

**Manhattan Beach Unified School District
c/o Manhattan Beach Athletic Foundation
1097 Aviation Blvd.
Hermosa Beach, CA 90254
(310) 415-5827 Fax (310) 379-4523**

TO: Facility User

FROM: Manhattan Beach Athletic Foundation/ Stadium Management

RE: INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR USE OF
Waller Stadium / Mira Costa High School

In order to lease Waller Stadium at Mira Costa High School, you must:

- Complete and sign the attached "Application for Use of Waller Stadium;"
- Provide a Certificate of Insurance as described in the attached "Certificate of Insurance" memo;
- Submit a check payable to the "Manhattan Beach Athletic Foundation" for your anticipated usage fee. Note the hourly charges for Waller Stadium are \$115 per hour with a \$35 per hour additional charge for the stadium lights;
- Read, sign and return the attached "Standards of Care at Waller Stadium."
- A valid application must include the "Application for Use of Waller Stadium", the Certificate of Insurance, the usage fee and the "Standards of Care at Waller Stadium." Your application will not be accepted until all items are received. Note that there is a 15-day processing period for all applications.

Please return application to:

Stadium Management
Manhattan Beach Unified School District
c/o Manhattan Beach Athletic Foundation
1097 Aviation Blvd.
Hermosa Beach, CA 90254