



ACALANES UNION HIGH SCHOOL DISTRICT
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3900
rentals@auhsdschools.org

Permit ID# _____

FACILITY RENTAL PERMIT APPLICATION

SCHOOL SITE REQUESTED:	Application Date:
_____ Acalanes HS _____ Campolindo HS _____ Del Valle _____ Las Lomas HS _____ Miramonte HS	

ACCOUNT INFORMATION:		
Organization Name:		
Contact Name:	Email:	Phone:
Address:		
Billing Address:		
Non Profit ID# (if applicable) - Please provide 501(c)(3) documentation for Group II rate.		

GROUP CLASSIFICATION:		
GROUP I	GROUP II	GROUP III
District and School Use School Connected Organizations	Government Agencies, Community Organizations, and 501(c)(3) groups. (501(c)(3) documentation required)	Commercial groups, businesses, and religious organizations.

RENTAL INFORMATION:			
Event Description:			
No. of Spectators:	No. of Participants:	Use of Third Party Vendors:	YES NO

EVENT DATES/TIMES:			
<i>2 hour rental minimum plus custodial set-up & clean-up. Hours of use must be between 6a-10p</i>			
DAY	DATE(S)	START TIME	END TIME

FACILITY:		
_____ Classroom Type _____	_____ Blacktop Basketball Court	_____ Tennis Court - 1
_____ Library	_____ Grass Field	_____ Tennis Courts - 2 or more
_____ Multi-Use Room/Cafeteria	_____ Parking Lot	_____ Track & Field with lights
_____ Gym - large	_____ Pole Vault	_____ Track & Field w/o lights
_____ Gym - small	_____ Snack Shack	_____ Theater
_____ Weight Room	_____ Soccer Field	_____ Pool
_____ Baseball Field - 60'	_____ Softball Field	_____ Temporary Storage Space
_____ Baseball Field - 90'	_____ Stadium Field with lights	_____ Other: _____
_____ Batting Cage	_____ Stadium Field w/o lights	

*** Alcohol is not allowed at any AUHSD facility at any time. Please see the Facility Rental Handbook.**



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EQUIPMENT: (There is a separate charge for equipment rental and extra set-up/clean-up hours will apply.)

____ Bleachers: Qty ____	____ Projector Screen	____ Colorado Timing Equipment
____ Folding Chairs: Qty ____	____ Projector	____ Colorado Scoreboard
____ Tables: Qty ____	____ P.A. System & microphone	____ Sound Booth
____ HVAC	____ Podium	____ Theater Lighting

STAFFING: (*District use only*)

____ AV Technician (for P.A. System, theater sound, theater lighting, stadium sound, etc.)
____ Pool Manager
____ Life Guard(s) ____ Cafeteria Attendant

Custodial will be charged for all events at the hourly rate listed on the Schedule of Fees.

LIST ADDED STRUCTURES/EQUIPMENT TO BE BROUGHT BY USER TO FACILITY AND/OR SPECIAL INSTRUCTIONS:

I hereby certify that I am authorized by the organization named on this document to execute on its behalf. In doing so, the organization agrees and consents to the terms and conditions set forth herein, including all the rules, regulations and policies of the Acalanes Union High School District governing the use of the premises and/or equipment.

Initial

DISCLAIMER FOR NON SCHOOL ORGANIZATIONS: Except for school based organizations, all organizations using school facilities must make it known that neither the Board nor the administration have endorsed the users' activities. Any advertisement, circular, and/or flyer must contain this language, "Acalanes Union High School District does not endorse nor support the program or individuals in this activity."

Initial

HOLD HARMLESS AGREEMENT: To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless District and its Board, officers, agents and employees against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of Applicant's use of District facilities, regardless of any active or passive negligence on the part of District, Board, officers, agents and/or employees.

Initial

POLICIES AND PROCEDURES: Please make sure you have read the entire AUHSD FACILITY USE RENTAL HANDBOOK before submitting this application. I have read and understand the policies, terms, and conditions in the AUHSD Facility Use Rental Handbook.

Initial

Signature

Date

Rec'd: _____ Fee Schedule
Initial

After receipt of your application, the Facility Use Representative will contact you via email with your preliminary approval and your invoice for pre-payment of your rental. Once AUHSD receives your pre-payment for your event and a COI, you will receive your permit for facility use. If you have any questions, please call (925) 280-3960 x5914 or email rentals@auhsdschools.org

***Facility user is required to have the permit at the facility rental throughout the event.**

OFFICE USE ONLY

Facility available:	YES	NO	School employee support required:	YES	NO
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Site Approval Date

District Office Approval Date

Payment Received Date

Check #

Credit Card

COI Received Date

COI Exp date

Comments: