



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 filled 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 code and the Superintendent shall have free access to all activities.

2. Estimated attendance: _____ Dates of Requested Use: _____

Special equipment required: No Yes Equipment _____

3. School personnel assigned: None Custodian Cafeteria Other

4. Time facility is needed: From: _____ am or _____ pm. Ending time: _____ am or _____ pm

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

6. Will admission be charged? _____ If yes, check one of the following:

Funds to be placed in student activity account

Funds to be used for local charitable purposes which benefits the people of the community and not merely the members of the group or organization.

Funds to be used for pupils of the school district.

Funds to be used for P.T.A. sponsored activities

Other _____

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 this application does not constitute approval of facilities until it has been approved by the school district and an approved copy has been returned to me.

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 REGULATION FOR SCHOOL FACILITY USE SET FORTH IN WASHINGTON UNIFIED SCHOOL DISTRICT'S ADMINISTRATIVE REGULATIONS ISSUED PURSUANT TO BOARD POLICY NO. 1330 ARE INCORPORATED AND ARE PART OF THIS CONTRACT.** (Board Policies are available at <http://www.wusd.k12.ca.us/>)

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

11. I, the undersigned, have read and agree to the conditions on this page and the second page of this application. I agree to the following additional conditions: _____

Name of Group: _____

Name of Applicant (please print) _____

Title, as officer of group: _____

Telephone: (Work): _____

Signature of Applicant _____

Telephone: (Home): _____

Address: _____

Name of person in charge of event if different than applicant: _____

Approved by Authorized School Official _____

Assistant Superintendent of Business Services _____

FOR BUSINESS SERVICES OFFICE ONLY:

Group: Priority Group I Priority Group II

Expense Coverage Commercial

No Charge _____

Facility Fee:

\$ _____ X _____ hours = \$ _____

\$ _____ X _____ hours = \$ _____

\$ _____ X _____ hours = \$ _____

Personnel: \$ _____ Equipment: \$ _____

Other: \$ _____

Total Fee: \$ _____

(Amount due & payable 10 days after expiration of Contract)

Distribution: Business Office – White School Office - Yellow

Certificate of Insurance naming Washington Unified School

District as additional insured & certificate holder.

Amount \$ _____

Required _____ On file _____

Deposit Required yes no

Amount: \$ _____

Due: \$ _____



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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 on school property.
4. Smoking is prohibited at all times on school grounds.
5. Public dances may not be held in school facilities.
6. School facilities may not be used for private purposes such as weddings, receptions, showers, parties, etc.
7. Advertising on school grounds or school buildings is prohibited.
8. Facilities are not available on Sundays or Legal Holidays except by special approval by the Board of Education.
9. Use of facilities may be limited during Sundays and school holiday periods.

SUPERVISION

When the buildings or grounds are used, the sponsoring organization must furnish adequate supervision.

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 JUDGEMENTS 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 from the school Principal or the Assistant Superintendent of Business Services.

FEES

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