



## NEVADA CITY SCHOOL OF THE ARTS

13032 BITNEY SPRINGS RD., NEVADA CITY, CA 95959 PHONE: (530) 273-7736 FAX: (530) 273-1522

[www.ncsota.org](http://www.ncsota.org)

### FACILITY USE APPLICATION

<b>For Use of a School Facility at:</b>	Today's Date:	Approved and booked:
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Non-Profit Organization:  Yes  No If yes, Tax Payer ID # \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Person's Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_ **Do you need TECH help?**  Yes  No

**1st Facility Requested:**

Date(s) of Activity: \_\_\_\_\_

Set Up and Ending Times: _____	Hours of Activity: _____
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**2nd Facility Requested:**

Date(s) of Activity \_\_\_\_\_

Set Up and Ending Times: _____	Hours of Activity: _____
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**Equipment Needed:**

**Special Services Requested/Notes:**

Open to the Public: <input type="checkbox"/> YES <input type="checkbox"/> NO	Are Fees Involved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Admission Charge: <input type="checkbox"/> YES <input type="checkbox"/> NO \$ _____	Concessions: <input type="checkbox"/> YES <input type="checkbox"/> NO	Parking Requirements _____
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*By checking this box you agree to NCSA rules & regulations of facility as outlined on the Rules & Regulations Page*

Printed Name of Authorized Representative	Signature Name of Authorized Representative	Date

\*\*\*\*\***FOR OFFICE ONLY**\*\*\*\*\*

Received Flyer: <input type="checkbox"/> Y / <input type="checkbox"/> N	Date: _____ Insurance Approved: <input type="checkbox"/> Y / <input type="checkbox"/> N	CC to Tech Help: <input type="checkbox"/> Y / <input type="checkbox"/> N
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Notes: \_\_\_\_\_

Custodial Fee: <input type="checkbox"/> Y / <input type="checkbox"/> N	Hours: _____	Estimated Costs: _____	Assigned To: _____
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Kitchen Fee: \$ <input type="checkbox"/> Y / <input type="checkbox"/> N	Hours: _____	Estimated Costs: _____	Assigned To: _____
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Theater Fee: \$ <input type="checkbox"/> Y / <input type="checkbox"/> N	Hours: _____	Estimated Costs: _____	Assigned To: _____
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**Applicable Staff Approval:**

Administration		
Facilities Coordinator		
Arts Director		
Theater Manager		
Food Services Coordinator		

## RULES AND REGULATIONS

Please read and check the appropriate box on the front page of this Community Application, stating that you have read and agree to the following:

1. All groups requesting use of facilities must present a copy of a certificate of insurance indicating comprehensive general liability coverage of **\$1,000,000**. Also an additional separate endorsement page naming Nevada City School of the Arts as additional insured.
2. Facilities must be under supervision of at least one "responsible adult" who is 21 years of age or older. The designated responsible adult(s) shall be solely responsible for the supervision of the activity and all the participants in the activity. The School shall have no responsibility whatsoever for supervision of the activity or participants in the activity. Presence of a school student worker or a school official during the activity shall in no way be seen as undertaking a supervisory role over the activity or participants in the activity.
3. A custodian **must** be present at a specified rate when outside groups are using the facilities.  
Weekend facility use requires a four hour minimum for custodial support.  
Weekday facility use requires a two hour minimum for custodial support.
4. This is a **NO TOBACCO USE** campus. Tobacco use is not allowed **anywhere** on this campus.
5. **NO ALCOHOL** allowed on school campus.
6. **Parking Regulations** are strictly enforced at all times. Attendees/visitors are subject to ticketing for all violations including but not limited to fire lanes, no parking areas, loading zones, unauthorized handicapped parking, and any unmarked stall areas that impede emergency vehicle response.
7. Gym shoes are required of all people using the gym floor; shoes are not allowed on the dance floors.
8. Service of food is restricted to the multi-purpose room (MPR). There is no food or drink allowed in the gyms. When using the kitchen, a cafeteria worker **must** be present at a specified rate.  
Events with significant impact on traffic and parking will be charged a four hour minimum at the prevailing rate, for two staff members.  
Staff members must be available and willing to work for event approval.
9. Use is confined to the area(s) named on this application with appropriate corridor and lavatory facilities.
10. School equipment will not be used unless specifically authorized.
11. The using group agrees to assume financial responsibility for all damages and personnel services required.
12. The using group will return the facility to its original arrangement and condition before leaving. The school custodian will perform normal clean up.
13. The adult in charge must be present during the entire period of use and enforce the rules, **including room capacity limits**.
14. The school assumes **NO** responsibility for lost or stolen items, which owners have brought to campus.
15. An authorized **staff member must** be present during the use of the gym (or gyms).
16. The group using the facility shall provide a copy of the flyer (if they have one) advertising their event upon submitting application.

## RESTRICTIONS

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use of school facilities or grounds, which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense.
4. Any use, which involves the possession, consumption, or sale of alcoholic beverages, or any restricted substances on school property.
5. Advertising on school grounds or in school buildings are prohibited, except by groups whose activities are directly related to the schools's educational program.
6. Use of the school for **public** social dances will not be permitted. Square dancing and folk dancing are permitted.
7. Any use, which may violate the normal accepted standards of good morals, manners or taste, shall not be granted.
8. The Nevada City School of the Arts and school site administration reserves the right to deny permission to use any facility if they deem necessary.

**The Signee of this application** states that, to the best of her/his knowledge, the school property will not be used for the commission of any act intended to further any program or movement whose purpose is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means. The **Signee** is responsible to enforce room capacity limits.

The **Signee** who is in charge of this activity, is twenty-one years of age or older. She/he agrees that she/he will be responsible to the Board of Education for the use and care of school property. She/he further agrees that the character of entertainment will conform with that stated in the application. She/he agrees to indemnify agents and employees, against any and all loss, damage, and/or liability that may be suffered or incurred by the school, its officers, agents and employees, and against any and all claims, demands, and causes of action that may be made or brought against the school, its officers, agents and employees, caused by, arising out of, or in any way connected with the **Signee** of the Nevada City School of the Arts facility or the exercise of the privilege herein granted. The Signee also agrees to abide by all the rules and regulations stated herein.

**General Billing Policy:** Some events will require a deposit. Bills will be mailed by the 30th of following month in which the facility is used.

Bills are payable to Nevada City School of the Arts, and are due within 30 days of receipt.