

**APPLICATION FOR USE OF HUMBOLDT COUNTY OFFICE OF EDUCATION FACILITIES  
NON-STAFF USE**

Organization or Sponsor: _____	Fax Number: _____
Address: _____	Zip: _____ Business Phone: _____
Contact Person: _____	Residence Phone: _____
Purpose of Meeting: _____	Number of Participants: _____
Will admission fees be charged ( ) yes ( ) no Will contributions or other fees be solicited at the meeting? ( ) yes ( ) no	

Date of Use: _____	Hours Requested: _____	From: _____	To: _____	Total Hours: _____
Facilities Requested: <input type="checkbox"/> Sequoia A (Front Board Room)		<input type="checkbox"/> Sequoia B (Back Board Room)		Rate: _____
<input type="checkbox"/> Madrone D (Curriculum Conf. Room)		<input type="checkbox"/> Oak E (Personnel Conf. Room)		Est. Fee: _____
<input type="checkbox"/> Other: _____		1st hour \$ _____	Each additional hour \$ _____	

**Notice of Information Regarding Conditional Use:**

1. The undersigned hereby applies for use of school property for public purposes in accordance with the policies and regulations of the County Board of Education and the County Office of Education.
2. Applicant hereby agrees to hold the Humboldt County Office of Education and all officers, agents, and employees free and harmless from any loss, damage, liability cost, or expense that may arise during or be caused in any way by such use of occupancy of the property. The applicant agrees to furnish such liability or insurance for the protection of the public and the County Office of Education as may be required.
3. The school property 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 it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.
4. Applicant agrees to pay the appropriate fee for use of facilities. **Deposits and fees are to be paid at the time the key is picked up.** If it is necessary to have an employee on site due to the applicant's use of facilities, the applicant will be charged for the direct costs during that time.
5. There are no public phones on site. Office of Education telephones will not be used unless permission has been granted by appropriate HCOE staff.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for payment of all charges assessed for use of the above premises and for any damages sustained by the building, furniture, equipment, or grounds occurring through the occupancy of use of said building and/or grounds by the applicant.

I hereby certify that I have read the regulations, conditions and terms set forth in Administrative Regulation 1330 of the Humboldt County Office of Education and that I, and the applicant whom I represent, will abide by them and will conform to all applicable provisions of the constitution and laws of California and to all other directives of the County Office of Education and its authorized agents which may be communicated to the applicant.

**NOTE:** The person submitting this application and signing the statement above must be a member of the sponsoring organization; if the person signing is not an officer of the organization for whom the application is made, they must present written authorization from the applicant group to sign the foregoing application. **The person signing this form is responsible for picking up the key in person.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Position or Title in Organization: \_\_\_\_\_

Please print name: \_\_\_\_\_

**Instructions Regarding Use of Facilities**

*If your application for use of Humboldt County Office of Education facilities is approved, the following should be observed:*

1. Applicant agrees to pay a **\$50 key deposit** which will be returned to the applicant when the key is returned. (NOTE: keys are to be returned the first work day following the meeting.)
2. Applicant agrees to pay a **\$25 cleaning deposit** (separate check) which will be returned to the applicant the following day after the facilities have been checked to make sure they are clean and in proper order.
3. For evening meetings, the key should be picked up prior to 5:00 p.m., on the day of the meeting. The key is to be returned the day after the meeting, as early in the day as possible. Evening meetings must conclude such that you will be out of the facility by 11:00 p.m., morning meetings are not to be convened before 7:00 a.m.
4. 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.
5. Return tables, chairs, etc., to their respective locations, as staff is not provided to reset the facility after you leave.
6. If you have checked out equipment, you are responsible for returning it to the appropriate person or department. Do not leave it behind for our staff to return it.
7. Applicant agrees to furnish any consumable supplies such as: coffee, tea, etc., that are necessary for their meetings.
8. You or your group are responsible for securing your assigned space including but not limited to latching windows, closing blinds, turning off lights (including restroom), and locking doors.
9. During certain hours your group will not be allowed to park in the spaces reserved for HCOE vehicles, including school buses.

**To be completed by the Humboldt County Office of Education:**

Application for use of facilities is  Approved  Denied  
If denied, reason: \_\_\_\_\_

Proof of insurance required annually  Yes  No

Site Principal (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

HCOE Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:**  
Humboldt County Office of Education  
ATTN: Room Reservations  
901 Myrtle Avenue  
Eureka, CA 95501-1294  
(707) 445-7000  
(707) 445-7143 Fax