DISTRICT CONTACT _____

SHANDON JOINT UNIFIED SCHOOL DISTRICT APPLICATION AND PERMIT TO USE PUBLIC SCHOOL FACILITIES

NOTE: This application must be filed two weeks prior to date the facilities are desired. Premises must be vacated promptly at the time indicated. A copy of this application, when approved will be returned to the applicant. NAME OF INDIVIDUAL REQUESTING USE: ______ DATE OF APPLICATION: _____ NAME OF ORGANIZATION: CONTACT PERSON: ____ PHONE (HM):_____(WK):_____ RMS/FACILITIES REQUESTED:_____ SCHOOL/SITE REQUESTED: DATE (S) REQUESTED (NTE 30 days): _____DAY (S) [CIRCLE] MON TUE WED THUR FRI SAT SUN SET-UP TIME: ______ EVENT START TIME: ______CLEAN-UP TIME: _____ SIZE OF GROUP: _____ PURPOSE OF USE: ____ REMARKS: PLEASE BE SURE ALL YOUR EQUIPMENT NEEDS ARE ADDRESSED HERE: Number_____ Speaker Stand Bleachers
Number____ Stage Lighting Restrooms ☐ Chairs ☐ Tables Restrooms ☐ P/A System (school site only) ☐ Piano Other- specify AVAILABILITY OF ADDITIONAL EQUIPMENT MAY BE LIMITED ON THE DATE OF YOUR EVENT AFFIDAVIT (Pursuant to Sections 19440 and 19441 Education Code, Chap. 767, Stats 1951) I do hereby certify that the facts stated in the foregoing are true of my own knowledge: THAT I HAVE READ THE RULES AND REGULATIONS ON THE REVERSE SIDE AND AGREE TO BE BOUND BY THEM: and that the school property sought to be used hereto in this application is not to be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government by force, violence or other unlawful means. Further, in compliance with federal and state laws and District Board of Education policy. I certify that the above named organization prohibits discrimination based on race, sex color, religion, age, handicap, ancestry, or national origin. 1. Applicant hereby agrees to hold the Shandon Joint Unified School District, their Board of Trustees, the individual members thereof, and all District officers, agents and employees free and harmless from such loss, damage, liability, cost and expense that may arise during or be caused in any way by such use or occupancy of school property. Further, the organization or group you represent shall assume full responsibility for adequate care and protection of the school property involved under this request, and will reimburse the District in full for any damage or loss, which might occur. ANY CHANGES IN THE DATE OF YOUR EVENT OR IF CANCELLATION NOTICE IS NOT RECEIVED AT LEAST 48 HOURS PRIOR TO THE SCHEDULED USE WILL RESULT IN A \$15.00 FEE. "FAILURE TO SHOW" WILL RESULT IN A 2-HOUR MINIMUM CHARGE. FEES ARE PAYABLE IN ADVANCE. KEYS CAN BE CHECKED OUT 2 DAYS PRIOR TO THE EVENT AND TURNED IN NO LATER THAN 5 DAYS AFTER Please print name and title Signed by INSURANCE RECEIVED 🏜 -DISTRICT USE ONLY-AD _____ ESTIMATED CHARGES: \$100.00/\$200.00 Gym ____ DAMAGE/CLEANING DEPOSIT MOT ___ PER HOUR CHARGES: TOTAL ESTIMATED COST: PAYABLE IN ADVANCE, FOR ANY ADDITIONAL TIME OR ITEMS REQUESTED YOU WILL BE BILLED UPON THE COMPLETION OF YOUR EVENT: PLEASE BE SURE THAT YOUR ORGANIZATION HAS COMPLIED WITH THE REOUIREMENT BELOW: The Shandon Joint Unified School District requires all users to provide Proof of Liability Insurance in the amount of \$____ "Shandon Joint Unified School District", P.O. Box 79, Shandon, CA 93461, as "Additional Insured". This certificate must be in our office the business day prior to your event. FAILURE TO DO SO COULD RESULT IN REVOCATION. INSURANCE MUST BE IN PLACE PRIOR TO YOUR EVENT. REMARKS: DISTRICT APPROVAL DATE SITE APPROVAL DATE

____TELEPHONE ____

USE OF SCHOOL FACILITIES

The extensive use of school building and grounds by community groups makes it imperative that definite rules, regulations and policies govern the use of these facilities. The California Education Code permits the Governing Board of a school district to grant the use of school buildings and grounds for public, literary, scientific, recreational, educational or public meetings, or the discussions of matters of general public interest. The use of school facilities must be in accordance with the provision of the Education Code, Sections 40040 to 40058. The 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.

