



FACILITIES PERMIT - THIRD PARTY USE

APPLICATION FOR ONE-TIME USE

APPLICATION FOR MULTIPLE USES

NAME OF SCHOOL/FACILITY REQUEST _____

REQUESTED FOR THE PURPOSE OF _____

APPLICATION DATE
(MUST BE 30 DAYS PRIOR TO USE) _____

DAY OF WEEK	DATE(S) REQUESTED	TIME
TOAL HOURS		

EQUIPMENT REQUEST

NUM. OF ROUND TABLES _____

NUM. OF ROUND TABLE LINENS _____

NUM. OF RECTANGLE TABLES _____

NUM. OF RECTANGLE TABLE LINENS _____

NUM. OF FOLDING CHAIRS _____

NUM. OF CAFETERIA TABLES _____

NUM. OF CAFETERIA BENCHES _____

OTHER _____

NOTES / DETAILS

PERSON IN CHARGE OF ACTIVITY

NAME _____

ADDRESS _____

CITY / STATE / ZIP _____

PHONE NUMBER _____

EMAIL ADDRESS _____

PERSON REQUESTING ACTIVITY

NAME _____

ADDRESS _____

CITY / STATE / ZIP _____

PHONE NUMBER _____

EMAIL ADDRESS _____

ANTICIPATED NUMBER IN ATTENDANCE _____

WILL FOOD BE SERVED YES NO

IS THIS EVENT OPEN TO THE PUBLIC YES NO

WILL EVENT PROFITS BE COLLECTED YES NO

SIGNATURE OF PERSON COMPLETING THE APPLICATION _____

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.

EUSD OFFICE USE ONLY

DATE OF APPLICATION RECEIVED _____

FACILITY AVAILABLE YES NO

INSURANCE SUBMITTED YES NO

DATE OF APPLICATION APPROVED _____

SIGNATURE OF ADMINISTRATOR _____

SCHEDULE OF CHARGES

ITEM	FEE
MULTI-PURPOSE ROOM	\$30.00 PER HOUR
REGULAR CLASSROOM	\$10.00 PER HOUR
CUSTODIAL/SECURITY CHARGES	\$30.00 PER HOUR
ATHLETIC FIELDS/PLAY COURTS	\$10.00 PER HOUR
ROUND TABLE	\$08.00/PER TABLE
ROUND TABLE LINEN	\$02.00/PER LINEN
RECTANGLE TABLE	\$08.00/PER TABLE
RECTANGLE TABLE LINEN	\$02.00/PER LINEN
FOLDING CHAIR	\$02.00/PER CHAIR
CAFETERIA TABLE	\$08.00/PER TABLE
CAFETERIA BENCH	\$04.00/PER BENCH

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.

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.

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.

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).

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

SIGNATURE OF PERSON COMPLETING THE APPLICATION

(SIGNOR MUST BE 18 YEARS OF AGE OR OLDER AND DULY AUTHORIZED REPRESENTATIVE OF THE ORGANIZATION)

TITLE

CONTACT NUMBER

DATE
