



REDLANDS UNIFIED SCHOOL DISTRICT

Application and Agreement – Use of School Facilities

This application shall be completed for all Use of School Facilities requests, including in-house, PTA, athletic and booster clubs/groups.

July 2016

Organization/Company:		School/Site Being Requested:	
Type of Organization:		Purpose of Event/Meeting:	
Facilities Requested (<i>be specific</i>): *Theater use requires a stage technician and a pre-event meeting.			Number of Attendees:
Day(s) - Date(s) Requested:			
Service Requests (<i>tables, chairs, PA, AC, lights for pools or stadiums, etc.</i>):			
Other Special Instructions/Arrangements: (<i>table set-up, rows of chairs, round table, curtains drawn, etc.</i>):			
Set-up Start Time:	Event Start Time:	Event End Time:	Clean-up End Time:
Do you currently hold facility use insurance?		Yes:	No:
Is there an alternate location available?		Yes:	No:
Is this meeting open to the public?		Yes:	No:
Are you making this application as an individual?		Yes:	No:
Does your organization have non-profit status?		Yes:	No:
Is there to be an admission charge or fee?		Yes:	No:
If admission fee is to be charged, state specifically what proceeds are to be expended for:			

A custodian or designated staff member must be on site during all use of facility activities.



NO smoking is permitted anywhere on any school district site (including playfields, bleachers, and outdoor areas).

Parking is allowed only in areas designated for parking. **NO PARKING ON FIELDS OR ASPHALT PLAY AREAS!!!**

Business Services Division ♦ Facilities Planning Services
PO Box 3008, Redlands, CA 92373 • (909) 307-5300 • Fax: (909) 307-5321

Approvals for usage are for specific hours and shall include set-up and clean-up time. School employees will not open buildings at any other time except those listed on the application form. (The applicant must list the opening and closing times, along with the program time.)

Any use of props/decorations, sale of any items, or use of equipment must be approved prior to use.

User groups using outside school grounds will not be furnished use of rest rooms or other building facilities, unless requested on the application and approved.

Cancellation notice or requests for change in date or details must be reported to the site or the Facilities Planning Office at least 48 hours in advance of the date of intended use.

Any violation of Board Policy, Administrative Regulation, or other law by any organization during use shall be sufficient cause for denying further or continued use of school or District facilities or grounds by the organization.

Any use of school facilities or grounds which is inconsistent with the school district's use for school purposes or which interferes with the regular conduct of school, school work, or school related activities, shall not be approved. No activity which may interfere with the educational or co-curriculum programs of a school or the district will be approved or permitted.

INSURANCE

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. A certificate of insurance naming the school district with an additional insured endorsement will be required for use by an outside group or organization for comprehensive general liability coverage for property damage and bodily injury with a minimum limit of \$1,000,000 (combined).

KITCHEN USE

Any kitchen use shall require an RUSD food service staff member to be present at the expense of the applicant. A separate application for kitchen use must be submitted with the Use of Facilities Application. Use of kitchen facilities shall not be approved for the normal hours of operation of a school. In addition, the use shall cause no interference with the school food services program.

Kitchens shall not be available for commercial use nor for organizations that do not meet the criteria and requirements for free use or direct cost use.

HOLD HARMLESS AGREEMENT

The applicant/organization, in consideration of being provided the use of and access to the requested facility by the Redlands Unified School District, agrees to defend, indemnify and hold harmless the School District, its Governing Board, officers, agents, employees, members, representatives or volunteers from any losses, damages, injuries or liabilities of any kind to any person or property arising out of or in connection with the applicant's use, access to, or presence on School District premises. The applicant shall be liable for any injuries or damages of any nature whatsoever to any persons resulting from its' employees, representatives and agents' negligence, carelessness or recklessness during such use of or access to District premises, and shall bear the cost of insuring against this risk and defending itself against claims arising from the risk. The District shall not be liable for any loss, damage or injury from any cause whatsoever to the property or persons of the organization or any of its employees or agents resulting from the undersigned's use of, access to, or presence on the premises.

The applicant/organization hereby agrees to abide by the rules and regulations for use of school facilities, as set forth in *AR 1330 - Use of Facilities Regulations* of the Board of Education and according to the laws of the State of California.

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.

I have read AR 1330 - Use of Facilities Regulations (initial) and agree to comply with all school district and school rules and regulations. By signing this application I agree to the hold harmless statement and Statement of Information on this application. (<http://www.redlands.k12.ca.us/modules/groups/homepagefiles/cms/14429/File/Facilities/Use-of-Facilities-Online-Application.pdf>)

I understand that the district may cancel a scheduled activity due to conflicts in scheduling school activities or in emergency circumstances, including health and safety or maintenance reasons.

Authorized Applicant's Signature (<i>original signature required</i>):		Date:	
Print Name:		Title:	
Phone:	Alternate Phone:		
Billing Address:	Alternate Contact Name and Phone:		
Email Address:			

This application is not approved until signed by an authorized District Office Designee and payment of all fees is received.

Below for RUSD Use Only

School/Site Confirmation of Space Availability

Facility Available on Date(s) and Time(s) Requested?		Yes:	No:
External Activity:		or In-House Activity:	
<i>If external activity please forward to District Office for processing.</i>			
Comments/Restrictions:			
Extra Staff if Needed:	Number of Staff:	Date(s):	Time(s):
Custodian Y: N:			
Security Y: N:			
If no to the above, who will supervise the event?			
Technician Y: N:			
Other			
Principal's Signature:		Date Sent to District:	

All costs are estimates. If actual costs exceed estimates, applicant will be billed for the difference.

District Office Use Only (External Event)

Invoice: _____

Insurance Certificate Expiration Date:	Fees Due:	Paid:
Approved by District Designee: Yes: No:	Weekend/Holiday Rates: Yes: No:	
Signature:	Date:	A/C: Yes: No:
Comments/Restrictions:		