

Please Read Regulations Carefully Before Submitting this Form.

ACALANES UNION HIGH SCHOOL DISTRICT

1212 Pleasant Hill Rd., Lafayette, CA 94549
925-280-3900 * FAX 925-280-3903

FACILITIES USE APPLICATION/PERMIT

School Site Requested: _____

School Dude # _____

Organization Name: _____ Contact Name _____ Email: _____

Bill to: Name: _____ Address: _____ Email: _____

City: _____ Zip: _____ Phone: _____ Non Profit ID #: _____

Group Classification:	<input type="checkbox"/> Group I	<input type="checkbox"/> Group II *	<input type="checkbox"/> Group III
* Group II must provide validation	District & School Use School Connected Organizations	Local Municipal Agencies, Community Organizations, Clubs, Associations with non-profit status	Commercial Groups, Business & Religious Organizations

Facilities / Equipment Use: \$50 NON-REFUNDABLE DEPOSIT DUE AT TIME OF RESERVATION.

Facilities Use

- Classroom standard / specialty
- Library
- Gymnasium large / small
- Multi-Purpose Rm w/Kitchen
- Weight Room
- Baseball Field 60' / 90'
- Batting Cage
- Blacktop/Basketball Court
- Grass Field
- Parking Lot
- Poll Vault
- Snack Shack
- Soccer Field
- Softball Field
- Stadium Field w / wo lights
- Tennis Court w / wo lights
- Track Field w / wo lights
- Theater
- Pool
- Temporary Storage Space
- Other: _____

Equipment

- _____ # of Bleachers
- _____ # of Folding Chairs
- _____ # of Tables
- Projection Screen
- Projector
- Public Address System
- Podium
- Special Effects / Lighting
- Other: _____
- Colorado Timing System Timers
- Colorado Timing System Clocks
- Colorado Timing Systems Scoreboard

Note: Custodial set-up/clean-up fees beyond rental hours will apply.

Schedule of Activities: 2 hour rental minimum plus custodial set-up & clean-up.

Day	Date(s)	Start Time	End Time

Description of Activities: _____

Special Instructions: _____

Total in Attendance: _____

Event open to public Paid entertainers/speakers

Items for sale Admission Amount: _____

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 of the rules, regulations and policies of the Acalanes Union High School District governing the use of the premises and/or equipment (**SEE REVERSE**). Contact District Office for additional Information at 925/280-3900.

I also agree to hold the Acalanes Union High School District, its Governing Board, the individual members thereon, and all District officers, agents, and employees free and harmless from any loss, damage, liability, costs or expense that may arise during or be caused in any way by such use or occupancy of school property. **CERTIFICATE OF INSURANCE REQUIRED.** Fees are determined based on group classification type and hours of use per above schedule. **Rates for facility and custodial services will be noted on approved permit.**

Signature _____ Date _____ Rec'd: _____ Fee Schedule, Custodial Charges Initial _____

OFFICE USE ONLY

Site Approval _____ Date _____

District Office Approval _____ Date _____

Comments: _____

Deposit Amt.: _____ **Date App Rec'd:** _____

Bal. Amt. Due: _____ **Paid:** _____

Custodial **Hourly Rate:** _____

Group Verified Insurance Expiration Date: _____

GOVERNING BOARD REQUIREMENTS:

All Rules and Regulations of the Governing Board and provisions of the Education Code of the State of California are to be observed strictly by those using school property and facilities.

In the event of a change of plans, notice must be given 72 hours before the date of intended use, in order to avoid financial obligation for charges involved. When cancellations occur, the school shall notify the Business Services Office. Deposit/processing fees are NOT refundable.

