



AGREEMENT FOR USE

RANCHO EL CHORRO CONFERENCE & RETREAT CENTER

2450 Pennington Creek Road, San Luis Obispo, CA 93405 (805) 782-7336, fax (805) 544-7559
www.ranchoelchorro.org

Name of Organization _____	Name of Contact Person _____
Address/City _____	Email _____
Phone Number _____	Cell _____ Fax _____
Date(s) Requested _____	Arrival Time _____ Departure Time _____
Number of Guests _____	Number of Day User Guests (if applicable) _____

NOTICE: USER IS AWARE THAT THIS IS A LEGALLY BINDING AGREEMENT. THIS AGREEMENT MAY, IN THE EVENT OF A BREACH OF THIS AGREEMENT, SUBJECT YOU AND/OR YOUR GROUP TO FINANCIAL PENALTIES AND LOSSES. PLEASE CAREFULLY REVIEW ALL PARTS OF THIS AGREEMENT. PLEASE DISCUSS WITH US ANY QUESTIONS OR ADJUSTMENTS YOU MAY HAVE. TAKE SPECIAL NOTE OF THE TERMS AND CONDITIONS, CANCELLATION POLICY, AND CONFERENCE USE POLICIES. Applicant hereby agrees to defend, indemnify, and save harmless, the San Luis Obispo County Office of Education (hereafter, SLOCOE), 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 SLOCOE's Rancho El Chorro Conference & Retreat Center (hereafter REC) 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.

NOTE: This application should be filed with SLOCOE with the full deposit amount as stated on the tentative reservation request at least 60 days in advance of the activity whenever possible. Evidence of insurance must accompany all applications. (A minimum of \$1,000,000 per occurrence is required). Any damages, losses or use of unauthorized buildings will result in additional charges. These charges will be billed and payment will be expected within thirty (30) days from receipt of final invoice. A 1.5% monthly charge will be applied to overdue balances.

By executing this contract, the undersigned representative of User certifies that he/she has the authority to bind the organization to this agreement, that I have read the rules and regulations and agree to be bound by them; and that the facility of SLOCOE 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. SLOCOE reserves the right to refuse, cancel or suspend use at our sole discretion.

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. We appreciate your close attention to the terms of this contract and look forward to working with your group.

Signature of Authorized Agent Name / Title _____	Date _____
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CONFERENCE USE POLICIES

The use of the Rancho El Chorro Conference & Retreat Center by various organizations and groups makes it imperative that definite rules, regulations and policies govern the use of this facility. 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.

- The basic function of the Rancho El Chorro Campus is that of an outdoor classroom. Rules and regulations, as per the Education Code, that apply to any school apply to the Campus.
- All vehicles must stay in designated parking and driving areas.
- Quiet hours are 11 p.m. to 7 a.m.
- Arrival time is 4:00 p.m. Friday afternoon, unless otherwise prearranged. An employee will greet the group upon arrival. 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.
- TOBACCO IS STRICTLY PROHIBITED ON ALL COUNTY OFFICE OF EDUCATION PROPERTIES.** (Smoking is prohibited inside AND outside of buildings. This includes e-cigarettes and vaping).
- Alcoholic beverages (beer and wine only) are permitted only during non-student instructional programs.
- Controlled or illegal substances, firearms or weapons of any kind are forbidden at Rancho El Chorro.
- 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.
- 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.
- Refunds of deposits (less \$250 handling fee) will be made only if written cancellation is given 180 days prior to scheduled arrival.

Facilities:

- The auditorium is capable of holding 150 people.
- There is an amphitheater with fire circles. Fires must be confined to the fire circles and the barbeque 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.
- Campus facilities shall be under the direct charge of the SLOCOE employee assigned.
- Custodial services 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.
- Groups 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.
- Plans for decorating must be approved in advance. Nails, tacks, tape and other materials that damage walls and woodwork shall not be used in decorating the facility. Clean up of decorations is responsibility of user.
- Other than furniture normally located in the room to be used, no equipment may be used unless listed in the approved application.
- Groups are expected to sweep out cabins and buildings used and to empty trash containers.
- Since the Rancho El Chorro Campus is a natural preserve, the following conditions also apply:
 1. **NO PETS** of any kind may be brought to the Campus.
 2. Use of the Campus is restricted to the grounds surrounding the main buildings.
 3. Wildlife and plants, and all natural features are protected and are not to be removed.
 4. Cutting of firewood, building of dams, or throwing of rocks strictly prohibited.

Housing:

- Maximum group size is 168.** 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. Rancho Vista may be rented for an additional fee.
- Bunk beds with vinyl covered mattresses are provided. Each person should bring a sleeping bag, pillow or suitable type bedding. Other items needed are personal toilet articles such as towels, soap, toothbrush, toothpaste, etc.
- Hot showers are available in rest rooms near the cabins.

Meals:

- A full-size cafeteria containing stoves, ovens, refrigerators, freezers, coffee maker, ice maker, sinks, a dishwasher and cooking utensils is available. You are responsible for all cleanup.
- 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.

We appreciate your close attention to the terms of this contract and look forward to working with your group.

Signature of Authorized Agent Name / Title

Date