



RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

Use of Facilities Application

The use of school buildings and grounds is governed by the State Laws and School Board Regulations and is administered by the Office of the District Superintendent. An auditorium, any school room or school field may be used subject to the provisions of the Education Code and the Board of Trustees' Rules and Regulations provided there is no conflict with school activities and that a request filed with the District Superintendent has approval of the Principle or the person in charge of building and approved for ROWUSD District calendar. It is understood that the Board of Trustees and Superintendent shall have free access to all activities.

NOTE: WEEKEND OR HOLIDAY USE ALWAYS REQUIRES DISTRICT APPROVAL AND EXPENSE COVERAGE FOR CUSTODIAL SERVICES.

Group/Organization	Contact Individual (Please Print)	Event
Email Address	Phone	
School Site Requested	Facility Requested	Field Requested
School Program OR External Use		

Set-up Start Time:	Event Start Time:	Event End Time:	Clean-up End Time:
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 an alternate location available?		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:			

Event Date*	Total Hours (Each Date)	# Participants
Items Required/Requested:		
Custodian	Food Services Personnel**	Tables (#: _____)
Chairs (#: _____)	Projector	Piano
Outside Bathrooms**	Lights**	Public Address System
		Other: _____

Persons requesting use of a school facility and signing below assume responsibility in case of loss or damage to buildings or equipment. In case of misuse of building or equipment as determined by the school principal or Superintendent, this application may be canceled and/or future application may be denied.

Applicant (Please Print)	Date
Approved	Approved
Denied. Reason: _____	Denied. Reason: _____

Site Administrator	Date	Facilities Office	Date	Maintenance Office	Date
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*If this request is for more than one (1) day, please list the days/dates below (i.e. Tues. 5/4; Wed.; 5/5; Th. 5/6). Thank you.

**PLEASE READ THE REVERSE SIDE OF THIS DOCUMENT AND SIGN THE ORIGINAL.
FAILURE TO SIGN THE STATEMENT OF INFORMATION AND HOLD HARMLESS
AGREEMENT MAY RESULT IN DELAY OR DENIAL OF USAGE.**

OFFICE USE ONLY

Insurance Cert. (Exp.: _____)	Comments:
Category I: No Charges	Category II: \$ _____/hr. X _____ hrs. *= \$ _____ \$ _____/hr. X _____ hrs. *= \$ _____ \$ _____/hr. X _____ hrs. *= \$ _____
Category III: \$ _____/hr. X _____ hrs. *= \$ _____ \$ _____/hr. X _____ hrs. *= \$ _____ \$ _____/hr. X _____ hrs. *= \$ _____	

**Regardless of Category, will result in charge *3 Hour Minimum *3 Hour Minimum

RESTRICTIONS:

1. The use of school facilities for religious or sectarian purposes is prohibited by the State Constitution (Article 16. Sec. 5). The Governing Board may partially waive this prohibition (E.C. 40040. 39379) upon request.
2. The use of school facilities for political purposes will not be granted unless specifically authorized by the Board of Trustees.
3. Possession or consumption of alcoholic beverages is prohibited at all times on school property.
4. Smoking is prohibited at all times on school property.
5. When the buildings or grounds are used, the sponsoring organizations must furnish adequate supervision.
6. All applicants shall provide a \$1,000,000 minimum Certificate of Insurance with the District and California Schools Risk Management as additional insured before the use of facilities will be approved.
7. All other rules, regulations, and procedures for use of school facilities, as outlined in Administrative Regulation 1330 are hereby acknowledged and accepted.

STATEMENT OF INFORMATION:

The undersigned, as duly authorized representative for applicant states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law. The undersigned further declares that the organization of whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions and the laws of the United States and the State of California.

Signature

Date

HOLD HARMLESS AGREEMENT

The undersigned agrees to and does hereby indemnify and hold harmless Rim of the World Unified School District, it's officers, agents and employees from every claim or demand made, from every liability, loss, damage, or expense, of any nature whatsoever which may be incurred as a result of the activity called for in this agreement.

The undersigned further agrees to defend, at his/her own expense, cost and risk, any and all actions, suits or other proceedings that may be brought or instituted against the District, it's officers, agents or employees and shall pay or satisfy any such claim rendered against the District as a result of the activity called for in this agreement.

Signature

Date