6/12/2013	2
Morris School	Cafeteria	5MK-6	Active	Useable	School	6/5/2013	5
New Wine Fellowship	New Wine Fellowship*	2SHF7	Inactive	Useable	Church	6/19/2013	2

Polling Place Site	Voting Room	Precinct	Use Status	Accessible	Facility Type	Last Survey (date)	District
Pacific Union School*	Pacific Union School*	3A-P2	Active	Useable	School	3/19/2013	3
Pine Hill School	Pine Hill School*	1SB-2	Active	Useable	School	6/25/2009	1
Prasch Hall	Prasch Hall	3B--1	Inactive	No	City Site	7/27/2010	3
Redwood Acres Fairgrounds	Redwood Acres Fairgrounds*	3ES-9	Inactive	Yes	City Site	9/10/2008	4
Redwood Playhouse	Auditorium	2SH-4	Active	Yes	Business	4/6/2017	2
Ridgewood School	Ridgewood School*	1CS-4	Active	Useable	School	8/8/2014	1
Runeberg Hall	Runeberg Hall	4E-12	Not In System	Useable	N/A	4/21/2015	4
Sacred Heart Church	Sacred Heart Church*	4ES-5	Active	Useable	Church	8/5/2014	4
Scotia Fire Hall	Scotia Fire Hall*	1SCD	Active	Useable	Firestation	6/12/2013	1
Seventh Day Adventist Church	Seventh Day Advent Church*	5MK-2	Active	Useable	Church	4/22/2013	5
Skinner Store	Skinner Store*	3B--1	Active	Useable	Community Ctr	7/26/2010	3
South Bay Elementary School	Rm18	1SB-6	Inactive	Yes	School	2/1/2012	1
South Bay Elementary School	Cafeteria	1SB-6	Inactive	Yes	School	3/18/2005	1
South Bay Elementary School	Library*	1SB-6	Active	Useable	School	9/22/2014	1
South Fork High School*	South Fork High School*	2SHS5	Active	Useable	School	8/7/2012	2
St. Mary'S Catholic Church	St. Mary's Catholic Church*	3A--9	Inactive	Useable	Church	10/25/2013	3
Sunny Brae Middle School	Sunny Brae Middle School*	3A-J2	Active	Useable	School	3/19/2013	3
Sunrise Plaza	Sunrise Plaza*	4E-33	Active	Useable	Business	4/15/2015	4
Toddy Thomas School	Toddy Thomas School*	2F-R3	Active	Useable	School	No Survey	2
Trinidad City Hall City Of Trinidad	Trinidad City Hall*	5T--1	Active	Useable	City Site	5/1/2013	5
Trinity Baptist Church	Trinity Baptist Church*	3A-14	Active	Useable	Church	9/22/2014	3
Trinity Valley School	Trinity Valley School*	5KT-6	Inactive	Useable	School	6/26/2013	5

Polling Place Site	Voting Room	Precinct	Use Status	Accessible	Facility Type	Last Survey (date)	District
Washington School	Washington School*	1E-44	Active	Useable	School	3/11/2010	3
Westhaven Fire Hall	Westhaven Fire Hall*	5TU-4	Active	Useable	Firestation	5/1/2013	5
Wharfinger Building City Of Eureka	Wharfinger Building*	4E-11	Inactive	Yes	City Site	8/5/2008	4
Polling Place Site	Voting Room	Precinct	Use Status	Accessible	Facility Type	Last Survey (date)	District
Polling Place Site	Voting Room	Precinct	Use Status	Accessible	Facility Type	Last Survey (date)	District
Willow Creek Community Resource Center*	Willow Creek Community Resource Center*	5KTF6	Inactive	Yes	Community Ctr	3/15/2010	5
Willow Creek CSD	Willow Creek CSD	5KTF6	Training Only ADA survey 04.04.17	Useable	Training Facility	No Survey	5
Zane Middle School	Cafeteria	4E-25	Active	Useable	School	8/6/2014	4

**Attachment 3: Summary of Facilities Requesting Facility Use Agreements for the Unified
District Election on November 7, 2017**

Facility			Administrative Tracking		
Name	Voting Room	Location	1st Request Mailed (date)	RUOF Received (date)	Use Agreement Requested (Y / N)
Arcata City Hall	Council Chambers	736 F St Arcata, CA 95521	01.27.17	02.02.17	Y
Arcata High School			ADA SITE SURVEY (scheduled for 04.11.17)	on hold	Y
Arcata Lutheran Church	Parish Hall or Gym	151 E 16th St Arcata, CA 95521	01.27.17	02.03.17	Y
Arcata Methodist Church	Social Hall	1761 11th St Arcata, CA 95521	01.27.17	04.05.17	Y
Blue Lake Elementary School	Gym	631 Greenwood Ave Blue Lake, CA 95525	01.27.17	02.03.17	Y
Christ the King Church	Parish Center	1951 McKinleyville Ave McKinleyville, CA 95519	01.27.17	03.07.17	Y
Cutten School	Multipurpose Room	4182 Walnut Dr Cutten, CA 95534	01.27.17	02.14.17	Y
Eureka City Schools - Marshall Annex	Room 114	2100 J St Eureka, CA 95501	01.27.17	02.08.17	Y
Freshwater School	Auditorium	75 Greenwood Hts Dr Eureka, CA 95503	01.27.17	01.30.17	Y
H.C. Fairgrounds	Red Barn	1250 5th St Ferndale, CA 95536	01.27.17	02.02.17	Y
Healy Senior Center	Dining Room	456 Briceland Rd Redway, CA 95560	01.27.17	03.21.17	Y
McKinleyville High School			ADA SITE SURVEY (scheduled for 04.11.17)	on hold	Y
McKinleyville Union Middle School			ADA SITE SURVEY (scheduled for 04.13.17)	on hold	Y
South Bay School	Library	6077 Loma Ave Eureka, CA 95503	01.27.17	02.14.17	Y
South Fork High School	Library	6831 Avenue of the Giants Miranda, CA 95553	01.27.17	02.02.17	Y

Attachment 4: Facility Use Agreements for Unified District Election on November 7, 2017

NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

Date: _____
 Organization Requesting Facility: _____
 Site/Facility being requested for use: _____

<u>Dates Of Use</u> (attach separate schedule if necessary)	<u>Hours of Use</u>	<u>Dates of Use</u>	<u>Hours of Use</u>
_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____

Purpose of facility use: _____
 The applicant will have the following person(s) present to supervise the activity: _____
 Admission fees to be collected: ☐ No ☐ Yes Use of fees: _____

for District-Office Completion:

Rental fee (estimated based upon request): _____ Special Instructions: _____

Use approved by: _____ Title: _____ Date: _____

In consideration of the undersigned being given permission to use facilities owned by Northern Humboldt Union High School District, the undersigned agrees:

1. The applicant 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 Northern Humboldt Union High School District, 2755 McKinleyville Avenue, McKinleyville, CA 95519-3400, its officials, agents and employees as additional insured, without obligation or payment of premium payments.
2. The applicant/organization agrees to hold the Northern Humboldt Union High 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, participant or employees.
3. The applicant/organization understands and agrees that at all times the school facilities remain under the control of the agents of Northern Humboldt Union High School District.
4. The applicant/organization will be 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.
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, table, mats, nets, bleachers, etc. School facilities shall be left in the condition in which they were found.
6. There will 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 federal law or district policies and regulations. Violation of this regulation shall be justification for immediate termination of the event, closing of the facility, and denial of future use requests.
8. Any permission for the use of the school facilities may be revoked without previous notice when conflicting dates have resulted, the facilities are needed for school purposes 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 the facility is in use.
10. The applicant agrees to abide by the hours stipulated in this permit and will be expected to have all individuals participating in the activity out of the building at the expiration of the time authorized in this permit.
11. No use of any power equipment requiring gas, diesel or kerosene unless prior written authorization and insurance coverage is obtained.
12. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, penal and safety laws and regulations.
13. The applicant agrees to abide by the hours stipulated in this permit and will be expected to have all individuals participating in the activity out of the building at the expiration of the time authorized in this permit.
14. If an earthquake occurs during the use of school facilities, participants are to "drop, cover and hold on" until the earthquake ends. After the shaking stops participants are to assemble in the Emergency Assembly Area (the softball field at Arcata High; the back/north parking lot at McKinleyville High). If there is damage to the building (broken windows, cracks in interior or exterior walls) then the applicant/organization will not permit participants to re-enter the school facility.

