

ORANGE COUNTY SCHOOLS FACILITY USE APPLICATION | FORM 100

TO BE COMPLETED BY USER: (Complete application and fees are due 21 days prior to event)

School Site: \_\_\_\_\_

Name of User/Organization \_\_\_\_\_

The User/Organization is: (check one) OCS\_\_\_\_ Profit\_\_\_\_ Non-profit/ federal tax I.D. # \_\_\_\_\_

Date of Event (s) \_\_\_\_\_ Time of Event \_\_\_\_\_

Areas Requesting \_\_\_\_\_

**Applicant (Please Print)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone#: \_\_\_\_\_

Evening Phone #: \_\_\_\_\_

Fax#: \_\_\_\_\_

Number of Persons Expected (include audiences) per day: Adults \_\_\_\_\_ Children \_\_\_\_\_

Number of Teams \_\_\_\_\_

Purpose \_\_\_\_\_

Fees Charged by user Group: None\_\_\_\_ Registration Fee \$ \_\_\_\_\_ Admission Ticket Price \$ \_\_\_\_\_

Class Fee \$ \_\_\_\_\_ Donations Only \_\_\_\_\_ Other \_\_\_\_\_

The following attachments must be submitted with this application: (Incomplete application will be returned for more information before processing)

\_\_\_\_ \$30.00 Non-Refundable Processing Fee (does not apply for OCS activities or Orange County government)

\_\_\_\_ Complete Staff/Space/Equipment Form 100A (Staff/Space/Equipment)

\_\_\_\_ General Guidelines for Community Users (acknowledged by receipt signature)

\_\_\_\_ Current Certificate of Liability Insurance Required. For Sports/Dance Groups, and for activities with greater than average risk of injury. \$1,000,000 for General Liability coverage, with a \$5,000 medical payment endorsement is required

PERSONNEL REQUIRED (circle all appropriate): None\_\_ Custodian(s)\_\_ Staff Technician(s)\_\_ Cafeteria Employee(s)\_\_\_\_ Other \_\_\_\_\_

**PLEASE NOTE: \$20.00 per hour is the rate of pay by user/groups for the use of school facilities for each personnel on duty. These employees are subject to overtime, so your final billing will reflect any applicable overtime, FICA and retirement.**

I have read and agree to abide by Board Policy. I also agree that the above information is correct and that the attachments are being submitted with the Facility Use Application.

User Signature Title \_\_\_\_\_ Date \_\_\_\_\_ e-mail address \_\_\_\_\_

The principal agrees that the user group can use the facility, and that there is personnel available to work. \_\_\_\_\_

The principal is unable to recommend this application because \_\_\_\_\_

Comments/Special Instructions:

\_\_\_\_\_  
Principal's Signature Date School-Community Relations Director Date