



ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548
Phone: 951.926.9244 ♦ Fax: 951.926.2170

Trevor J. Painton
Interim Superintendent

Michelle Wise
Assistant Superintendent

Carol L. Cole
Chief Business Official

John Murray
Director of Human Resources

Vince Butler
Chief Technology Officer

Facility Request Checklist

Thank you for your interest in utilizing the Romoland School District facilities. In an effort to better assist you, we have itemized the items that need to be completed in order for us to begin processing your request. They are listed as follows:

- 1. Application and Permit for Use of Facilities needs to be completed up to the Recommendations/Approvals section. (Page 1 of 4)
- 2. Procedures Governing Use of School Facilities needs to be completed. Do not forget to check the boxes acknowledging that you have read and understand the Rules and Regulations. (Page 2 of 4)
- 3. Hold Harmless Agreement must be completed and signed by Applicant/Representative and all Participants (*i.e. Performers; Workers*). (Pages 3 & 4)
- 4. Attach a copy of Certificate of Liability Insurance with limits of at least \$1 million dollars per occurrence with a \$2 million dollar aggregate naming the school district as Certificate Holder. The Certificate of Liability Insurance should list the *Certificate Holder as:

Romoland School District
25900 Leon Road
Homeland, CA 92548

Attach Additional Insured Endorsement listing the Romoland School District as additional insured and stating that the insurance is primary and noncontributory. The Additional Insured Endorsement should include the current policy number, endorsement number, effective date of endorsement and endorsement/policy term.

- 5. The date(s) of the event(s) must be within the District's fiscal calendar. This means that the facilities may only be requested for our current fiscal school year. Example: July 2018 through June 2019.
- 6. The date(s) of the event(s) must fall within the timeline of the Certificate of Liability Insurance. Example: The Certificate of Liability Insurance expires on January 1, 2019 and you are requesting the facility for February 18, 2019. We would not be able to approve this due to the fact that the Certificate of Liability Insurance will expire prior to the date(s) of the event(s). The facility request would only be accepted when the Certificate of Liability Insurance has been renewed for the future date and a copy of it has been provided to us.
- 7. All fees must be paid in advance. Please check with an office staff member at the site you are requesting for information regarding fees.

Note: A Facility Request Packet that is incomplete of all necessary items will result in the packet not being accepted. The packet will then be returned to the Organization/Applicant until all items have met the District's requirements. If your packet is disapproved, please resubmit your packet once all items have been completed. Thank you.

To Be Completed By The Requested Site

Name of Organization/Applicant: _____

Approved due to completion of all items

Disapproved due to being incomplete.

Signature of Authorized Site Representative

Signature of Authorized Site Representative

Date

Date