I certify that I have been duly authorized by the organization to act on its behalf in making application for use of facilities. I also certify that I have read the above rules and regulations, conditions, and terms of this application, and that I, and the organization which I represent, will abide by them and to all other rules and regulations which are communicated to use by the Northern Humboldt Union High School District and its authorized agents. I understand that the rental fees and charges (if applicable) are due and payable upon receipt of an invoice from the district.

Signature of Applicant Representative

Phone Number

Date

Copy Distribution:

Original: District Office

Canary: Head Custodian

Pink: Applicant

Northern Humboldt Union High School District

2755 McKinleyville Avenue ♦ McKinleyville, CA 95519

Phone: (707) 839-6470 ♦ Fax: (707) 839-6477

REQUEST FOR USE OF FACILITIES -OUTSIDE GROUPS **REQUEST MUST BE IN DISTRICT OFFICE TEN (10) DAYS PRIOR TO USE**

To be completed by applicant (please print/type legibly):

Organization Requesting Facility: _____ Date: _____

Location of Facility Desired:

- ☐ Arcata High School - 1720 M Street, Arcata, CA 95521 ♦ Phone: 825-2400 ♦ Fax: 825-2407
☒ McKinleyville High School - 1300 Murray Road, McKinleyville, CA 95519 ♦ Phone: 839-6400 ♦ Fax: 839-6407
☐ Other (specify): _____

Purpose of facility use: _____

Will admission fees be collected or contributions be solicited? ☐ No ☐ Yes If yes, what use is to be made from the proceeds? _____

Facility Requested:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Multi-Purpose Room | <input type="checkbox"/> Bleachers out for seating | <input type="checkbox"/> # _____ chairs set up | <input type="checkbox"/> # _____ tables set up |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Stage | <input type="checkbox"/> Drama Room | <input type="checkbox"/> Music Room |
| <input type="checkbox"/> Large Gym | <input type="checkbox"/> Bleachers out | <input type="checkbox"/> Snack Bar | <input type="checkbox"/> Boys' Locker Room |
| <input type="checkbox"/> Small Gym | <input type="checkbox"/> # _____ chairs | <input type="checkbox"/> # _____ tables | <input type="checkbox"/> Girls' Locker Room |
| <input type="checkbox"/> Wrestling Room | <input type="checkbox"/> Weight Room | <input type="checkbox"/> Other Room /Facility _____ | |

Equipment/Furniture Needed: _____

- ☐ Podium ☐ Microphone ☐ Sound System

Field Use:

- ☐ Soccer Field # _____ ☐ Baseball Field ☐ Softball Field ☐ Football Field ☐ Other _____
(specify)

Equipment needed: _____

Day(s) of week

Date(s) Of Use

Hours of Use

_____	_____	to _____
_____	_____	to _____
_____	_____	to _____

(attach separate schedule if necessary)

Signature of Applicant: _____ Print Name: _____

Mailing address: _____ Phone: _____

Note: You will be notified within ten business days on the status of your request. If your request is approved, you will be required to sign a Permit for Use of School Facilities which outlines rules and regulations and shows estimated fees for the usage requested.

For completion by school site:

Site Approval: _____ Date Entered on Calendar: _____ by _____

Note: Requests originate at school site but must have district office approval before actual use

For completion by District Administration:

District Office Action: ☐ Approved ☐ Denied/Reason: _____ by _____

Additional requirements: ☐ On-site custodial supervision ☐ Bathroom facilities ☐ Keys Issued ☐ Insurance Certificate ☐ Contract

Copy distribution: Original-Head Custodian / Green-District Office / Canary-Assistant Principal / Pink-Site facilities manager / Goldenrod-Applicant

Northern Humboldt Union High School District

2755 McKinleyville Avenue ❖ McKinleyville, CA 95519

Phone: (707) 839-6470 ❖ Fax: (707) 839-6477

REQUEST FOR USE OF FACILITIES -OUTSIDE GROUPS **REQUEST MUST BE IN DISTRICT OFFICE TEN (10) DAYS PRIOR TO USE**

To be completed by applicant (please print/type legibly):

Organization Requesting Facility: _____ Date: _____

Location of Facility Desired:

- ☒ Arcata High School - 1720 M Street, Arcata, CA 95521 ❖ Phone: 825-2400 ❖ Fax: 825-2407
☐ McKinleyville High School - 1300 Murray Road, McKinleyville, CA 95519 ❖ Phone: 839-6400 ❖ Fax: 839-6407
☐ Other (specify): _____

Purpose of facility use: _____

Will admission fees be collected or contributions be solicited? ☐ No ☐ Yes If yes, what use is to be made from the proceeds? _____

Facility Requested:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Multi-Purpose Room | <input type="checkbox"/> Bleachers out for seating | <input type="checkbox"/> # _____ chairs set up | <input type="checkbox"/> # _____ tables set up |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Stage | <input type="checkbox"/> Drama Room | <input type="checkbox"/> Music Room |
| <input type="checkbox"/> Large Gym | <input type="checkbox"/> Bleachers out | <input type="checkbox"/> Snack Bar | <input type="checkbox"/> Boys' Locker Room |
| <input type="checkbox"/> Small Gym | <input type="checkbox"/> # _____ chairs | <input type="checkbox"/> # _____ tables | <input type="checkbox"/> Girls' Locker Room |
| <input type="checkbox"/> Wrestling Room | <input type="checkbox"/> Weight Room | <input type="checkbox"/> Other Room /Facility _____ | |

Equipment/Furniture Needed: _____

- ☐ Podium ☐ Microphone ☐ Sound System

Field Use:

- ☐ Soccer Field # _____ ☐ Baseball Field ☐ Softball Field ☐ Football Field ☐ Other _____ (specify)

Equipment needed: _____

Day(s) of week

Date(s) Of Use

Hours of Use

_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

(attach separate schedule if necessary)

Signature of Applicant: _____ Print Name: _____

Mailing address: _____ Phone: _____

Note: You will be notified within ten business days on the status of your request. If your request is approved, you will be required to sign a Permit for Use of School Facilities which outlines rules and regulations and shows estimated fees for the usage requested.

For completion by school site:

Site Approval: _____ Date Entered on Calendar: _____ by _____

Note: Requests originate at school site but must have district office approval before actual use

For completion by District Administration:

District Office Action: ☐ Approved ☐ Denied/Reason: _____ by _____

Additional requirements: ☐ On-site custodial supervision ☐ Bathroom facilities ☐ Keys Issued ☐ Insurance Certificate ☐ Contract

Copy distribution: Original-Head Custodian / Green-District Office / Canary-Assistant Principal / Pink-Site facilities manager / Goldenrod-Applicant



ARCATA UNITED METHODIST CHURCH

1761 Eleventh Street, Arcata, California 95521

707-822-1963 fax: 707-822-1935

Reverend Cindy Storrs, Pastor

arcataumc@sbcglobal.net

www.arcataumc.org

open hearts. open minds. open doors. we promise.

FACILITIES USE APPLICATION

Welcome to the Arcata United Methodist Church (AUMC). We are glad you've chosen to have your event(s) here in our facility. These Facilities Use Application & Guidelines are designed to make our relationship as simple, hassle-free, and full of God's Grace as possible. All groups must fill out this application, whether they are regularly scheduled or meet only occasionally. Upon receiving this form, we will send you a confirmation of your reservation, along with a copy of this form; we suggest you keep this guide with you while at the church, since it contains emergency instructions. Please have the group leader take a moment to review it, and if it doesn't answer all your questions, or if you have suggestions for its improvement, please do not hesitate to ask or comment. **The AUMC office hours are Monday-Friday, 9am-1pm.**

Name of Organization _____ Date of Application _____

Date and/or day of use _____ Time of use (incl. setup) _____

Actual time of activity _____ Will you meet on holidays? Y / N

Start date _____ End date _____ Ongoing? Y / N

Room(s) Requested: ☐ Classroom (e.g., Room 4, Room 7) ☐ Social Hall ☐ Kitchen

☐ Fireside Room (Library) ☐ Sanctuary ☐ Other

Purpose of the organization _____

What church equipment is requested for use? (Kitchen, TV/VCR, coffee maker, pianos, projectors, etc.)

Name of group leader/contact person _____ Title _____

Address _____

Phone _____ E-mail _____

Name of alternate group leader _____ Title _____

Address _____

Phone _____ E-mail _____

New Users: References _____

Name	Phone
------	-------

_____	_____
-------	-------

By submitting this application, the above group agrees to the terms of use described in the Guidelines for Facilities Use . If any of these conditions are not met, or if keys are not returned, the group agrees to forfeit the \$50.00 deposit. (New Users: The deposit is due when this form is returned to the church.)

Applicant Signature: _____ Date: _____



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GUIDELINES FOR FACILITIES USE

1. In case of emergency: A facility diagram is attached, with the locations of the telephone, fire extinguishers, first aid kit, the gas & emergency shutoff valves and wrench indicated. Please familiarize yourself with their locations. In addition, here is a list of AUMC officers and staff to contact in the case that your problem could not wait until normal office hours:

1. Neal Sligh, Trustees Chair: 822-2045

2. Martha Bolt, Church Council Chair: 825-9454

3. Jim Solie, Custodian: 839-3123

4. Rev. Cindy Storrs, Pastor: 839-7496

2. Rules: Absolutely no alcohol, smoking, or gambling (including raffles) is allowed on the premises. **Please note that as of April 1, 2008, smoking is banned on church property.**

3. Key/Security Deposit: A \$50 key deposit is required of all users receiving keys. **In the event that you lose the key, the deposit will not be refunded, and the group will have the financial responsibility of making sure the entire church is re-keyed** at the Trustees' discretion. If the key is returned within two weeks after the facility use is ended, the deposit will be refunded within a reasonable amount of time.

4. Insurance: Regularly-scheduled groups are required to provide proof of insurance. A certificate of insurance should be issued to the church showing the coverage limits of liability and effective dates.

5. Donation: The church requests the following donations for use of the facility:

Classroom.....	\$15.00	up to three hours per day
Social Hall.....	\$50.00	up to three hours per day
Social Hall with Kitchen.....	\$70.00	up to three hours per day
Fireside Room.....	\$25.00	up to three hours per day
Fireside Room with Kitchen.....	\$40.00	up to three hours per day

Additional hour over the first three: \$15.00 per hour, per day, per room. Groups considered a mission of the church will generally donate 50% of these fees. Determination will be made on a case-by-case basis by the AUMC Board of Trustees (or designated subcommittee). Donations can be mailed, paid in person during office hours, or slipped through the mail slot in the church office door. Checks should be made payable to AUMC and indicate the name of the group and dates covered by the donation. If requested, a receipt will be mailed to the contact person listed above.

6. Changes: We will update you should there be any changes to facilities use policies and procedures, such as emergency contacts or policies. If you have changes, such as new group leaders and contact information, we would appreciate the same courtesy.

7. Room Priorities: Church events have priority in room assignments. If we need to move you to a different room on occasion, we will try to give you as much notice as possible. AUMC is a site for the Extreme Weather Shelter; if your facilities use goes past 7pm, you may be asked to move to another room without notice. We ask for your compassionate understanding should this need arise. Likewise, if you need to change rooms, we will try to make accommodations.

8. Church equipment: If you are using any AUMC equipment, please treat it as carefully as you would your own, and return it to its original condition and location.

9. Respect: Please remember at all times that this facility is a church. If your group is using the Sanctuary, please treat it with reverence, as it is a place of worship. You are welcome to look through the hymnals and Bibles in the pew racks, but please replace them carefully when you are done. Please keep your activity within the space assigned to you, and respect the space and privacy of other groups that may be meeting at the same time as yours.

10. Childcare/Youth: If your activity includes children, please make sure they are supervised at all times. While we know that kids will be kids, ringing the bell, yelling in the courtyard, and other loud and rambunctious behavior is distracting to our neighbors and other groups. We would like to refund your entire security deposit, and supervision of youth will help guarantee that. If problems arise, we may require you to hire childcare.

11. Cleaning: Please leave our facility as clean as you find it, and restore tables and chairs to the way you found them. There are cleaning supplies located in both the kitchen (broom and mop next to the refrigerator) and the janitorial closet (with the red cross on the door), located next to the women's bathroom. Your security deposit will be forfeited or reduced if our custodian has to clean up after your group.

12. Kitchen: If you are using our kitchen, you are welcome to use our dishes, but they must be washed, dried, and put away. Food stored in the refrigerator or cupboard is the property of the church or of other users and should not be used; please provide your own beverages and refreshments. Please do not use the dishwasher, as it requires training in its operation.

13. Storage: No group's equipment may be stored anywhere at the church unless approved by the Trustees.

14. Parking: Please use caution when parking, especially if your group membership includes young drivers, or if young children are present. Please respect the designated handicap accessible parking, even if you are simply dropping by for a moment.

15. Utilities: Utilities costs are at an all-time high! Please help us keep costs down and protect the environment by reducing utility use. Turn off all lights and space heaters when not in use. Please note that the outside lights go on and off automatically.

16. Security: Please make sure that all doors and windows, including bathroom doors, in the vicinity of your meeting/event are locked when you leave. Please make sure that all members and visitors in your group are aware that no money or valuables are ever kept on church premises overnight. Please return your key when it is no longer needed, or your \$50 deposit will be forfeit.

17. Additional Comments/Stipulations: _____

Thank you for choosing AUMC!

Please sign & return

AGREEMENT NO. 17-255

DATE: 1/30/17

INTERIM: XXX FAIR:

RENTAL AGREEMENT

Deposit # _____	Rent # _____
Insurance # _____	Cert. _____

THIS AGREEMENT by and between the HUMBOLDT COUNTY FAIR ASSOCIATION, hereinafter called the Association and OFFICE OF ELECTIONS, COUNTY OF HUMBOLDT herein called The Renter.

