



MOUNTAIN VIEW-LOS ALTOS
UNION HIGH SCHOOL DISTRICT
1299 Bryant Avenue, Mountain View, CA 94040

FACILITY USE APPLICATION

This application form and all other required documentation must be submitted to the appropriate site at least 30 days prior to use of facilities.

REQUIRED DOCUMENTATION:

- 1. Facility Use Applicant Information Form (all applicants)
2. Verification of nonprofit status of non-governmental organizations (IRS Tax Exempt Letter)
3. Certificate of Insurance (all applicants)
4. Payment in advance of all fees based on dates, times, and number of facilities requested.

CANCELLATION POLICY: Cancellation of reservations must be received in writing not less than 30 calendar days prior to use in order to receive a refund or credit for the dates cancelled.

RAIN DAYS: Rain days will be credited to the user or rescheduled at no charge if possible at the discretion of site staff. Facilities cannot be "held" at no charge to cover the possibility of rain dates.

PART 1: APPLICANT INFORMATION

NAME OF "INSURED" ORGANIZATION: (Example: US Tennis Assoc.)

APPLICANT: (Example: Team name, pack number)

Name of organization:

Person submitting application:

Mailing address: Street/PO Box City State Zip

Home Phone: Work Phone: Cell Phone:

Fax: Email:

APPLICANT STATEMENT OF ACCEPTANCE:

I have reviewed all forms provided; I understand all terms and conditions for the use of facilities of the Mountain View-Los Altos Union High School District; all members of the applicant organization will comply with all rules, regulations, and restrictions.

Signature

Date

Site Approval:

- Applicant Information Form is complete
Calendar sheet is complete and accurate
Certificate of Insurance is attached/on file
Facilities have been reserved
Additional charges are noted

District Office Approval:

- Certificate of Insurance is approved
Payment in advance of was received on, 20 by in cash or check #
Approval forwarded to site

AP Signature

Date

Signature

Date