

AGREEMENT FOR USE OF RANCHO EL CHORRO OUTDOOR SCHOOL CAMPUS

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
2450 PENNINGTON CREEK ROAD, SAN LUIS OBISPO, CA 93405

Name of Organization _____		Name of Authorized Agent _____	
Address _____		Email _____	
Phone Number _____		Fax Number _____	
Hours: Arrive: _____	Depart: _____	Date(s) Requested: _____	
Number of: Students _____	Adults _____	Total _____	Grade(s) _____

Please be as accurate as possible in your estimate. You will be charged per person (adults and children). Refunds of deposits (less \$250 handling fee) will be made only if written cancellation is given 180 days prior to scheduled arrival.

Applicant hereby agrees to defend, indemnify, and save harmless, the San Luis Obispo County Office of Education, the County Superintendent of Schools, the County Board of Education, the individual members thereof, and its agents, officers, and employees, from any and all claims, demands, liabilities, losses, damages, costs, expenses, judgments, and cause of actions, that may in any manner arise out of this application or be occasioned by any performance or attempted performance pursuant thereof, or occasioned in any manner by the use or occupancy of the San Luis Obispo County Office of Education's Outdoor School pursuant to this application, including, but not limited to, any act or omission to act on the part of the applicant or his/her agents, employees, or independent contractors directly responsible to him/her.

AFFIDAVIT

I, _____, as an officer of, or as a member authorized to represent the above-named organization, do hereby certify that the facts stated in the foregoing application are true of my own knowledge, except and as to the matters which are therein stated on my information or belief, as to those matters that I believe them to be true; that I have read the rules and regulations and agree to be bound by them; and that the facility of the San Luis Obispo County Office of Education that is sought to be used hereto in this application is not to be used for the commission of any act intended to further any program or movement, the purpose of which is to accomplish the overthrow of the government by force, violence, or other unlawful means.

Further, in compliance with federal and state laws and County Board of Education policy, I certify that the above-named organization prohibits discrimination based on race, sex, color, religion, age, handicap, ancestry, or national origin.

Applicant certifies that the parent or guardian of each child/student participating in the field trip has been informed concerning all aspects of the trip and has given written permission for the child/student to participate in all the activities offered. **Applicant hereby agrees to accept full responsibility for all adult volunteers who will supervise children during their stay at Rancho El Chorro Outdoor School. (Applicant may choose to require fingerprint clearance for all adult volunteers).**

Please read Campus Rules and Regulations on reverse side of form before signing.

Applicant's Signature _____ Date _____

NOTE: This application should be filed with the San Luis Obispo County Office of Education at least 60 days in advance of the activity whenever possible. Evidence of insurance must accompany all Non-Civic User Applications. (A minimum of \$100,000 per occurrence is required). Please call (805) 782-7336 if you have questions about this application and/or tentative charges.

ENVIRONMENTAL EDUCATION CAMPUS RULES/REGULATIONS/INFORMATION

The use of the San Luis Obispo County Office of Education's (SLOCOE) Environmental Education Campus by various organizations and groups makes it imperative that definite rules, regulations and policies govern the use of this facility. The California Education Code permits the Governing Board of the County Schools Office to grant the use of this facility for public, literary, scientific, recreational, educational or public meetings, or for the discussion of matters of general public interest. This use of the Environmental Education Campus must be in accordance with the provision of the Education Code, Sections 40040 to 40058. The use and occupancy shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.

1. Application for Use:

- a) Application for the use of the facility shall be made to the San Luis Obispo County Office of Education.
- b) Permits will not be granted for the personal or individual use of Civic Center school property (Banning School - Maximum 40).
- c) Use of the facility will not be permitted if it will interfere in any way with school activities.**
- d) Applications will be denied if past history of use by organization has resulted in violation of Campus policy, inconvenience for school use, unpaid invoices, or unpaid cost for damages.
- e) No rehearsals or other pre-program use of the facility will be permitted unless application therefore has been made and approved.

2. Housing:

- a) **Maximum group size is 144.** Each cabin holds 8 people. It is required that when there are young people in the group, at least one adult be assigned to each cabin. Three cabins are accessible to the handicapped.
- b) Bunk beds with vinyl covered mattresses are provided. Each person should bring a sleeping bag, pillow or suitable type bedding.
- c) Hot showers are available in rest rooms near the cabins.
- d) Other items needed are personal toilet articles such as towels, soap, toothbrush, toothpaste, etc.

3. Meals:

- a) A full-size cafeteria containing stoves, ovens, refrigerators, sinks, a dishwasher and cooking utensils is available. Use of the cafeteria must be scheduled in advance. You are responsible for all cleanup.
- b) The outdoor kitchen is also available. It consists of a covered cooking area with a barbecue pit and cold water sink. Cooking utensils are not provided.
- c) You are welcome to have a caterer deliver meals.

4. Other Facilities:

- a) An auditorium capable of holding 150 people is available for programs and organizational meetings.
- b) There is an amphitheater with fire circles for evening storytelling, skits, and singing. Fires must be confined to the fire circles and the barbecue pit. **All firewood must be brought in by the user.** No firewood is to be gathered or cut at Rancho El Chorro. Groups are cautioned to keep all fires under control and to extinguish all coals before leaving the vicinity.

5. The basic function of the Environmental Education Campus is that of an outdoor classroom. Rules and regulations, as per the Education Code, that apply to any school apply to the Campus.

6. All vehicles must stay in designated parking and driving areas.

7. Loud, boisterous talking should cease by 10:00 p.m. Other groups may also be staying at the Campus.

8. Additional deposits may be required at the discretion of the County Office of Education.

9. An employee will greet the group upon arrival. **Arrival time is 4:00 p.m. Friday afternoon**, unless otherwise prearranged. Cabin assignments will be made and the employee will accompany the leader of the group through all cabins and they will note--together--the condition of each.

10. Campus facilities shall be under the direct charge of the SLOCOE employee assigned.

11. Custodial services to be furnished organizations using the facility shall be limited to opening and closing facility, heating, ventilating, and general supervision and care of the property. It is the responsibility of the user to leave the buildings/grounds in a clean, orderly condition and to return furniture to original position.

12. Organizations using the facility will be held responsible for the proper and adequate policing of the buildings and grounds to ensure the preservation of order and protection of property.

13. TOBACCO AND ALCOHOL ARE STRICTLY PROHIBITED ON ALL COUNTY OFFICE OF EDUCATION PROPERTY. (Smoking is prohibited inside AND outside of buildings)

14. Plans for decorating must be approved in advance. All plans for decorations are subject to the approval of the local fire department. **Nails, tacks, tape and other materials that damage walls and woodwork shall not be used in decorating the facility. Christmas trees must be fireproofed. Clean up of decorations is responsibility of user.**

15. Other than furniture normally located in the room to be used, no equipment may be used unless listed in the approved application.

16. Groups or organizations using the facility will be held financially responsible for any injury to or breakage of property caused by the fault or neglect of anyone sharing in such use, and also for all extra cleaning or other custodial services which are the direct result of use of the property.

17. Permits may be revoked without previous notice when conflicting dates result or when the need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon notice.

18. Groups are expected to sweep out cabins and buildings used and to empty trash containers.

19. Since the Environmental Education Campus is a natural preserve, the following conditions also apply:

- a) **NO PETS** of any kind may be brought to the Campus.
- b) Use of the Campus is restricted to the grounds surrounding the main buildings.
- c) Wildlife and plants, and all natural features are protected and are not to be removed.
- d) **Cutting of firewood, building of dams, throwing of rocks, and the use of fire arms is STRICTLY PROHIBITED.**