



FACILITY USE – APPLICATION & PERMIT

1. Name of Applicant: _____
 (Organization, Group, Individual)
2. Address of Applicant: _____ Telephone: _____
3. Representative: _____
4. Facilities Requested: Location/Address _____
 Building/Room/Grounds/Special Facilities _____

5. Dates of Intended Use:

Dates of Use	Days of Use	Hours of Use	Person(s) in Charge	Description of Activity	Estimated Attendance

DECLARATION OF APPLICANT:

1. Nature of type of intended use: _____
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other receipts estimated in the amount of \$ _____. If no receipts anticipated for these activities check here. ()
3. Receipts set forth in item 2 above will be used for: _____
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds occurring through the occupancy or use of said building and or grounds by the applicant, normal wear and tear expected.
5. I hereby certify that I have received and read the rules, regulations, conditions, terms and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Education and it's authorized agents which may be communicated to the applicant and to the best of my knowledge the school property for use of which this application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.
6. It is agreed that in the event this permit is canceled by the applicant no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
7. In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT:

THE UNDESIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE **POINT ARENA SCHOOLS**, IT'S ELECTED OR APPOINTED OFFICIALS, EMPLOYEES, AGENTS AND VOLUNTEERS, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE, REGARDLESS OF CAUSE, THAT MAY ARISE IN ANYWAY FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A SATISFACTORY CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGES.

INSURANCE REQUIRED OF APPLICANT:

1. **Commercial General Liability** on an occurrence form with a minimum limit of **\$1,000,000 each occurrence/\$2,000,000 general aggregated** from an insurer with a financial rating of A7 or better. Liability deductible not to exceed \$2,500.
2. **Additional Insured Provision:** The **Point Arena Schools**, it's elected or appointed officials, employees, agents and volunteers shall be named as additional insured under the general liability policy, by endorsement to the Certificate. A separate endorsement attached to the Certificate of Insurance evidencing the additional insured coverage is required.
3. **Primary Insurance:** Applicant's insurance shall be **primary insurance** with respect to the **Point Arena Schools**; it's elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the **Point Arena Schools**, it's elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

Signature of Applicant/Representative _____ Date _____

Approved by: _____ Date _____



RULES, REGULATIONS, CONDITIONS AND TERMS

I agree to abide and enforce all of the following rules. I also accept responsibility for equipment and/or facilities, and I will ensure adequate supervision for participants and spectators. I will assume all costs to replace and/or repair damages that may result from my use of the facilities. I also understand that the district has the option to revoke this request at any time that the Site Administrator or designee deems that the activity subjects the district to unwarranted liability.

1. Drugs, alcohol and tobacco are not allowed on school property
2. Liability insurance is required, and I will forward a copy to the District Office prior to use of facility.
3. Motorized vehicles are not allowed (outside of the parking lot areas).
4. Horses and dogs are not allowed on school property.

FACILITY USE FEE SCHEDULE

No Fees

No fees will be charged to school-related organizations whose activities are directly related to or for the benefit of district schools.

Direct Cost

Organizations requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.

- *There will be a \$100 cleaning/security deposit, refundable after inspection of the used facility.*
- *In the event that a staff member is required to open and close classrooms or facilities there will be a 2 hour minimum charge of \$30/hour when staff member is regularly on duty; or \$50/hour for weekends and when staff member is not regularly on duty.*
- *The District reserves the right to require and charge for custodial services at an hourly rate of \$30/hour.*
- *Additional custodial/kitchen use fees may apply, if necessary, for setup and/or cleanup.*
- *The use of any district furniture or equipment must be pre-arranged through the facility use agreement in advance. Fee, if any, determined by Site Administrator.*
- *Unless the organization has a licensed food handler, a staff member familiar with the use of all kitchen appliances is necessary to be in attendance for events that utilize the kitchen, and direct costs will be charged for this staff member.*

Fair Rental Value

Fair Rental value will be charged to organizations using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students.

Facility	fee up to 4 hours	fee per day
<i>Athletic Fields/Outdoor Events</i>	<i>\$50</i>	<i>\$100</i>
<i>Classroom</i>	<i>\$45</i>	<i>\$70</i>
<i>Gymnasium – PAHS</i>	<i>\$85</i>	<i>\$150</i>
<i>Auditorium – PAHS</i>	<i>\$125</i>	<i>\$200</i>
<i>Kitchen Use – PAHS or AUES</i>	<i>\$85</i>	<i>\$150</i>
<i>Multi-Use Room – AUES</i>	<i>\$75</i>	<i>\$125</i>
<i>Parking Lots</i>	<i>\$25</i>	<i>\$50</i>

Organizations will also be charged direct costs as listed above.