

# Washington Unified School District

## APPLICATION AND PERMIT FOR USE OF FACILITIES

930 Westacre Road West Sacramento, CA 95691

(916) 375-7600 • FAX: (916) 375-7629

Today's Date \_\_\_\_\_

1. Facility Requested \_\_\_\_\_

The use of school buildings and grounds is governed on State laws and Board Regulations and is administered by the Office of the District Superintendent.

An auditorium or any school room or other property, provided there is no conflict with social activities and that a request filed with the District Superintendent has the approval of the Principal or the person in charge of the building, may be used subject to the provision of the Education Code and the Board of Education Rules and Regulations. It is understood that the Board of Education and the Superintendent shall have free access to all activities.

2. Estimated attendance: \_\_\_\_\_ Dates of Requested Use: \_\_\_\_\_

3. School personnel assigned: ( ) Custodian ( ) Cafeteria

4. Time facility is needed: From: \_\_\_\_\_ a.m. or p.m. Ending time: \_\_\_\_\_ a.m. or p.m.

5. Type of program or use (be specific):  
\_\_\_\_\_  
\_\_\_\_\_

6. Will admission be charged? \_\_\_\_\_ If answer to 6 is yes please explain:  
\_\_\_\_\_  
\_\_\_\_\_

7. Refer to the Classification of Groups and Fee Schedule for costs of facilities requested. Additional fees will be charged for extra maintenance service or damage to facilities.

8. I understand that the signing of the application does not constitute approval of facilities until it has been approved by the school district and approved copy has been returned to me. \_\_\_\_\_ (initial here)

9. I the authorized representative of the above named organization, certify that the organization assumes full responsibilities as requested above. Furthermore, the organization agrees to abide by the facilities regulations of Washington Unified School District and to pay fees required upon statement of charges. All regulations for school facility use set forth in Washington Unified School Districts Administrative Regulations issued pursuant to Board Policy No. 1330 are incorporated and are part of this contract.

10. Washington Unified School District reserves the right to cancel authorization for use of the facilities up to 48 hours prior to the event.

11. I the undersigned have read and agree to all conditions set forth. I agree to the following additional conditions: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Telephone (Work and Home)

\_\_\_\_\_  
Approved: Authorized Site Official

\_\_\_\_\_  
Approved: Assist Superintendent of Business

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### **RESTRICTIONS**

1. No activity will be permitted which is in violation of local, state or federal statutes nor which advocates the overthrow of the government of the United States.
2. The use of school facilities for political purposes will not be granted unless specifically authorized by the Board of Education.
3. Possession or consumption of alcoholic beverages is prohibited at all times.
4. Smoking is prohibited at all times.
5. Public dances may not be held.
6. School facilities may not be used for private purposes such as weddings, receptions etc.
7. Advertising is prohibited.

### **SUPERVISION**

When the buildings or grounds are being used an authorized agent of the school must be on site at all times.

### **HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

The undersigned agrees to defend, indemnify and hold harmless the District, Its Board of Trustees, Agents and Employees, Individually and collectively, from and against all costs, losses, claims, actions and judgments arising from personal injuries, property damage or otherwise, however cause, that may arise from or alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment. The undersigned further agrees to provide a certificate of insurance for liability coverages satisfactory to the district.

### **RULES AND REGULATIONS**

A complete set of rules and regulations governing the use of facilities is available in the Business Office.

### **FEES**

Fees are charged for the use of school facilities for priority groups 2 and 3 expense coverage and commercial users. The fees are determined and billed by Business Services. Fees are charged in accordance with our fee schedule. Fees shall be paid in full when billing is received from the Business Office.