

**Corning Union High School District
FACILITY USE**

Cover Note to NCSIG Members Regarding Recommended Liability Limits

School sites rented to outside parties create risk management concerns that must be addressed to protect NCSIG and its Members. There should be a current agreement/contract/MOU in place which includes indemnification wording in favor of the NCSIG Member and insurance terms required by the user/tenant. In addition, the NCSIG Member should have a current certificate of insurance with attached "additional insured endorsement" from the user naming the NCSIG Member, its elected or appointed officials, employees, agents and volunteers as additional insured's.

The NCSIG Board of Directors at its May 2012 meeting adopted the following liability limit recommendations. Please consider these limits when leasing/renting your site(s) to outside parties. The facility use sample attached includes the recommended limits.

\$1,000,000 Each Occurrence / \$2,000,000 general aggregate

- Meetings
- Boy/Girl Scouts, 4H, Camp Fire
- Health & Immunization Clinics
- Polling / Voting Site
- Emergencies: Red Cross, Fire Department
- Churches
- Leased/Rented Sites used for offices or low exposure business ventures

\$2,000,000 Each Occurrence / \$2,000,000 general aggregate

- Seasonal Sports/Recreation Leagues (Little League, Pop Warner, AAU, Soccer, etc)
- Sober Grad (sponsored by user)
- Private events attracting large crowds (500+ persons)

\$5,000,000 Each Occurrence / \$5,000,000 general aggregate

- Year round Sports/Recreation Leagues (Public or Private Recreation Programs using indoor and/or outdoor facilities)

\$10,000,000 Each Occurrence / \$10,000,000 general aggregate

- Public or Private Entities use of swimming pool
- Sites leased to charter and/or private schools

For more information, refer to "**Facility Use by Others**" at the NCSIG website. www.ncsigschools.com which includes:

- Use of Facilities Risk Control
- Sample \$1 Million and \$5 Million Certificates from Users
- Facility Use by Other NCSIG Member
- Insurance Program for Facility Uses (users who need insurance for event at a school site)

SHORT TERM FACILITY USE – Application & Permit

PREMISES OWNER/CERTIFICATE HOLDER:

APPLICANT:

Corning Union High School District	Company/Organization:
Contact	Requestor's Name: <i>(Must be an officer or authorized representative of company/organization)</i>
Address:	Address:
Phone	Phone

Facilities Requested & Location/Address:

Nature or Type of Intended Use:

Dates & Hours of Intended Use:

Estimated Attendance:

Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated. \$ _____ Check here if none

The net proceeds will be used for:

Is the use non-exclusive and open to the public? Yes No

CUHSD will determine if custodial support is required for your event. If it is determined that your event needs custodial support, your organization will be charged a set amount per hour to cover the cost of staffing. The amount for the 2016-17 school year is \$28.16 per hour.

REQUIRED CERTIFICATION:

1. To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless Corning Union High School District its elected or appointed officials, employees, agents and volunteers against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of use of Premises Owner Name, facilities by the Applicant, their employees, agents or guests, regardless of any active or passive negligence on the part of Corning Union High School District, its elected or appointed officials, employees, agents and volunteers.
2. Attach a Certificate of Insurance with Additional Insured Endorsement as specified in the Insurance Required of Applicant Section.
3. Applicant hereby certifies that he has received and read the rules, regulations, conditions, terms and that he and the applicant which he represents, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the California Department of Education and its authorized agents which may be communicated to the applicant and to the best of my knowledge the school property for use of which this application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.
4. The undersigned states that, to the best of their 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.

That _____, the organization on whose behalf they are making application for use of school property, does not, to the best of their knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of their knowledge, 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 and per Education Code Section 38135.

Authorized Applicant Signature

5. It is agreed that in the event this permit is canceled by the applicant no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
6. In executing this declaration the applicant certifies that he has been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.
7. **FOR RENTAL OF ATHLETIC FACILITY- WARNING: Use of steroid to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use or exchange of anabolic steroids.**

SHORT TERM FACILITY USE – Application & Permit

INSURANCE REQUIRED OF APPLICANT:

Prior to use of the facility, the Applicant is required to provide a Certificate of Liability Insurance **and** Additional Insured Endorsement to the Certificate Holder as follows:

1. **Certificate Holder:**
Corning Union High School District
643 Blackburn Ave.
Corning, CA 96021

2. **Commercial General Liability or Personal Liability** on an occurrence form with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate for all groups except:
 - a. **Seasonal Sports/Recreation Leagues, Sober Grad Organizations, or Private Events with 500+ attendees:**
 Minimum limit of \$2,000,000 each occurrence / \$2,000,000 general aggregate.
 - b. **Year Round Sports/Recreation Leagues:** Minimum limit of \$5,000,000 each occurrence / \$5,000,000 general aggregate.

3. **Additional Insured Endorsement:** This is a separate form attached to the certificate. The endorsement must name the Corning Union High School District, it's elected or appointed officials, employees, agents and volunteers as Additional Insured (or Additional Covered Party) under the general liability policy. Forms CG 2026 or CG 2011 or equivalent required. For purposes of the CG 2011 only, this Agreement shall be deemed to be a lease. Blanket Additional Insured forms are acceptable when accompanied with an approved Facility Use Agreement.

4. **Evidence of Primary Insurance** (*either by endorsement or the actual page(s) of the policy typically found in the "Other Insurance" section of policy*): **Applicants** insurance shall be **primary insurance** as respects to the Corning Union High School District, it's elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Corning Union High School District, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

Signature of Applicant /Representative _____ Date _____

Applicant Address _____ Telephone (____) _____

Approved by: _____ Date _____

(FOR APPROVAL USE ONLY)

Facility available: Yes No School employee support required for this rental: Yes No

Rental fees: District Cost _____ Fair Rental Value _____ Free *Labor Charge: Yes No

Insurance Certificate:

Limits Adequate Yes No
 Additional Insured Endorsement Yes No
 Primary Wording Provided Yes No

* The amount charged for labor has been determined by finding the median overtime cost for CUHSD. Maintenance/Custodial staff. It is subject to change annually. Currently, the

rate is \$28.16

 District Office Approving Signature Date