



## SCHOOLS EXCESS LIABILITY FUND APPLICATION AND AGREEMENT FOR USE OF VIDEO CONFERENCING EQUIPMENT

<b>1) Date of Request:</b>			
<b>2) Contact Person:</b>		<b>3) Email Address:</b>	
<b>4) Applicant Organization:</b>			
<b>5) Address:</b>			
<b>6) Phone Number:</b>		<b>7) Fax Number:</b>	
<b>8) Dates Requested</b>	<b>Hours</b>	<b>Nature of Meeting</b>	<b>Est Attendance</b>
<b>9) Room Requested:</b> <input type="checkbox"/> SELF Conference Room (Max. Occupancy 15) <input type="checkbox"/> Small Conference Room (Max. Occupancy 5)			

Note: The charge to use the equipment is \$150 per hour. Users pay a minimum one hour fee to use the video conference equipment. After that, users are charged \$75 for every half-hour. These rates apply only if SELF initiates the video conference. If a user wishes to use the equipment to receive a transmission, the charge is \$50 per hour; \$25 for every half-hour after the first hour. These sorts of transmissions are only received in the small conference room. The equipment can only be used in the SELF Office and only for one meeting at a time. The Facility is available Monday – Friday from 8:00 a.m. – 5:00 p.m., excluding holidays.

- A. This application and agreement is hereby entered into between the Schools Excess Liability Fund (SELF) and Applicant wherein SELF agrees to allow the Applicant to use its facility and video conference equipment, and Applicant agrees to be legally bound by the terms and conditions as set forth herein.
- B. SELF assumes no liability or responsibility for any personal property of Applicant or of its employees, agents, representatives, guests or invitees brought into the facility, during the term of this application and agreement.
- C. Applicant agrees that in the event this permit is canceled by SELF, or due to Applicant's failure to meet agreement requirements, refunds of any fees paid will be at the sole discretion of the Executive Director.
- D. If the video conference equipment fails to operate as advertised and the failure is due to circumstances beyond SELF's control, applicant hereby agrees to hold harmless, indemnify and defend SELF and its board, officers, agents and employees from any loss, damage, liability, cost of expense that may arise as a result of the failure of the video conference equipment.
- E. Any modifications to this application and agreement such as changes in the date or extension of time shall be made only with the written consent of the Director of Communications.
- F. Applicant agrees that it will make good and reimburse SELF for any expenditures which may be incurred as a result of Applicant's use of the video conference equipment.
- G. Applicant hereby agrees to hold harmless, indemnify and defend SELF and its board, officers, agents and employees from any loss, damage, liability, cost of expense that may arise as a result of the Applicant's use of the video conference equipment or arising directly or indirectly out of this application and agreement, unless such loss, damage, liability, cost or expense is due to the sole negligence of SELF, its board, officers, agents or employees.
- H. Applicant shall, at applicant's sole cost and expense, provide for and maintain in full force and effect for the period of time Applicant is requesting to use said facility, a policy or policies of insurance covering Applicant's use of facility and furnish a certificate of insurance evidencing all coverage and endorsements required hereunder prior to the commencement of the use of the facility. Applicant agrees to secure and maintain comprehensive general liability policy or policies naming SELF, its board, officers, agents and employees as additional insureds. Further, the certificate of insurance shall provide thirty (30) days notice of any reduction or cancellation of coverage. Applicant shall deliver the certificate of insurance along with a copy of the required endorsements at least fifteen (15) days in advance of the event, or applicant's request will be cancelled. Applicant agrees to secure and maintain workers' compensation insurance coverage for all of Applicant's employees using the facility during the term of the agreement.

The undersigned as an authorized representative for Applicant, states that, to the best of his or her knowledge, the equipment for use of which application is hereby made will not be used for the commission of any crime or any act, which is prohibited by law. Applicant certifies that he/she has read the rules, regulations, conditions and terms of this application and agreement and agrees to abide by all applicable laws of the State of California and all other directives of SELF, which may be communicated to the Applicant. Any use contrary to or in violation of any law, rule regulation, condition or term of this application and agreement shall be grounds for immediate cancellation of the permit and removal of the applicant from the facility and shall bar such Applicant from further use of the facility.

For Office Use: _____ Recd Ins Cert _____ Rcvd Fee
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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title