1. Use and occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.
2. The principal assigned to a school has full responsibility for supervision and management of all property of that school at all times.
3. The Business Services Office of the School District shall approve permits for the use and occupancy of school property by authorized groups or organizations.
4. School premises shall not be available to non-school organizations on such occasions or during such hours as have been scheduled in advance by the various school principals for school exercises or functions or in connection with regular school work.
5. Charges for the use of school facilities shall be determined from a Schedule of Fees adopted by the Governing Board.
6. Upon receipt of notice that a permit has been issued to a non-school agency for use, the principal in charge of the school shall designate a regular employee to open the building, be in charge during the use, and to close the building after the use. The School District employee in charge of the building or grounds, within or upon which any meeting may be held is empowered to take all necessary means to enforce these rules.
7. Any permit may be revoked without previous notice where conflicting dates have resulted OR where need of the property for public school purposes has subsequently developed OR due to acts of God. For other causes permits may be revoked at any time upon reasonable notice.
8. Neither the school custodian assigned to the facilities requested nor any other school person, other than the principal of the school, shall permit any individual or group to use any equipment, room, or other facility on the premises which was not designated on the application as approved by the Business Services Office. Any departure from the original approved request allowed by the principal shall be communicated to the Business Services Office. Applicant should be made aware of the possibility of additional charges resulting from the change in facilities.
9. Organizations granted the use of school buildings or grounds under the Civic Center Act may be permitted, in the discretion of the Business Office, to use District equipment which needs an operator, such as projectors, public address systems, etc., provided they agree to pay all cost, including labor, to which the District may be subjected by reason of such use.
10. It shall be the duty of the custodian on duty to see that these rules and regulations are enforced and to report any violations or attempted violations to the school principal. Whenever the Business Services feels that these rules and regulations have been violated they shall revoke such permit or permits to use a have been given to the organization in question and shall refuse to give further permits to them.
11. **Individuals, organizations, or groups must provide the District with a Certificate of Insurance prior to approval for use.**

CONDITIONS OF USE:

1. Sponsor requesting use of facilities must accept complete responsibility for conduct of those attending, care of property, and payment of rental. Where minors are involved, adult sponsor must be present before facilities will be opened.
2. Cancellations for refunds must be made 72 hours in advance of use.
3. Custodians will not permit use of any facilities until application has been approved by the District Business Services Office and written notification has been received. The school custodian is in complete charge of all arrangements and his/her word shall be final in all cases.
4. Approval for use does not include any date, time, rooms or equipment not specified and approved on this application. Therefore, applications must be **COMPLETE** including all dates and times desired. These dates should include time for rehearsals, decorations, performances, etc.
5. Ordinarily, use of facilities must be completed by 10:45 p.m. in order that custodians may close the school plant at 11:00 p.m.
6. In accordance with state and federal law, smoking is prohibited on all facilities and in all vehicles. The Governing Board further prohibits the use of tobacco products at all times on District grounds.
7. Stage equipment will **NOT** be available unless specifically requested. The school will provide necessary personnel to operate this equipment if it is to be used.
8. Kitchen facilities require the presence of a school employee to be paid for by the sponsor. The use of the kitchens is limited to the making of coffee or the warming of already prepared food. No cooking or food preparation is permitted.
9. The use of nails, tacks or staples in any of the woodwork is **NOT** permitted.
10. The serving of foods or beverages in the gymnasium and Theater is **NOT** permitted.
11. The school will set up the number of seats requested to take care of people in attendance. Under no circumstances can additional seating be supplied by a user in excess of the seating limit prescribed by the Fire Marshal.
12. The sponsor must remove all his equipment, decorations, etc. by the deadline established by the school. The school will not be responsible for equipment not promptly removed from the premises.
13. No payments are to be made to any individual; all monies must be paid **IN FULL** directly to the District Business Services Office **TWO WEEKS IN ADVANCE OF EVENT. A \$50 NON-REFUNDABLE DEPOSIT/ PROCESSING FEE IS REQUIRED AT TIME OF RESERVATION.** Custodial charges will be billed separately and will vary based on weekday/weekend usage and staff discretion.
14. **Prior to use, individuals, organizations, and groups must provide a Certificate of Insurance naming the AC A LANES UNION HIGH SCHOOL DISTRICT, BOARD OF TRUSTEES, OFFICIALS AND EMPLOYEES as additional insured in the amount designated by the Business Services Office.**