

BERRYESSA UNION SCHOOL DISTRICT

1376 Piedmont Road, San Jose, CA 95132

Phone 408-923-1800, Fax 408-259-3869

B-07

Application and Permit for Use of School Property

Any person applying for the use of school property on behalf of any society, group or organization shall be a member of such applicant group and unless he is an officer of such group, must present written authorization from such applicant group to make such application. Applicant signing for use of school property must be 21 years of age or over.

Name of site/school being requested: _____ Date of request: _____

List room(s) being requested: _____ Time Requested: _____ to _____

Purpose for Event: _____ Time of Event: _____ to _____

List date(s) requested: _____

Please list all individual dates or attach school calendar with requested dates, circled.

Will admission be charged? ☐ Yes ☐ No If yes, what is admission charge? _____ Number of people expected: _____Special equipment required? ☐ Yes ☐ No Please describe: _____Will set-up be required? ☐ Yes ☐ No Please describe: _____Name of Organization: _____ Do you hold a 501(c) status? ☐ Yes ☐ No

Address: _____ City: _____ State: _____ Zip Code: _____

Phone number: _____ E-Mail: _____

We hereby certify that we shall be personally responsible on behalf of our organization for any damage sustained on school premises, furniture or school equipment because of the occupancy of said premises by our organization. We agree to indemnify and to hold harmless the District from any liability or claim of liability which might arise out of the use or occupancy of said premises by the undersigned. User of Facilities shall provide Certificate of Liability Insurance naming Berryessa Union School District as additional insured. We have read, understood and agree to abide by, and enforce the rules and regulations governing the use of school facilities as stated on the Rules and Regulations page of this application. We do not advocate the overthrow of the Government of the United States or of the State of California by force of or violence or other unlawful means.

Name of applicant: _____ Signature of applicant _____

Use of Cafeteria Facilities (For CNS Use Only):Cafeteria facilities needed: ☐ Yes ☐ No Date: _____ Time: _____

Type of Service Needed: _____

Employee assigned to event: _____ Time employee is scheduled to work: _____

Approved: _____ Date: _____

Director of Child Nutrition Signature

Permit for Use of School Property (For Site Use Only):

Building/room number available: _____ Dates available: _____

Custodian Required? ☐ Yes ☐ No Please list actual dates or attach school calendar with available dates, circled.

Approved: _____ Date: _____

Building Principal Signature

☐ Processing Fee of \$25/CK # _____ or Cash ☐ Receipt # _____**Facilities Fees and Services** (For District Office Use Only):

| Facilities/Description of Services | QTY | Hours | Minimum Fee | Additional Fee (Fair Rental Value) | Employee Hourly Rate | Other | Total |
|--|-----|-------|-------------|---------------------------------------|-------------------------|-------|---------------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Certificate of Insurance on file? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | Total Fees and Services: |

Subject to the above agreement, and in accordance with applicable Board Policy, the request is granted by the Berryessa Union School District.

Approved _____

Superintendent or Designee

Date: _____

Rev. 05/11, 9/14, 8/15

Application and Permit for Use of School Property and Field Facility Reservation Request

RULES AND REGULATIONS

1. No official reservation will be made until the Application and Permit for Use of School Property or the Field Facility Reservation Request Form is completed and submitted to the Director of Business Services.
2. User of Facilities/Fields shall provide Certificate of Liability insurance naming Berryessa Union School District as additional insured.
3. Civic Center use may be permitted to any organization which activities are recreational, educational, political, economic, artistic or moral, provided none of these activities advocate the overthrow of the government of the United States or of the State by force, violence, or other unlawful means.
4. The use of school facilities/fields by religious and sectarian groups for religious purposes is forbidden by authority of both the Constitution and the Education Code except on a competitive for rental basis.
5. Use charges shall follow the schedule adopted by the Board of Trustees.
6. Use of school facilities/fields shall be used only for such purposes specified in the permit for use or reservation request.
7. Permits for the use of school buildings for meetings at which there will be a discussion of social, economic, or political problems shall be granted only on condition that such meetings shall be open to all who desire to attend.
8. The district reserves the right to cancel any and all agreements for the use of school facilities/fields up to twenty-four hours before the scheduled use.
9. User of Facilities/Fields must accept complete responsibility for conduct of those attending, care of property, and payment of any charges or rental.
10. Permits will not be approved for a longer period than the current school year.
11. Approval for use only includes dates, times, rooms or equipment specified on the application.
12. There shall be no smoking in school buildings; nor shall intoxicants or narcotics be used; nor shall profane language, quarreling, fighting, gambling, or excessive noise be permitted in or about school buildings or premises.
13. Any groups requiring the use of the cafeteria will be billed in accordance with the schedule of charges adopted by the Board of Trustees.
14. When nails, tacks, staples, scotch tape, etc., are used they must be entirely removed after such use.
15. The school will set up the number of seats requested, not to exceed capacity of the use in excess of the seating limit.
16. All equipment, etc., belonging to a user group must be removed from the school premises after such use. The District shall not be responsible for equipment, etc., not removed.
17. No electrical appliances or extension cords may be used except those furnished by the school.
18. All decorations must be flame retardant treated.
19. Custodians will be on duty one half hour before an activity is scheduled to begin, and they will stay on duty for one half hour after it ends. This time is chargeable to the organization using the space.
20. Use of the building facilities shall not extend beyond 10:00 p.m.
21. Use of playfield facilities shall not extend beyond one hour past sunset.
22. The person on duty is acting as an agent of the district and shall have charge of the grounds, preserve order, protect school property and have the power of peace officer to carry out the provisions of the education code related to groups using school facilities.

I have read and understand the above conditions of use and will follow these rules and regulations.

Signature of Applicant (Authorized Representative)

Date