



ACALANES UNION HIGH SCHOOL DISTRICT
 1212 Pleasant Hill Road, Lafayette, CA 94549
 925-280-3966 rentals@auhsdschools.org

Permit ID# _____

OTHER FACILITY RENTAL PERMIT APPLICATION

Step 1: Fill out the application.

Step 2: Obtain Certificate of Insurance. (See page 9 of the Facility Rental Handbook for instructions)

Step 3: Email completed application **and** Certificate of insurance to rentals@auhsdschools.org

*** Please note application must be submitted a minimum of two weeks in advance.**

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: (District will determine Group Classification)		
Group I - District and School Use, School Connected Organizations	Group II - Gov't Agencies and 501(c)(3) groups.	Group III - Commercial groups, businesses, & religious organizations.

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

FACILITY:		
<input type="checkbox"/> Classroom Type <input type="checkbox"/> Library <input type="checkbox"/> Multi-Use Room/Cafeteria <input type="checkbox"/> Gym - large <input type="checkbox"/> Gym - small <input type="checkbox"/> Weight Room <input type="checkbox"/> Baseball Field - 60' <input type="checkbox"/> Baseball Field - 90'	<input type="checkbox"/> Blacktop Basketball Court <input type="checkbox"/> Grass Field <input type="checkbox"/> Parking Lot <input type="checkbox"/> Snack Shack <input type="checkbox"/> Soccer Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Stadium Track & Field with lights <input type="checkbox"/> Stadium Track & Field w/o lights	<input type="checkbox"/> Tennis Court - 1 court <input type="checkbox"/> Tennis Courts - 2 or more <input type="checkbox"/> Track & Field with lights <input type="checkbox"/> Track & Field w/o lights <input type="checkbox"/> Temporary Storage Space <input type="checkbox"/> Other: _____

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

*** Alcohol, tobacco products, e-cigarettes, marijuana, drugs, and weapons of any kind are NOT allowed at any AUHSD facility at any time.**



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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	___ P.A. System & microphone
	___ Projector	___ Podium

STAFFING: (District use only)

___ Site Walk Required	Day/Time: _____
___ AV Technician for Stadium Sound, etc.	

Operations support 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 Rental 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) 280-3966 or email rentals@auhdschools.org

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

OFFICE USE ONLY

COI Received	YES	NO	District Staffing required:	YES	NO
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Site Approval	Date	Facility Use Director Approval	Date
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Invoice Created date	Payment Received Date	Check #	Credit Card
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Comments: