



# Berryessa Union School District

1376 Piedmont Road, San Jose, CA 95132  
 (408) 923-1800 Fax (408) 259-3869

B-08

## FIELD FACILITY RESERVATION REQUEST

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.

**Please print or type, fill out completely and submit to Maintenance Dept. with Certificate of Insurance (required).**

Full name of organization and classification: \_\_\_\_\_

League President Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

We hereby certify that we shall be personally responsible on behalf of our organization for any damage sustained on school premises or school equipment because of the occupancy of user. We agree to indemnify and to hold harmless the District from any liability or claim of liability which might arise out of the use of 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: \_\_\_\_\_ Membership Status: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

I understand that my request may not be approved, and there is a non-refundable processing fee of \$25.00. (A \$25 processing fee must be paid at time of request.)

Signature of Applicant (Authorized Representative) \_\_\_\_\_

Date \_\_\_\_\_

School Site	Number of Fields Requested	Days of the Week (Please circle all that apply)	Start Date/End Date	Weekday Hours (Start and End Time)	Weekend Hours (Start and End Time)
		M T W TH F S S			
		M T W TH F S S			
		M T W TH F S S			
		M T W TH F S S			

Comments/Remarks: \_\_\_\_\_  
 \_\_\_\_\_

Field(s) is/are available as requested above.  Yes  No

Site Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Denied:

Director of Facilities: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Fields	QTY	Number of Weeks	Fee	Other	Total

Certificate of Insurance Expiration Date: \_\_\_\_\_

Total Fees 

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Processing Fee of \$25/CK # \_\_\_\_\_ or Cash  Receipt # \_\_\_\_\_

Distribution:  Business Services  Applicant  Maintenance Dept.  School/Site  Billing

# Application and Permit for Field Facility Reservation Request

B-08

## RULES AND REGULATIONS

1. No official reservation will be made until the Field Facility Reservation Request Form is completed and submitted to the Director of Facilities.
2. User of Fields shall provide a Certificate of Liability insurance with a minimum limit of \$1,000,000 each occurrence and \$2,000,000 aggregate. A Ten (10) day Notice of Cancellation of Policy to be sent to Berryessa Union School District is required. Such insurance shall be endorsed to include the School District, its officers, employees, agents and volunteers 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 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. All garbage must be collected and taken with you.
10. 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.
11. There is to be no adjustment whatsoever to the district's irrigation system. Please contact the maintenance and operations office at 408-923-1892 regarding water issues.
12. Burning or cutting of lines is prohibited.
13. Games and practices are to be canceled if rainfall occurs within 24 hours of scheduled practice or game. Fields will be closed if damaged.
14. Limit the use of cleats, replace divots and avoid overuse of areas whenever possible.
15. If school restrooms are not available, and you would like to place a portable restroom on site, please get the principal's permission and instructions for location. Portable restrooms must be secured to a tree or fence, maintained and cleaned on a weekly basis. Immediately following the end of your permit, all portable restrooms, goals, and backstops must be removed from the site.
16. You must confine your practices and games to the days and hours shown on your permit. No area will be considered reserved and no league may claim "ownership" of any field.
17. Use of any school property will not be permitted if BUSD determines that such use will render the property unfit or will interfere with its proper use for school purposes.
18. Cars, trucks, motorcycles, power scooters, go-carts, etc. are prohibited from being driven on school grounds/fields.
19. Vendors with or without permits from the City of San Jose are not allowed on school property.
20. There shall be no climbing of fences, trees, backstops or buildings and no climbing fences into gated or locked areas of the school.
21. Permits will not be approved for a longer period than the current school year.
22. Approval for use only includes dates, times, rooms or equipment specified on the application.
23. Any groups requiring the use of the cafeteria will be billed in accordance with the schedule of charges adopted by the Board of Trustees.
24. When nails, tacks, staples, scotch tape, etc., are used they must be entirely removed after such use. All decorations must be flame retardant treated.
25. The school will set up the number of seats requested, not to exceed capacity of the use in excess of the seating limit.
26. 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.
27. No electrical appliances or extension cords may be used except those furnished by the school.
28. When required/requested, 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.
29. Use of the building facilities shall not extend beyond 10:00 p.m.
30. Use of playfield facilities shall not extend beyond one hour past sunset.
31. 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.

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Signature of Applicant (Authorized Representative)

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Date