

Topic: Utilizing school grounds for training exercise

OPR: School Liaison Officer
380-6880

Reference: N/A

Procedure:

- Contact the Silver Valley Unified School District Asst Superintendent of Facilities with date, time, and Unit name
- Complete District Facilities Form with Unit signature
- Send to District via school mail system, you can give the form either to the SLO or school site
- District will call SLO with an approval
- SLO will contact Military Unit POC with approval

SILVER VALLEY UNIFIED SCHOOL DISTRICT
P.O. Box 847
Yermo, CA 92398
254-2012

APPLICATION FOR USE OF SCHOOL PROPERTY
To be prepared in quadruplicate

Name of Organization	Date of Application
Purpose	Date of Use
Site to be used	Hours of Use From: _____ To: _____
(Circle, please) Admission Charge, Solicitation, or Collection Fee \$ _____	# People Expected _____ Is meeting open to the public? _____
Will you be using: <input type="checkbox"/> classroom room number [_____] <input type="checkbox"/> multi-purpose room <input type="checkbox"/> district Board room <input type="checkbox"/> IRC <input type="checkbox"/> other (specify, please) _____	List equipment and furniture needed: <input type="checkbox"/> number of chairs _____ <input type="checkbox"/> number of tables _____ <input type="checkbox"/> public address system _____ <input type="checkbox"/> other (specify, please) _____
Signature of Authorized Person	Title
Street Address	Home Phone #
City/State/Zip	Business Phone #

PERMIT FOR USE OF SCHOOL PROPERTY
YOU ARE REQUIRED TO HAVE

- CERTIFICATE/PROOF OF INSURANCE
- A DISTRICT EMPLOYEE (*VOLUNTEER OR PAID*) WHO WILL BE RESPONSIBLE FOR SECURITY AND CLEANUP
- APPROVAL OF FOOD SERVICES DIRECTOR FOR USE OF ANY KITCHEN FACILITY (*DISTRICT WILL ASSUME THE RESPONSIBILITY FOR NOTIFYING FOOD SERVICES*)

_____ # Hours @ \$ _____ per hour = \$ _____ Custodial Charges

_____ # Hours @ \$ _____ per hour = \$ _____ Cafeteria Charges

\$ _____ Total Charges

*(Make checks payable to the Silver Valley Unified School District.
Payment must be five days in advance.)*

Subject to the Application for Use of School Property Agreement, and in accordance with applicable Laws, Rules, and Regulations, this request is granted by the Silver Valley Unified School District.

Site Administrator Approval	Date
MOT Director Approval	Date