

Santa Clarita Community College District
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 362-3240 Robin Williams, Civic Center Director
robin.williams@canyons.edu



For Office Use Only
Date Received: _____
Permit No.: _____

**APPLICATION/PERMIT/FACILITY USE AGREEMENT
BETWEEN SANTA CLARITA COMMUNITY COLLEGE DISTRICT AND USER**

(Please note: Insurance and Hold Harmless forms will be required at least 48 hours in advance of the event.)

Application Date: 4/21/24 Applicant's Name: Anne Kohrad Profit ☐ Non-Profit ☒
Applicant's Email, Office & Cell Phone: akohrad@hartsdistrict.org 661-222-1220 661-808-5565
Organization (User): West Ranch High School Organization Phone: 661-222-1220
Organization Address: 26255 W. Valencia Blvd. Stevenson Ranch, CA 91381
Name/Nature of Event: High School Football Games Date(s) of Event: 9/18/24, 10/16/24, 10/23/24
Expected Attendance: 1000 Admission Fee (if applicable): Adults \$12; students \$8
Website Where Event is Being Advertised: westranchhighschool.com Is Event Open to the Public? yes
Will there be food served at the event? yes - vendors trib.

(Note: The District has first right of refusal for concessions for at events held in the stadium. All other concessions and food services on District property must be approved by the District. Food or refreshments are not permitted in auditoriums, lecture halls, theaters or classrooms.)

Facilities	Event Date & Start Time	Event Date & End Time	Set Up Time	Tear Down Time
Football stadium	9/18, 10/16, 10/23	9/18, 10/16, 10/23 11:00pm	2:00 pm	11:00pm
Louder Rooms	" 2:00 pm	"	"	"
press box	" 2:00 pm	"	"	"

Rental of District Equipment: _____

Special Arrangements: Arrangement in press box; scoreboard

Fifty percent of usage fee is payable upon approval of application. Balance of payment in full is due within seven business days after the last scheduled event listed on this Permit.

By signing below, Applicant understands and agrees this application is not a confirmation of facility use and that the date(s) for the event will not be confirmed until the Applicant receives written confirmation from an authorized representative of the Santa Clarita Community College District. If application is approved, the undersigned has read and hereby agrees to abide by and enforce all rules and regulations including insurance requirements pertaining to the use of school facilities established by the Board of Trustees of the Santa Clarita Community College District as printed on the second page of this application. I certify that I am authorized to sign on behalf of Applicant:

Applicant's Signature: _____

Date: 4/21/24

Permit for Use of District Facilities

Facilities approved: _____

Date(s): _____

Estimated Charges: _____

This Agreement is hereby entered into between the Santa Clarita Community College District, a California community college ("District") and Applicant ("User") whereas the District is authorized by California Education Code 82537 to allow use of its facilities by the general public and whereas User desires to so use these facilities; and in consideration of the promises made and intending to be legally bound, the District and User agree to the Terms and Conditions as set forth herein, to the Rules and Regulations attached to this application/permit and to any addendum made a part hereof.

Application Approved by Santa Clarita Community College District

Authorized District Representative _____

Date _____

The attached Permit Rules and Regulations are a part of this application.

COC

FACILITY REQUEST FORM

CONTACT NAME:	
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CONTACT PHONE:	
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CONTACT EMAIL:	
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CONTACT EMERGENCY PHONE:	
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SUPERVISED BY:	
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EVENT NAME:	
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BRIEF DESCRIPTION OF EVENT:	
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# OF PEOPLE EXPECTED TO ATTEND:	
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WILL THERE BE FOOD?	
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FACILITY TO RESERVE:	
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EVENT DATE:	
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SETUP DATE:	
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SETUP START TIME:	
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EVENT START TIME:	
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EVENT END TIME:	
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ADDITIONAL DATES:	
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See next page

OUTSIDE VENDOR INFORMATION:

VENDOR # 1

VENDOR NAME:	
VENDOR CONTACT PHONE:	
VENDOR EMAIL:	
VENDOR SERVICE PROVIDED:	
DELIVERY TIME:	
PICKUP TIME:	

VENDOR # 2

VENDOR NAME:	
VENDOR CONTACT PHONE:	
VENDOR EMAIL:	
VENDOR SERVICE PROVIDED:	
DELIVERY TIME:	
PICKUP TIME:	

