



Manzanita Charter School

1615 Carlson Boulevard, Richmond, CA 94804 ~ (510) 524-5500 ~ Fax (510) 524-5550
www.manzy.org

Facility Rental Application

Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Primary Contact _____ Title _____

Phone: _____ Cell Phone: _____ Email Address: _____

Secondary Contact _____ Title _____

Phone: _____ Cell Phone: _____ Email Address: _____

Event Name: _____ Event Purpose: _____

Admission Fee: _____ Ticket Sale Location: _____

Date(s) of Use: _____ Required Entry Time: _____ Exit Time: _____

Date(s) of Use: _____ Required Entry Time: _____ Exit Time: _____

Date(s) of Use: _____ Required Entry Time: _____ Exit Time: _____

Additional Information _____

I have read and I agree to the facility rental conditions on page 2 of this application. I have had the opportunity to have my questions answered about these conditions.

Signature _____ Date _____

Facility Rentals are SUBJECT TO THE FOLLOWING CONDITIONS:

- Agreement may be cancelled at any time prior to use should facilities be needed for Manzanita Charter School purposes.
- Renter shall be responsible for any damages sustained by the school premises, furniture or equipment, because of occupancy of said premises by Renter. Renter responsible for own cleanup or additional charge will be assessed.
- Renter agrees to hold Manzanita Charter School, its Governing Board, the individual members thereof, and all agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of property.
- No drugs or smoking allowed on campus.
- Renter agrees to furnish a Certificate of Insurance in the amount of \$1 million listing Manzanita Charter School as additionally insured. Said insurance shall provide primary coverage regardless of other policies Renter may have, and shall state that the same may not be altered or canceled to the School's detriment without 30 days prior written notice. Renter agrees to provide School in advance of occupancy with certificates showing such insurance to be in force. Renter hereby accepts contract and agrees to be bound by terms and conditions herein.