1. APPLICATION FOR USE:

- A. Application for use of school facilities must be made in writing at the District Office. Requests shall be made no less than one week in advance of the date facilities are desired. In the event of cancellation, the applicant must notify the school 48 hours in advance to avoid paying full charges.
- B. Religious Use: Churches or religious organizations may be permitted to use school facilities to conduct religious services for temporary periods where such churches or religious organizations have no suitable meeting place for the conduct of such services in accordance with the law. (ED 40040)
- C. Use of school kitchens or other food service facilities must be arranged for through the District Office. Use of such facilities must be clearly stated on the application for use of facilities.
- D. Use of school facilities will not be permitted if it will interfere in any way with school activities.
- E. Applications will be denied if past history of use by organization or similar use has resulted in violation of these rules, inconvenience for school use, unpaid district invoices, or unpaid costs for damages.
- F. No rehearsals or other pre-program use of school property will be permitted unless application therefore has been made and approved.
- 2. SUPERVISION OF USE: School facilities shall be under the direct charge of the custodian assigned and shall be under the general supervision of the principal of the school or other district designee.
- 3. CUSTODIAL SERVICES: Custodial services to be furnished organizations using school facilities shall be limited to cleaning, heating, ventilating, and general supervision and care of school property. The District may require, at applicants expense, that a custodian be on duty at all times at the school when any facility is being used or as required. A REPRE-SENTATIVE OF THE ORGANIZATION SHOULD BE PRESENT AT THE SCHEDULED TIME FOR OPENING. SCHOOL PREMISES SHOULD BE VACATED PROMPTLY IN ACCORDANCE WITH THE TIME SCHEDULE INIDCATED ON THE APPLICATION IN ORDER TO ALLOW THE CUSTODIAN TO PREPARE THEM FOR SCHOOL USE THE FOLLOWING DAY. PLEASE CONTACT THE CUSTODIAN WHEN YOU LEAVE.
- 4. POLICING: Organizations using the school property will be held responsible for the proper care and adequate policing of the building and grounds to insure the preservation of order and protection of life and property. All designated exits and walkways shall be maintained free of all obstruction or impediments for full instant use in the event of a fire or emergency.
- ALL TOBACCO PRODUCTS, ALCOHOLIC BEVERAGES AND DRUGS are prohibited in all school/district buildings and on all school/district properties.
- **DECORATIONS:** Plans for decorating must be approved in advance. All plans for decorations are subject to approval of the local fire department. Nails, tacks, scotch tape and other materials that damage walls and woodwork shall not be used in decorating school facilities.
- 7. **USE OF EQUIPMENT:** Other than furniture normally located in the room to be used, no equipment may be used unless listed in the approved application.
- **8. CHANGES IN EQUIPMENT PROHIBITED:** Alterations in any physical part of this school plant including electrical equipment, stage curtains, or other equipment, will not be permitted without specific permission from the District Office.
- 9. DAMAGE AND EXTRA CUSTODIAL SERVICE: Groups or organizations using school facilities will be held financially responsible for any injury to or breakage of school property caused by the fault or neglect of anyone sharing in such use, and also for all extra cleaning or other custodial services which are the direct result of the property. It shall be the responsibility of the user to prevent unnecessary littering of floors, moving of furniture or equipment or any act, which will cause undue amount of custodial work after such use.
- 10. CANCELLATION OF PERMITS BY SCHOOL DISTRICT: Permits may be revoked without previous notice when conflicting dates result or when the need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.
- 11. **SECURITY PERSONNEL:** Groups or organizations may be required to provide security personnel, if, in the opinion of the Superintendent or his designee, the type of use or the anticipated activity warrants security personnel.