



Eastside Union School District
USE OF FACILITIES PERMIT, APPLICATION & AGREEMENT
(See Page 2 of Application for Summary of District Rules and Regulations)
APPLICATION MUST SUBMITTED TO THE DISTRICT OFFICE

Application for One-Time Use

Application for Multiple Uses

Application Date *(MUST BE 30 DAYS PRIOR TO USE)* _____

School Name or Facility to be used _____

Facility Requested:	Reservation Date(s)	Hours:		Total Hours
		From	To	

Insurance Carrier _____

Telephone: _____

Person in Charge of Activity

Name _____
 Address _____
 City/Zip _____
 Daytime Phone _____
 Email Address _____

Person Requesting Activity

Name _____
 Address _____
 City/Zip _____
 Daytime Phone _____
 Email Address _____

Description of Activity _____

Anticipated number in attendance _____

Is activity open to the public? Yes No Will admission fees or participation fee's be charged? Yes No

Will items be offered for sale? Yes No

Will food be served? Yes No

Additional Information: _____

Signature of Person in charge of Activity _____
(Must be Officer/Authorized Representative of Organization and 18 years of age or older)

APPROVAL IS NOT GRANTED UNTIL THE APPLCATION IS PROCESSED THROUGH THE DISTRICT OFFICE. ALL APPLICATIONS EXPIRE MONTHLY OR JUNE 30 OF EACH YEAR, WHICHEVER IS APPLICABLE.

OFFICE USE ONLY

Application Received on: _____

Facility Available: Yes No

Insurance Submitted: Yes No N/A

Application Approved on: _____

Signature of District Office Representative _____ Date: _____

Eastside Union School District

USE OF FACILITIES PERMIT AND APPLICATION

Schedule of Charges for Actual Cost Use and Fair Market Use

Actual Cost Use	Fee	Fair Market Use	Fee
Multi-purpose Room	\$ 30.00/hr	Multi-purpose Room	\$ 33.00/hr
Regular Classroom	10.00/hr	Regular Classroom	11.00/hr
Custodial/Security Charges	30.00/hr	Custodial/Security Charges	30.00/hr
Athletic Fields/Play Courts	10.00/hr	Athletic Fields/Play Courts	11.00/hr

Rules and Regulations

1. School use of all facilities has first consideration and permits are revocable at any time.
2. Use for religious services must be in accordance with the following rules:
 - a. A fair market rental will be charged by the district.
 - b. Religious organizations may use school facilities in accordance with E.C. 38130-38139.
3. Responsible adult supervision must be provided by the organization whenever minors are present.
4. Damages resulting from use of the outside group will be billed to the sponsoring organization and future use may be denied.
5. The Eastside Union School District assumes no liability for personal injury and/or property damage.
6. **Attach a Certificate of Insurance verifying that the Applicant has general liability insurance applicable to bodily injury and property damage and sexual abuse/molestation coverage with limits of liability of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate. Attach a copy of an endorsement specifically naming Eastside Union School District as an additional insured on the Applicant's general liability and sexual abuse/molestation insurance policies for liability arising from Applicant's use of the District's premises, facilities, and equipment. The District has the right to evaluate the limits being requested of the Applicant based on the nature of the event/activity.**
7. Whenever an authorized activity is taking place, a representative of the school district may, at their discretion, request to see a copy of this approval letter. The designated representative shall have the responsibility to see that all rules, regulations, and laws are adhered to by the group using the school facilities, and that violations are reported. Exceptions may be granted with the approval of the District Superintendent or his/her designee.
8. No alcoholic beverages, narcotics, weapons, dangerous objects and/or tobacco products are permitted on school district property. Skateboarding, golfing and dog or pet-walking is prohibited on school district grounds.
9. It is the responsibility of the organization to leave the site as they found it, or at a minimum, in a neat, orderly and clean condition.
10. The designated representative of the organization shall ensure a copy of this approval letter is carried on their person at all times while the facility is in use.
11. **PAYMENT OF FEE, IF APPLICABLE, IS DUE TWO WEEKS PRIOR TO THE SCHEDULED EVENT. LATE OR NON-PAYMENT OF FEE WILL RESULT IN CANCELLATION OF THIS REQUEST.**

Eastside Union School District

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless Eastside Union School District and its Board, officers, agents, employees, and volunteers 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 the District, its Board, officers, agents, employees and/or volunteers.

Signature of Officer/Authorized Representative	Title	Phone	Date
<i>(Signor must be 18 years of age or older and duly authorized representative of the organization)</i>			

Eastside Union School District
USE OF FACILITIES PERMIT AND APPLICATION

STATEMENT OF INFORMATION

The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not 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 of the United States by force, violence or other unlawful means.

That _____, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Signature of Officer/Authorized Representative	Title	Phone	Date
---	--------------	--------------	-------------

(Signor must be 18 years of age or older and duly authorized representative of the organization)

California State Law permits the Governing Board of a school district to grant the use of school buildings or grounds for public, literary, scientific, recreational, or educational meetings. The Governing Board establishes such terms and conditions of usage as it deems proper (Education Code Sections 38130-38139).

REMINDER: NO ALCOHOLIC BEVERAGES, NARCOTICS, WEAPONS, DANGEROUS OBJECTS, TOBACCO PRODUCTS, GOLFING, SKATEBOARDING, OR DOG/PET-WALKING SHALL BE USED/ALLOWED ON SCHOOL DISTRICT PROPERTY.