1. THEREFORE, Association hereby grants to the Renter the right to occupy the space(s) described below for the purposes hereinafter set forth, subject to the terms and conditions of this agreement: **RED BARN (ART BUILDING)**
2. The purposes of occupancy shall be limited to, and shall be for no other purpose or purposes whatsoever: **ELECTION**
3. THAT WHEREAS, The Renter desires to use the facilities on: **NOVEMBER 7, 2017**
4. Renter agrees to pay to Association for the rights and privileges hereby granted, the amounts and in the manner set forth below: **RED BARN, COMPLIMENTARY; REFUNDABLE CLEANING DEPOSIT, WAIVED**
5. This Agreement may create a possessory interest, as described in Section 107 et seq. of the Revenue and Taxation Code of the State of California, in tax exempt property. If such an interest is created, it may be subject to property taxation and the party in whom the possessory interest is vested may be subject to the payment of taxes on such interest. Contact Humboldt County Assessor's Office 707-445-7663 or 866-240-0485.
6. Association shall have the right to audit and monitor any and all sales as well as access to the premises.
7. Renter further agrees to defend, indemnify and save harmless Association, the County of Humboldt and the State of California, the Humboldt County Fair Assn., their directors, officers, agents, servants and employees from any and all claims, causes of action and suits accruing or resulting from any damages, injury or loss to any person or persons, including all persons to whom the Renter may be liable under any Worker's Compensation law and Renter himself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by Renter of the privileges herein granted.
8. Renter further agrees that he will not sell, exchange or barter, or permit his employees to sell, exchange or barter, any permits issued to Renter or his employees hereunder.
9. It is mutually agreed that this contract or the privileges granted herein, or any part thereof, cannot be assigned or otherwise disposed of without the written consent of Association.
10. It is mutually understood and agreed that no alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties, hereto, and that no oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereof, unless made in writing and signed by the parties hereto, shall be binding upon any of the parties hereto.
11. The Rules and Regulations printed on agreement page 2 of 2 hereof are made a part of this agreement as though fully incorporated herein, and Renter agrees that he has read this agreement and the said Rules and Regulations and understands that they shall apply, unless amended by mutual consent in writing of the parties hereto.
12. In the event Renter fails to comply in any respect with the terms of this agreement and the Rules and Regulations referred to herein, all payments for this rental space shall be deemed earned and non-refundable by Association and Association shall have the right to occupy the space in any manner deemed for the best interests of Association.
13. CONTRACT ADDENDUM, INSURANCE REQUIREMENTS AND CLEANING REQUIREMENTS ARE INCORPORATED HEREIN AND MADE A PART OF THIS AGREEMENT. \$50 DEPOSIT DUE AT TIME OF SIGNING. CHECKS MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO EVENT. APPENDIX A BECOMES A PART OF THIS CONTRACT. RENTER AGREES TO NOTIFY POLICE OF EVENT AND OBTAIN REQUIRED NUMBER OF LICENSED SECURITY GUARDS. FIRE DOORS MUST BE UNLOCKED AND FREE OF OBSTACLES. TURN DOWN MUSIC AND CLOSE BAR AT 11PM NO DRINKING OR LOITERING IN PARKING LOT. PARTY MUST END BY 1 A.M.
14. This agreement is not binding upon Association until it has been duly accepted and signed by its authorized representative, and approved (if required) by the Department of Food and Agriculture and the Department of General Services. This agreement has been executed in duplicate, by and on behalf of the parties hereto, the day and year above written.

KELLY E. SANDERS
OFFICE OF ELECTIONS-COUNTY OF HUMBOLDT
3033 H STREET, ROOM 20
EUREKA, CA 95501

RICHARD CONWAY
HUMBOLDT COUNTY FAIR
1250 5th ST
FERNDALE, CA 95536

SIGNATURE

Richard Conway SIGNATURE

RULES AND REGULATIONS GOVERNING RENTAL SPACE

1. No Renter will be allowed to be open until all the preliminary requirements herein set forth have been complied with.
2. Renter will conduct his business in a quiet and orderly manner; will deposit all rubbish, slop, garbage, tin cans, paper, etc. in receptacles provided by the Association within said concession plot for such purpose, and will keep the area within and surrounding said concessions free from all rubbish and debris.
3. All buildings, tents, or enclosures erected under the terms of Rental Agreement shall have the prior approval of Association and the local fire suppression authorities. All eating concessions not restricted to specific items will submit menus and prices to Association for approval at least twelve (12) hours in advance of each day's operation.
4. Renter will furnish Association with a list of all sales prices and other charges of any kind whatsoever to be charged by the Renter in said space(s).
5. Renter must furnish receipts for license fees, tax deposits, insurance, etc. prior to event.
6. Renter will conduct the privileges granted in the Rental Agreement according to all the rules and requirements of the State Department of Health Services and local health authorities, and without infringement upon the rights and privileges of others, will not handle or sell any commodities or transact any business whatsoever for which an exclusive privilege is sold by Association, nor engage in any other business whatsoever upon or within said premises or fairgrounds, except that which is herein expressly stipulated and contracted for will confine said transactions to the space and privileges provided in the Rental Agreement, and that any and all exclusives granted Renter shall not include the Carnival and the Carnival Area.
7. Renter will cause to be posted in a conspicuous manner at the front entrance to the concessions, a sign showing the prices to be charged for all articles offered for sale to the public under the Rental Agreement, the size of said sign, manner and place of posting to be approved by Association.
8. Association will furnish necessary janitor service for all aisles, streets, roads and areas used by the public; but Renter must at his own expense, keep the concession space and adjacent areas properly arranged and clean. All concessions must be clean, all coverings removed, and the concessions ready for business each day at least one hour before the Fair is open to the public. Receptacles will be provided at several locations to receive Renters' trash, and such trash must not be swept into the aisles or streets or any public space.
9. All sound-producing devices used by Renter within or outside his space must be of such a nature and must be so operated as not to cause annoyance or inconvenience to his patrons or to other Concessionaires or Exhibitors and the decision of Association as to the desirability of any such sound-producing device shall be final and conclusive. Sound-amplification equipment may be installed within or outside any space only by first obtaining written permission thereof from Association.
10. Renter agrees that there will be no games, gambling or any other activities within the confine of his space in which money is used as a prize or premium, and that he will not buy and/or permit "buy backs" for cash, any prizes or premiums given away to patrons in connection with the use of the space. Only straight merchandising methods shall be used and all methods of operations, demonstration and sale, shall be subject to the approval of the Association and the local law enforcement officials.
11. Renter is entirely responsible for the space allotted to Renter and agrees to reimburse Association for any damage to the real property, equipment, or grounds used in connection with the space allotted to Renter, reasonable wear and tear and damage from causes beyond Renter's control excepted.
12. Association may provide watchman service which will provide for reasonable protection of the property of Renters, but Association shall not be responsible for loss or damage to the property of Renter.
13. Each and every article of the space and all boxes, crates, packing material, and debris of whatsoever nature used in connection with the space and owned by Renter must be removed from the buildings and grounds by Renter, at his own expense, not later than a date specified by Association. It is understood in the event of Renters failure to vacate said premises as herein provided, unless permission in writing is first obtained, Association may and is hereby authorized and made the agent of Renter to remove and store the concession and all other material of any nature whatsoever, at the Renter's risk and expense, and Renter shall reimburse Association for expenses thus incurred.
14. No Renter will be permitted to sell or dispose of anywhere on the fairgrounds alcoholic beverages as defined in the Alcoholic Beverage Control Act, except in the concession space. Even such limited sales are not to be made unless Renter is authorized in writing by Association and unless he holds a lawful license authorizing such sales on said premises.
15. All safety orders of the Division of Industrial Safety, Department of Industrial Relations, must be strictly observed.
16. Failure of Association to insist in any one or more instances upon the observance and/or performance of any of these rules and regulations shall not constitute a waiver of any subsequent breach of any such rules and regulations.
17. This rental agreement shall be subject to termination by either party at any time during the term hereof by giving the other party notice in writing at least 30 days next prior to the date when such termination shall become effective. Such termination shall relieve the Association of any further performances of the terms of this agreement.
18. Contractor, by signing this contract, does swear under penalty that no more than one final unappealable finding of contempt of court by a Federal court has been issued against that Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of the National Labor Relations Board (Government Code Section 14780.5) (SAM Sec. 12127)."
19. Renter recognizes and understands that this rental may create a possessory interest subject to property taxation and that the Renter may be subject to the payment of property taxes levied on such interest.
20. The Association shall have the privilege of inspecting the premises covered by this agreement at any time or all times.
21. The parties hereto agree that Renter, and any agents and employees of Renter, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of Association.
22. Time is of the essence of each and all the provisions of this agreement, and the provisions of this agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

Memo for Fair Management: Hazardous Agreements. If this agreement provides for a hazardous activity, the current Form FE-13, Statement Regarding Insurance, must be attached to each copy and incorporated by reference in Paragraph 14 of page one.

Nondiscrimination Clause, Form 17A or Form 17B for agreements over \$5,000 must be attached to each copy and incorporated by reference in Paragraph 14 of page one.

**STANDARD CONTRACT TERMS AND CONDITIONS
(F-31, RENTAL AGREEMENT)
ADDENDUM**

1. Contractor, by signing this contract, does swear under penalty of perjury that no more than one final unappealable finding contempt of court by a Federal Court has been issued against Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a Federal Court which orders the Contractor to comply with an order of National Labor Relations Board (Pub Contract Code Sect. 10296).
2. Contractor shall provide a Worker's Compensation Insurance Certificate if Worker's Compensation is required for this contract. This determination will be made by the fair.
3. If, during the performance of this agreement, a dispute arises between Contractor and Fair Management which cannot be settled by discussion, the Contractor shall submit a written statement within eight hours of the incident giving rise to the dispute to Fair Management. A decision by Fair Management shall be made to the Contractor within four hours, in writing and shall be final and conclusive. Contractor shall continue to perform contract requirements without interruption during the dispute period.
4. It is understood and agreed that this contract shall be governed by the laws of the State of California both as to interpretation and performance.
5. During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (Cancer), age (over 40), marital status, and denial of family care leave. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Contractors and subcontractors shall comply with the provision of the Fair Employment and Housing Act (Gov Code Section 12900, et seq.) and the applicable regulations promulgated thereunder (CA Code of Regulations, Title 2, Section 7285.0, et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Gov. Code Section 12990 (a-f), set forth in CH 5 of Div 4 of Title 2, of the CA Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organization with which they have a collective bargaining or other agreement. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontractors to perform work under this contract.
6. Contractor by signing this contract hereby certifies, unless specifically exempted, compliance with Gov. Code Sect. 12990 (a-f) and CA Code of Regulations, Title 2, Div. 4, Ch. 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.
7. Payment to be made in advance unless otherwise specified.
8. The Fair reserves the right to make all decisions regarding use of the property, unless otherwise agreed.

BLUE LAKE UNION SCHOOL DISTRICT

P.O. Box 268

BLUE LAKE, CA 95525

APPLICATION FOR USE OF FACILITIES

Today's Date: _____ Organization: _____

Facility Requested: Gym

Applicant's name: _____ Phone: _____ Fax: _____

Mailing Address: _____

Additional Contact Persons(s): _____

Purpose for Using Facility: Unified District Election

There will ~~will not~~ be an admission charge for participation in the above activity.

(Circle one)

Dates & Days of Use Requested

(include specific days of use, dates of use, beginning date and ending date)

	Hours
<u>Tuesday November 7, 2017</u>	<u>6 AM</u> to <u>10 PM</u>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

Rental Fee: 0

Fees are due in advance unless other arrangements have been made

District Approval: _____

Date: _____

BLUE LAKE UNION SCHOOL DISTRICT

RULES AND REGULATIONS FOR USE OF FACILITIES

In consideration of the undersigned being given permission to use facilities owned by Blue Lake Union School District, the undersigned agrees:

1. The applicant 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 Blue Lake Union School District, P.O. Box 268, Blue Lake, CA 95525, its officials, agents and employees as additional insured, without obligation or payment of premium payments.
2. The applicant/organization agrees to hold the Blue Lake Union 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, participant or employees.
3. The applicant/organization understands and agrees that at all times the school facilities remain under the control of the agents of Blue Lake Union School District.
4. The applicant/organization will be 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.
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, table, mats, nets, bleachers, etc. School facilities shall be left in the condition in which they were found.
6. There will 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 federal law or district policies and regulations.
8. Any permission for the use of the school facilities may be revoked without previous notice when conflicting dates have resulted, the facilities are needed for school purposes 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 the facility is in use.
10. No use of any power equipment requiring gas, diesel or kerosene 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 school facilities, participants are to "drop, cover and hold on" until the earthquake ends. After the shaking stops participants are to assemble outside in the front parking lot. If there is damage to the building (broken windows, cracks in interior or exterior walls) then the applicant/organization will not permit participants to re-enter the school facility.

I certify that I have been duly authorized by the organization to act on its behalf in making application for use of facilities. I also certify that I have read the above rules and regulations, conditions, and terms of this application, and that I, and the organization which I represent, will abide by them and to all other rules and regulations which are communicated to use by the Blue Lake Union School District and its authorized agents.

Applicant Signature

Date: _____

Print Name of Applicant

SOUTH BAY UNION SCHOOL DISTRICT

Application for Use of School Facilities

1. Organization or sponsor: _____
2. Person requesting use: _____
3. Address: _____ Phone: _____
4. Facility needed: _____
5. School Site: _____ South Bay _____ Pine Hill(circle one)
6. Type of activity: _____
7. Dates of use: _____
8. Admission charged: YES ____ NO ____ If yes, how will proceeds be used?

9. Special equipment or arrangements needed: _____
10. Key issued? Yes ____ Number: _____ To Whom: _____
11. Fees: _____
12. \$200.00 deposit required for use of building. Date Paid: _____
This deposit will be refunded subject to any cleaning and/or repair/replacement due to damage incurred by this use.
13. Utilities amount: _____ Date Paid: _____
Fees will be paid to the school prior to using the facility.
14. **STATEMENT OF INFORMATION:** The undersigned hereby accepts and agrees to comply with all rules and regulations of the school district, agrees to hold the school district harmless from any liability or damage which may arise by reason of any such use, and agrees to replace or pay for any/all damages or loss of school facilities and/or equipment. **SHOULD A CONFLICT ARISE WITH DATES OF REQUESTED USE, BE ADVISED THAT SCHOOL ACTIVITIES TAKE PLACE OVER THIS APPLICATION.**
15. The undersigned states that to the best of his knowledge the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means and that to the best of his knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.
16. Certificate of Insurance must be provided at least 7 days prior to event.
Minimum \$1,000,000 combined single limit liability coverage.
17. Signature of Applicant (responsible party): _____
Dated: _____

SCHOOL USE ONLY: Approved: _____ Disapproved: _____

Principal's Signature: _____ Dated: _____

Post Use Inspection: Yes ____ No ____ By: _____

Repairs/replacements needed: _____ Cost: _____

Amount refunded: _____ Date: _____ By: _____

Original: District Office. Copies to: School Site, Applicant, Maintenance

4182 Walnut Drive
Eureka, CA 95503

Cutten Elementary School District
http://www.humboldt.k12.ca.us/cutten_sd/

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

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: _____

Eureka City Schools

Contract#16-17-019

2100 J Street

RECEIVED

Eureka, CA 95501

(707) 441-2434

FEB 08 2017

HUMBOLDT COUNTY
ELECTIONS**Application for Use of Facilities**Today's Date: 1/31/2017 Organization: County of Humboldt-ElectionsFacility Requested: District Office Room 114School Site(s): District Office Room 114Applicant's Name: Kelly Sanders Phone: 445-7481 Fax: 445-7204Mailing Address: 2426 6th Street, Eureka, Ca. 95501-0788

Additional Contact Persons(s): _____ Phone: _____ Fax: _____

Purpose for Using Facility: Unified District Election**Dates & Days of Use Requested***(include specific days of use, dates of use, beginning date and ending date)*

Hours

November 6, 2017 (Monday) Set-up _____ to _____November 7, 2017 (Tuesday) Elections 6:00am to 11:00pmNovember 8, 2017 (Wednesday) Equipment removal _____ to _____**Rental Fee (Two-hour minimum):**X GROUP 1 – Non-Profit/Direct Costs _____ GROUP II – Fair Rental Value# of Hours: 17 # of Days: 1 Trash Disposal Fee: n/aFacility: n/a Utilities: n/a Security/Custodian: n/aTotal Rental Fee: No charge

Fees are due in advance unless other arrangements have been made

FOR OFFICE USE ONLYSchool Site Approval: _____ Date: 1/27/2017

**Security/Custodial Assignment/Site: _____ District: _____

Please call Susan Ambers (x503) if site staff not available to work contract.

Assistant Superintendent Approval: [Signature] Date: 1/31/17Original: Office Copies to ☒ Applicant ☒ Site ☒ Site Custodial ☐ Corp Yard (if necessary) Other: _____

Eureka City Schools

Rules and Regulations for Use of Facilities

In consideration of the undersigned being given permission to use facilities owned by Eureka City Schools, the undersigned agrees:

1. The applicant 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 Eureka City Schools, 2100 J Street, Eureka, CA 95501, its officials, agents and employees as additional insured, without obligation or payment of premium payments.
2. The applicant/organization agrees to hold Eureka City Schools, 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, participant or employees.
3. The applicant/organization understands and agrees that at all times the school facilities remain under the control of the agents of Eureka City Schools.
4. The applicant/organization will be 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.
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, table, mats, nets, bleachers, etc. School facilities shall be left in the condition in which they were found.
6. There will 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 federal law or district policies and regulations.
8. Any permission for the use of the school facilities may be revoked without previous notice when conflicting dates have resulted, the facilities are needed for school purposes 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 the facility is in use.
10. No use of any power equipment requiring gas, diesel or kerosene 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. Any group using school facilities is required to have authorized district personnel present during the period of use.
13. If an earthquake occurs during the use of school facilities, participants are to "drop, cover and hold on" until the earthquake ends. After the shaking stops participants are to assemble in the Emergency Assembly Area (see below). If there is damage to the building (broken windows, cracks in interior or exterior walls) then the applicant/organization will not permit participants to re-enter the school facility.

I certify that I have been duly authorized by the organization to act on its behalf in making application for use of facilities. I also certify that I have read the above rules and regulations, conditions, and terms of this application, and that I, and the organization which I represent, will abide by them and to all other rules and regulations which are communicated to use by Eureka City Schools and its authorized agents.

Applicant Signature

Date: _____

Print Name of Applicant

ECS Emergency Assembly Areas:

Alice Birney Playground
District Office West end of parking lot
High School P.E. area across from gym
Grant Lower playground
Lafayette. Playground

Washington. Playground fields
Winship Outdoor basketball area
Winzler. Outdoor basketball area
Zane Lower parking lot & playground



Eureka City Schools

Inspiring academic **E**xcellence, **C**reativity, and the confidence to **S**ucceed – ECS

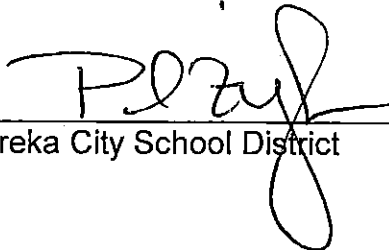
Business Services

2100 J Street, Eureka, CA 95501
(707) 441-2412 Fax (707) 441-0292

Mutual Indemnification

County of Humboldt ("Participant") shall indemnify, defend with counsel acceptable to Eureka City School District ("District"), and hold harmless to the full extent permitted by law, District and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees, and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Participant's involvement in the **2017 Unified District Election, November 7, 2017** except such Liability caused by the sole negligence or willful misconduct of the District. The District shall list Participant as additional insured on policies for General Liability, with minimum limits of \$2 million per incident.

Eureka City School District shall indemnify, defend with counsel acceptable to **County of Humboldt** ("Participant"), and hold harmless to the full extent permitted by law, District and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees, and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with District's involvement in the **2017 Unified District Election, November 7, 2017** except such Liability caused by the sole negligence or willful misconduct of the Participant. The Participant shall list the District as additional insured on policies for General Liability, with minimum limits of \$2 million per incident.



Eureka City School District

2/3/17

Date

Authorized Representative of Participant

Date

RECEIVED

FEB 03 2017

HUMBOLDT CO.
ELECTIONS

Lutheran Church of Arcata

Facility Use Policy and Contract

#0300

The members of the Lutheran Church of Arcata are happy to share our facilities with friends and neighbors in the community. These facility guidelines have been established consistent with the priorities for community outreach and for the purpose of being good stewards of the facility. Thank you for your cooperation.

Use of the facilities must be approved and scheduled by the Church Office. Office hours are 9:30 a.m. to 1:00 p.m. Tuesday through Friday. The Church Council must approve long-term use at a regularly scheduled meeting of the Council.

Priority Use

- A. Activities of the Lutheran Church of Arcata. (Members are allowed to use facilities without charge and are encouraged to make offerings to help off-set the cost of use).
- B. Activities of associate Lutheran groups and organizations conducting activities consistant with outreach priorities of the Lutheran Church of Arcata. Donations may be waived through prior approval by the Council at a regularly scheduled meeting of the Council.
- C. Community and non-profit organizations.
- D. Other public groups and private groups or companies, upon approval.

Donation Schedule

Group A — None

Group B — Utility donation of \$10.00 per hour

Group C — Social Hall/Gym \$20 per hour, \$80 for maximum five (5) hours, \$160 per day.
Social Hall/Gym and Kitchen \$30 per hour, \$120 for maximum of five (5) hours, \$240 per day.

Group D — Social Hall/Gym \$30 per hour, \$120 for five (5) hours, \$240 per day. Social Hall/Gym and Kitchen \$40 per hour, \$160 for five (5) hours, \$320 per day.

Classrooms — \$15 per hour

A \$100 deposit for key and \$100 cleaning deposit are required for Groups B, C, and D. A fee of \$25 per day is charged for janitorial and utility expenses. Deposits and fees shall be made prior to use of the facilities and are refundable when the key is returned and the building inspected.

Responsibilities for Use

1. The person signing for use privileges must insure a responsible adult is present at all times during use.
2. The church does not assume responsibility in case of injury. A Certificate of Insurance must be provided prior to use name the Lutheran Church of Arcata as "additional insured." This Certificate must specifically show a minimum of \$1,000,000 liability coverage.
3. Alcoholic beverages are permitted on church property as traditionally provided within the customs of the church, annually scheduled events of the church, or with the prior approval of the LCA Council.
4. The Kitchen area is not to be used unless permission is granted.
5. When using the gym facility for athletic activity no participants or food or drink is allowed in the gym, including on the stage area.
6. Please leave equipment arranged as you found it. If tables and chairs are used please return them to the closet area. Brooms are located in the closet for sweeping the floor.
7. Garbage is the responsibility of the user unless otherwise arranged with the Church Office.

Agreement for Use

Name of Group: _____

Name of Primary Responsible Adult: _____

Phone: _____

Address: _____

Date and Time of use: _____

Donation: _____

I have read the procedures and rules for Facility Use and understand and agree to be held by them.

Signature

Date

Southern Humboldt Unified School District
P.O. Box 650 Miranda, CA. 95553

Facility Use Request Form

Name of Organization: _____ Date: _____
Address: _____ Phone Number: _____
Contact Person: _____ Admission Fee: _____
Purpose of Use: _____
Number of Expected Attendance: _____ Materials to be sold? () Yes () No

Dates & Times of Requested Use:

Dates	From	Times	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Agnes Johnson Classroom # _____	_____ Redway Kitchen
_____ Agnes Johnson Fields	_____ Redway Multi-Purpose Rm.
_____ Agnes Johnson Kitchen	_____ South Fork Cafeteria
_____ Agnes Johnson Multi-Purpose Rm.	_____ South Fork Classroom # _____
_____ Casterlin Classroom # _____	_____ South Fork Athletic Field
_____ Casterlin Fields	_____ South Fork Gym
_____ Casterlin Kitchen	_____ South Fork Kitchen
_____ Casterlin Multi-Purpose Rm.	_____ Whitethorn Classroom # _____
_____ Osprey Multi-Purpose Rm.	_____ Whitethorn Fields
_____ Redway Classroom # _____	_____ Whitethorn Kitchen
_____ Redway Fields	_____ Whitethorn Multi-Purpose Rm.
	_____ Other

Terms: 50% of fees are due seven days prior to use. Balance due upon final invoice.

Please make checks payable to SHUSD.

Failure to comply with the terms will be cause to deny permission.

Approved: _____ Approval Date: _____
Superintendent/Designee

FOR BUSINESS OFFICE USE ONLY:

No Charge () Superintendents Initials _____

Certificate of Insurance Received: _____

Statement of Information Received: _____

Safe Serve Certificate Received: _____

Clean-up Procedure Issued: _____ Date _____

Final Pmt. Received by: _____ Amt. _____

Date Final Pmt. Received: _____

Final Pmt. Pd. by Cash _____ Check # _____

Date Received: _____

Facility Fee: \$ _____

Labor Fee: \$ _____

Total Fees: \$ _____

Date Dep. Received: _____

Deposit Received by: _____

Deposit Amt. Received: _____

Cash _____ Check # _____

Assigned / Copies To: _____

Maintenance: _____

Custodians: _____

Site Office: _____

Principal/Designee Approval: _____

Southern Humboldt Unified School District
P.O. Box 650 Miranda, CA. 95553

Facility Use
Declaration of Applicant

1. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other receipts in the amount of \$ _____.
If no receipts anticipated for these activities please check here ().
2. Receipts set forth in item 1 above will be used for _____.
3. I the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds occurring through the occupancy or use of said building and or grounds by the applicant, normal wear and tear expected.
4. It is agreed that in the event this permit is canceled by the applicant, no refund will be made and that changes in the date or extension of time shall be made only as specified by the rules governing the use of school facilities.
5. In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE SOUTHERN HUMBOLDT UNIFIED SCHOOL DISTRICT, ITS BOARD OF TRUSTEES, AGENTS AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGEMENTS ARISING FROM PERSONAL INJURIES, BY THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGES SATISFACTORY TO THE DISTRICT.

Signature of Representative

Date

Address

Telephone Number

Terms: 50% of fees are due seven days prior to use. Balance due upon final invoice.

Please make checks payable to SHUSD.

Failure to comply with the terms will be cause to deny permission.

Insurance is required.

**DIOCESE OF SANTA ROSA
PARISH FACILITIES
SHORT TERM AGREEMENT
(Organization/Individual Lessee)**

AGREEMENT between _____
(Name of Parish/Location)

and _____
(Name & Address of Organization/Individual Lessee – User)

with respect to the use of the following facilities: _____
(Describe)

situate: _____
(Address of facility to be used)

On the following date(s) and time(s): _____

Organization using the facility (ies) agrees to donate the amount of \$ _____ for costs and expenses and agrees to the following:

This permission to use the premises is granted upon these additional terms and conditions and is non-assignable:

1. Organization shall leave the facilities in a clean and orderly condition: and if any alterations were allowed, restore the facilities to original condition; and shall repair any damage caused by its representatives or invitees.
2. Organization agrees to indemnify and hold harmless the Roman Catholic Bishop of Santa Rosa, the Roman Catholic Welfare Corporation of Santa Rosa, the Parish named above, and all officers, agents and employees of the same, from and against all liability, loss, damage, claims, demands, lawsuits and other detriment whatsoever, from any cause, which may arise from the use of the facilities or activities in and about the same, by the organization, its representatives, its guests, licensees and invitees.
3. Organization shall maintain commercial general liability insurance during the period covered by this agreement insuring the user Organization and the Roman Catholic Bishop of Santa Rosa and the Parish Location, against personal injury, bodily injury liability including death resulting therefrom, and property damage liability, from occurrences in or about the facilities or the use or condition thereof, with a combined single limit of no less than \$2,000,000 per occurrence. Such insurance shall be primary and not contributing with any other insurance in effect for the additionally insured facility owner-lessor, (i.e. the Diocese of Santa Rosa and the Parish Location) and shall be evidenced by a Certificate of Insurance and an Additional Insured Endorsement issued to the Roman Catholic Bishop of Santa Rosa, (named in Paragraph 2) and the Parish/Location, **addressed** to the Parish Location and **approved** by the Chancery Office as to compliance with insurance requirements described herein, at least 3 weeks prior to the use of the facilities.

**DIOCESE OF SANTA ROSA
PARISH FACILITIES – SHORT TERM AGREEMENT (continued)**

4. Organization represents that it is organized and operated as a non-profit organization, and such Facilities shall be used exclusively for religious, educational and/or charitable purposes or for uses incidental thereto.
5. Parish may terminate this agreement and permission to use such facilities at any time for good cause without obligation except to refund any amount which Organization had donated.

Special provision: (if any)

Date: _____

(Name of User Organization)

Signed by: _____

Title: _____

Date: _____

(Name of Parish/Location)

Signed by: _____

(Pastor/Administrator)

Title: _____

INSTRUCTION:

This agreement should be prepared in duplicate so that the Parish and Organization each can retain an original signed document.

RECOMMENDATIONS:

1. User should transmit in writing a complete copy of this Agreement to their Insurance Agent or Broker with a request that they comply with the Insurance Requirements.
2. User should report any incident or claim promptly to his Agent/Broker and the Parish.

APPLICATION FOR USE OF FRESHWATER SCHOOL FACILITIES

75 Greenwood Heights Drive, Eureka, CA 95503

Phone No.: 442-2969 Fax No.: 442-9527

Organization or Sponsor: _____

Responsible Contact Person: _____ Daytime Phone: _____

Address: _____ Home Phone: _____

Date of Use: _____ Number of Participants: _____

Is a fee being charged: ☒ Yes \$50.00 Minimum Additional Donation Amount: Fee waived

Hours Requested: From _____ o'clock _____ m. to _____ o'clock _____ m.

Purpose of Meeting: _____

FRESHWATER SCHOOL DISTRICT RULES AND REGULATIONS FOR USE OF FACILITIES:

1. The applicant will provide an insurance certificate in the amount of \$1,000,000 and a separate policy endorsement listing the "Freshwater School District" as additional insured.
2. The applicant/organization agrees to hold the Freshwater School District, Board of Directors, Superintendent, the individual members and officers, agents, and employees harmless from all claims made for liability, loss, damage, or expense caused by any act/omission of the applicant herein or of the agents, guests, invitees, persons in attendance, participants or employees.
3. The applicant/organization agrees that at all times the school facilities remain under the control of the agents of the Freshwater School District.
4. The applicant/organization will be 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.
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, table, mats, nets, bleachers, etc. School facilities shall be left in the condition in which they were found.
6. There will 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.
8. Any permission for the use of the school facilities may be revoked without previous notice when conflicting dates have resulted, the facilities are needed for school purposes, 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 the facility is in use.
10. No use of any power equipment requiring gas, diesel, or kerosene 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 school facilities, participants are to "drop, cover and hold on" until the earthquake ends. After the shaking stops, participants are to assemble outside (directions of assembly area for the school site). If there is damage to the building (broken windows, cracks in interior or exterior walls), then the applicant/organization will not permit participants to re-enter the school facility and call Si Talty at 707-616-1688 or John Andrae at 707-616-5279 for further directions.

Applicant Signature: _____ Date: _____

Print or type name: _____

***** INSTRUCTIONS:

If your application for use of Freshwater School facilities is approved, the following should be observed:

1. Pick up a key to the facility you will be using from our school office prior to your first meeting/event of the year and return that key following your last meeting to our office at the end of the school year.
2. Your key will only operate certain areas of the facility. **DO NOT** attempt to enter unauthorized areas as you might set off the security system.

***** TO BE COMPLETED BY FRESHWATER DISTRICT OFFICE

Application for use of facility is () Approved () Denied

If denied, reason _____

(June 21, 2016)

Freshwater School District
Facility Use ~ Schedule Planning for _____
RETURN BY: _____

Month	Reg. Day of Use*	Beginning ~ Ending Time	Room** Requested	Number of People Expected
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

* Regular day of use, i.e., "third Wednesday," "every Tuesday," etc.

** i.e. Auditorium, Kindergarten Room, Meeting Room, Gymnasium, Field, etc.

Signature of person completing this form

Phone Number

Organization Represented

INFORMATION FOR USE OF FRESHWATER SCHOOL FACILITIES

75 Greenwood Heights Drive, Eureka, CA 95503

2016 ~ 2017

Date _____ Name of Group _____

Contact Person _____ Phone No. _____

Emergency Contact Name _____ Phone No. _____

Name of Person in Charge of Key _____

Phone No. of Person in Charge of Key _____

Certificate of Insurance Provided by Group: () Yes () No

Certificate Holder's Name _____

This information provided by _____ Phone No. _____



HEALY SENIOR CENTER
of SOUTHERN HUMBOLDT

P.O. Box 1849
456 Briceland Road
Redway, California 95560
Phone: 707-923-2399
Fax: 707-923-1150
www.healyseniorcenter.org

RECEIVED
MAR 21 2017

HUMBOLDT COUNTY
ELECTIONS

FACILITY USE AGREEMENT

RENTAL INFORMATION:

Organization: _____ Contact: _____
Address: _____ Phone: _____
_____ Fax: _____

IT IS HEREBY AGREED by and between _____
(hereinafter referred to as *PARTICIPANT*) and the Healy Senior Center of Southern Humboldt, Inc. (hereinafter
referred to as *HSC*) for the use of the Healy Senior Center building located at 456 Briceland Rd., Redway, CA
as requested to be used on:

Date(s): _____

From: _____ am / pm To: _____ am / pm

For the sole purpose of: _____

Kitchen use: ☐ YES ☐ NO
under the following conditions:

I. LIMITATION OF PERSONS

The undersigned agrees and acknowledges the only individuals authorized to participate in the activity listed
above, around or on the property of the Healy Senior Center are those listed above. Spectators are
permitted, however minor children must be under adult supervision.

II. Fee

Fees for the use of these facilities will be as follows:

	Hall	Kitchen	Rusk Room
Capacity	40	n/a	17
Basic fee (2 hour minimum)	\$100.00	\$120.00	\$55.00
Additional hours (each)	\$45.00	\$55.00	\$25.00
Advance Deposit (refundable)	\$200.00	\$300.00	\$50.00
Key Deposit (per key)	\$25.00	\$25.00	\$25.00

- p. Participants shall not make any alterations or improvements to any of the facilities, without the express written consent of HSC, which consent may be granted or withheld in the sole discretion of HSC and attached in addendum to this contract signed by both participant and authorized HSC representative.
- q. HSC will not permit the use of its name in the solicitation of funds for the support of programs not authorized and sponsored by HSC. Nor does use of its facility imply general endorsement of the organization involved in its use.
- r. Rental cancellation must be submitted to HSC authorities in writing no later than 72 hours prior to scheduled rental. Failure to do so will result in participant's forfeiture of both non-refundable and refundable payments for the scheduled rental.
- s. Participants will be issued one key appropriate for the usage specified above. Replication of HSC issued key is prohibited. Transfer of HSC issued key to a person other than the participant named in this contract is prohibited without prior written permission of HSC. Participant signor remains legally responsible as agreed in this contract at all times.
- t. Violation of any of these policies may result in the loss of privilege of any further HSC use. HSC also reserves the right to discontinue privilege when deemed reasonably necessary by authorized HSC representative.

IV. ASSIGNMENT

There shall be no assignment of this Agreement.

V. INDEMNITY

The undersigned agrees to indemnify and hold harmless Healy Senior Center of Southern Humboldt, Inc., its officers, agents, servants, and employees harmless for any cause of action brought against Healy Senior Center of Southern Humboldt, Inc. resulting or arising from the usage of the property, or presence on the property, of Healy Senior Center of Southern Humboldt, Inc., including the amount of reasonable attorney fees incurred in the defense of Healy Senior Center of Southern Humboldt, Inc., its officers, agents, servants or employees, of any action brought against them.

I, the undersigned, acknowledge that I have read the above facility use agreement and agree to the terms slated within.

Participant signature, individually
and on behalf of group or organization

HSC Authorized Personnel Signature

Print name

Print Name

Date

Date

OFFICE USE ONLY:

PAYMENT RECEIVED: \$ _____ DEPOSIT RECEIVED: \$ _____ DATE: _____

☐ CASH RECEIPT #: _____ ☐ CHECK CHECK #: _____ HSC KEY #: _____