VENDOR # 3

VENDOR NAME:	
VENDOR CONTACT PHONE:	
VENDOR EMAIL:	
VENDOR SERVICE PROVIDED:	
DELIVERY TIME:	
PICKUP TIME:	

Santa Clarita Community College District
College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355



SAVE HARMLESS AGREEMENT AND COVENANT NOT TO SUE

I, Anne Konrad, West Ranch High School, in consideration of being
(Name of Individual or Organization)
permitted to use facilities of the Santa Clarita Community College District, in connection with
West Ranch High School Football between the dates of 9/11, 2020, and
10/23, 2020, do hereby covenant and agree that the Santa Clarita Community College District, their
officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any
kind to any person or property caused by or arising from any use of the premises of the Santa Clarita Community College
District, or any part thereof, or by a defect in any building, structure or improvement thereon, or in any equipment to be
used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its
agents, employees, nor shall the above enumerated entities be liable for any loss, damage or injury from any cause
whatsoever to the property or person of the undersigned or any of its employees, agents or other persons entering upon
or using said premises or any part thereof, or to any property stored or placed thereon by the undersigned, except for
liability resulting from the sole and active negligence of the District. The undersigned covenants not to sue the above
enumerated entities for any such loss, damage, injury or liability referred to in this paragraph.

Notwithstanding anything to the contrary herein contained and irrespective of any insurance carried by the
undersigned for the benefit of the above enumerated entities, the undersigned agrees to protect, indemnify and hold the
above enumerate entities and said premises harmless from any and all damages or liabilities of whatsoever nature arising
directly out of any activity, work or thing done, permitted, suffered or omitted to be done, caused or allowed by or
arising in any way from the undersigned in, on or about the facilities or property of the Santa Clarita Community
College District. This Save Harmless Agreement and Covenant Not to Sue is provided as an additional to any indemnity
and hold harmless requirement set forth in any written agreement between the Parties, which also establishes the
consideration granted to the undersigned in exchange for the requirements set forth herein. The language herein shall in
no way be interpreted as replacing, limiting, or otherwise reducing any indemnification or hold harmless requirements
required by the undersigned through any additional agreement.

Signature: _____

Date: April 21, 2020

Print Name: _____

Anne Konrad

Title: _____

Athletic Director

Address: _____

26455 W. Valencia Blvd.

Stevenson Ranch, CA 91381

Telephone: _____

661-222-1222

College of the Canyons

Cougar Stadium Rules & Regulations – Football Games

These Cougar Stadium Rules and Regulations are hereby incorporated as an Addendum to, and form an integral part of, the Facility Use Agreement between the Santa Clarita Community College District (“District”) and the User regarding the User’s use of Cougar Stadium.

To ensure the safety of all participants and the preservation of District facilities, the following rules apply to **Cougar Stadium**:

1. Field Reservations

- User must submit all field use requests via the District’s online portal **at least 14 days in advance**.
- Requests must include all event details, including but not limited to: food vendors, ASG/Boosters, plans, and certifications.

2. Logistics Walk-Through

- Upon District event approval, User must schedule a walk-through with the **District’s Civic Center**.
- Discussion items:
 - Parking, Crowd Control, and Security Plans
 - Food Vendor Logistics
 - Locker Room Access
 - Equipment Requests (e.g., flags, scoreboard, audio)
 - District Support Staff Requirements (grounds, custodial, etc.)

3. Pre-Event Communication By User

- Coaches and teams, as well as User’s staff, shall reinforce policies with participants and fans.
- The District will provide a website link to the User containing these Rules & Regulations.
- These Rules & Regulations must be communicated in User’s:
 - Promotional materials
 - Tickets
 - Online platforms

4. Pre-Game Requirements

- Home team must designate a game-day contact on-site for all games (both JV and Varsity). While this individual should ideally arrive before the teams, if they are unable to be present prior to the JV team’s arrival, the Coach will serve as the interim contact until the designated individual arrives.

