

**PLEASE READ REGULATIONS CAREFULLY  
BEFORE SUBMITTING APPLICATION**

# ACALANES UNION HIGH SCHOOL

1212 Pleasant Hill Rd., Lafayette, CA 94549-2623  
(925) 280-3900 ♦ FAX (925) 280-3903

## USE OF SCHOOL PROPERTY APPLICATION/PERMIT

School Site Requested: \_\_\_\_\_

Permit # \_\_\_\_\_

<b>Organization Name:</b>			
<b>Name of Contact:</b>		<b>Tele #</b>	
<b>Billing Address:</b>			
<b>City:</b>		<b>Zip:</b>	
<b>Organization Type:</b>	<input type="checkbox"/> Educational <input type="checkbox"/> Religious <input type="checkbox"/> Recreational <input type="checkbox"/> Political <input type="checkbox"/> Other: _____		

Facilities Use	Equipment Use	Schedule of Activities (2 Hour Minimum)			
		Day	Dates Requested	Start am/pm	End am/pm
<input type="checkbox"/> Classroom (standard)	<input type="checkbox"/> Bleachers # _____				
<input type="checkbox"/> Classroom (lg./lab/specialty)	<input type="checkbox"/> Folding Chairs # _____				
<input type="checkbox"/> Multi-Purpose Room	<input type="checkbox"/> Piano				
<input type="checkbox"/> * w/ Cafeteria / Kitchen	<input type="checkbox"/> Projection Screen				
<input type="checkbox"/> Library	<input type="checkbox"/> Public Address System				
<input type="checkbox"/> Gymnasium (Small)	<input type="checkbox"/> Speaker Stand				
<input type="checkbox"/> Gymnasium (Large)	<input type="checkbox"/> Special Effects/Stage Lighting				
<input type="checkbox"/> Pool	<input type="checkbox"/> Stage				
<input type="checkbox"/> Artificial Turf/ Track (No Lights)	<input type="checkbox"/> Tables # _____				
<input type="checkbox"/> Artificial Turf / Track (With Lights)	<input type="checkbox"/> TV				
<input type="checkbox"/> Baseball Field (60 Ft)	<input type="checkbox"/> VCR				
<input type="checkbox"/> Baseball Field (90 Ft)	<input type="checkbox"/> Other _____				
<input type="checkbox"/> Soccer Field					
<input type="checkbox"/> Softball Field					
<input type="checkbox"/> Tennis Court (No Lights)					
<input type="checkbox"/> Tennis Court (With Lights)					
<input type="checkbox"/> Parking Lot					
<input type="checkbox"/> Theater					
<input type="checkbox"/> Other _____					

Description of Activities: _____	<b>Total # in attendance</b> _____
Special Instructions: _____	<input type="checkbox"/> Event open to public <input type="checkbox"/> Paid entertainers/speakers <input type="checkbox"/> Items offered for sale <input type="checkbox"/> Admission charge; Amount _____

I hereby certify that I am authorized by the organization named in this application/permit 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**).

I also agree to hold the Acalanes Union High School District, its Governing Board, the individual members thereof, 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**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

**Office Use Only**

\_\_\_\_\_  
Principal Date \_\_\_\_\_

\_\_\_\_\_  
Chief Business Official - Business Services Date \_\_\_\_\_

**Rental Fees:** \_\_\_\_\_

**Ins. Exp. Date:** \_\_\_\_\_

Comments:

## 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 to the school concerned 24 hours before the date of intended use, in order to avoid financial obligation for any charges involved.** When cancellations occur, the school shall notify the Business Services Office.

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. 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. Reservations will not be approved for a longer than six months in advance.
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 directly to the District Business Services Office.
14. **Prior to use, individuals, organizations, and groups must provide a Certificate of Insurance naming the ACALANES UNION HIGH SCHOOL DISTRICT, BOARD OF TRUSTEES, OFFICIALS AND EMPLOYEES as additional insured in the amount designated by the Business Services Office.**