

Signing License and Business Agreements for use of Building and Facilities

Most schools, organizations and agencies require signed licenses and agreements covering the use of buildings and facilities. Many such licenses and agreements have a “**HOLD HARMLESS**” clause. The following is an example of a “Hold Harmless” clause:

“applicant hereby agrees to hold the Victor Valley Union High School District, its Board of Trustees, and individual members thereof, and all district officers, agents, and employees free and harmless from such loss, damage, liability, cost or expense that may arise during or be caused in any way such use or occupancy of school property. Applicant further states that he has read the rules and regulations on the reverse side of this application and agrees to abide by and enforce same.”

4-H leaders and 4-H staff members are **NOT** authorized to sign such agreements. The County Director may sign under certain circumstances—others must be sent to Oakland for the signature of the appropriate office of the University of California.

If your club is using a building or facility that requires the signing of a license or agreement, it is imperative that you review it carefully. If it has a “hold harmless” clause, send or bring it with the information needed to complete it to the 4-H office. Since it may take four to six weeks to obtain approval, *planning ahead is important*.

Local club leaders, where the same facility or building is used throughout the year, or in the case of a Unified School District, we will try to negotiate a Master Agreement on a yearly or multi year basis.

Where we have a approved Master Agreement on file, a 4-H leader can arrange directly with the principal of the school concerned for the use of facilities for a 4-H meeting or event. Contact the 4-H office before assuming this is the case.

Certificates of Insurance

Many school districts or individuals are requesting insurance coverage from groups using their facilities. 4-H can show this coverage in two ways:

1. **General Coverage-** The 40H office can issue a copy of a University letter that states the insurance coverage for a general usage of facilities for the State 40H Program. This letter can be received by requesting it from the 4-H office and is easily available. Generic to certificates of insurance are also available.
2. **Additional Insured-** If the district or individual requests that they be named on the certificate of insurance it is called an Additional Insured Certificate. If this is needed by a 4-H group, the group must make a request to the 4-H office. A facilities use contract must be sent in and completed before a certificate if insurance can be issued. We can usually get the certificate but it can take up to two weeks or more. In this case, the club will have to *plan well in advance*.

Most insurance or contract questions can be answered by the calling the 4-H office.