- This person must contact District's Civic Center upon arrival at COC before accessing stadium, no earlier than the contracted time.
- **Minimum four gate monitors** are required before team arrival to restrict field access.
- **Clear signage** shall be posted by the District around the field during football season to indicate restricted access for spectators.
- **Third-Party Food Vendors:**
 - Only permitted for fundraising.
 - Must operate near the main Concessions Stand.
 - Must comply with:
 - California Retail Food Code
 - All required health permits, inspections certifications, and insurance
 - No duplication of items sold by the official Concessions Stand (canned drinks and water only; no alcohol or fountain drinks)
 - A vendor representative must be present on-site at all times during operations.

5. Game Day Operations

- For safety and game integrity, listed on the authorized access roster may be on the field.
- **For the safety of players, officials, and coaches, all spectators and individuals who do not need field access must stay off track and field.** This rule is strictly enforced.
- Spectators must remain in designated spectator areas at all times.
- Civic Center monitors to enforce District rules and access control.

6. Prohibited Items & Activities

The following are not allowed on the field under any circumstances:

- Beverages or liquids (e.g., soda, sports drinks, juice, coffee, etc.)
 - Exception: Water is permitted.
- Food, snacks, or candy (including gum, nuts, sunflower seeds, etc.)
- Glass containers or bottles
- Wheeled or motorized items, including:
- Bicycles, scooters, rollerblades, skateboards, strollers
 - Exception: Emergency and COC-approved maintenance vehicles
- Storming the field - Unauthorized individuals are strictly prohibited from entering the playing field at **any time** before, during, or after the game (i.e. fans and/or spectators rushing onto the playing field specifically at the end of the game)
- Sharp or pointed objects (e.g., tent stakes, flags, umbrellas)
- Athletic equipment such as golf clubs, shot puts, javelins, or discuses
- Tobacco, drugs, or alcohol products

- Pets or animals
 - Exception: Service animals with proper identification
- Portable heaters, grills, barbecues, or open flames
- Fireworks or pyrotechnics
- Confetti, smoke bombs, silly string, or similar materials
- Paint, chalk, or any field markings

Excessive **stomping and jumping** on the bleachers is prohibited. The student spirit section may be located at the 50-yard line, provided that it is supported by additional supervision from designated school site staff.

7. Announcements (30 Minutes Pre-Game and Throughout the Game)

- Water bottles only on field
- Field passes required
- Dispose of trash properly
- No field storming
- No standing/jumping on bleachers
- No smoke bombs, confetti, or silly string

8. Post-Game Procedures

- Gate monitors remain in designated areas until players and officials have exited the field.
- Staff remains on-site until the field is cleared.
- No field access to spectators after the game.
- Stadium lights will turn off at 10pm.

9. Conduct

- While on District property, all persons are required to abide by **District policies and campus regulations, and abide by the standard of conduct** found at <https://www.canyons.edu/documents/administration/board/bp-ap/6000businessservices/AP6810.pdf>.
- All individuals are expected to treat the District's staff and site employees with **courtesy and respect** and abide by any directives given by said employees.
- Any property damage caused by User or User's invitees shall be the responsibility of the User.

10. Enforcement

- **Immediate Removal for Unauthorized Field Access:** Any individual found on the field without a proper field pass will be **immediately escorted off the premises** by event staff or security. This includes unauthorized spectators, coaches, or other individuals not directly involved in the game. Repeated offenses may result in being **banned from future events**.

- **Zero Tolerance for Disruptive Behavior:** Any spectator or participant found engaging in disruptive behavior (e.g., verbal abuse, physical altercations, or failure to comply with safety protocols) will be **immediately removed** from the venue. **Disruptive actions** may lead to permanent banning from future events and possible legal action if necessary.
- **First violation:** Verbal warning
- **Repeat offenses:** Removal and possible future event ban

Any individual found in violation of these Rules and Regulations will be issued a warning. Repeated violations, or any behavior involving harassment, disrespect, or failure to comply with instructions from District staff, may result in removal from the premises in accordance with California Penal Code Sections 626.4 and/or 626.6. Such actions may also lead to event cancellation and/or prohibition from future use of District facilities.

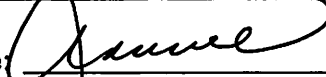
By signing below, the User acknowledges and agrees to comply with the terms of this Addendum in addition to the original *Facilities Use Agreement* and *Save Harmless Agreement and Covenant Not to Sue documents*.

User Representative

Name: Anna Kohrad

Organization: West Ranch High School

Title: Athletic Director

Signature: 

Date: 4/21/26

District Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____