PCOE
GOLD IN EDUCATION
Gayle Garbolino-Mojica
County Superintendent of Schools

# APPLICATION FOR USE OF FACILITIES
## PLACER COUNTY OFFICE OF EDUCATION
## 360 NEVADA STREET, AUBURN, CA 95603
## 530.889.8020

TODAY'S DATE: _____

DATE(S) OF REQUESTED USE: _____

START TIME (incl. set-up): _____ END TIME (incl. clean-up): _____

NAME OF ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

WORK ADDRESS: _____
Street City Zip code

PHONE NUMBER: _____
Home Work

TYPE OF ACTIVITY BEING HELD: _____EXPECTED NUMBER OF ATTENDEES_____

**FACILITIES REQUESTED:**

The following rooms are available on regular work days and with special approval on weekends and holidays. Application may be made no more than 60 days in advance and no more than two (2) times in a fiscal year. Outside agencies submitting an "Application for Use of Facilities" are also required to submit a certificate of liability insurance in the amount of $1,000,000 naming Placer County Office of Education (PCOE) as an additional insured. The insurance certificate must accompany the signed "Application for Use of Facilities" at the time of submission and in order to receive confirmation of an approved reservation of facilities.

☐ Irene A. Burns Room (60/48 – Theater/Classroom)
Standing Room Only/Fire Code Max 88
PCOE Main – 360 Nevada Street, Auburn, CA 95603
Hours of operation 8:00a.m. – 9:00p.m.

☐ Granite Room (36/24 Theater/Classroom)
Standing Room Only/Fire Code Max 47
PCOE Main – 360 Nevada Street, Auburn, CA 95603
Hours of operation 8:00a.m. – 5:00p.m. **Mon-Fri ONLY**

☐ Nobili Room (130/72 Theater/Classroom)
Standing Room Only/Fire Code Max 136
PCOE Annex – 365 Nevada Street, Auburn, CA 95603
Hours of operation 8:00a.m. – 9:00p.m.

☐ Seavey Center (225/120 Theater/Classroom)
Standing Room Only/Fire Code Max 299
PCOE Rocklin – 655 Menlo Dr., Rocklin, CA 95765
Hours of operation 8:00a.m. – 9:00p.m.

☐ Other PCOE Facility

_____

**GENERAL CONDITIONS:**

- The facility for which use of application is hereby made will not be used for acts of violence or any other unlawful purposes or activities and the character of intended activities will conform to that as stated above in the application.
- Individuals who are to conduct the activities as a result of this" Application for Use of Facilities" are to be twenty-one (21) years of age or older and are responsible for the use and care of the facilities.
- PCOE prohibits smoking and the use of drugs or alcohol on any of its premises as they are to be tobacco, drug and alcohol free.
- The undersigned agrees to indemnify and hold harmless PCOE, its officers, agents and employees for causes, arising out of or in any way connected with the use of the facility.
- *Note: PCOE reserves the right to deny application based upon factors including but not limited to purpose of facilities use and/or affiliation.*
- I have read and agree with the "General Conditions" as stated.

SIGNED: _____ DATED: _____

**PCOE Use Only**

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RENTAL FEE WILL BE CHARGED FOR FACILITY YES ☐ NO ☐
INSURANCE CERTIFICATE REQUIRED YES ☐ NO ☐

Rev. 4/11/2017