

**Facility Use Request Form**  
**Tulare Joint Union High School District**  
**426 North Blackstone Street Tulare, CA 93274**  
**(559) 688-2021 / (559) 687-7317 fax**

Sponsoring Organization: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Alternate Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address: \_\_\_\_\_

*The Tulare Joint Union High School District neither endorses nor sponsors the organization or activity represented.*

**PLEASE COMPLETE SEPARATE REQUEST FORMS FOR MONTHLY USES**

	<u>Dates requested:</u>			<u>Times requested:</u>			<u>School Site:</u>	
	Month	Day	Year	a.m./p.m.	to	a.m./p.m.	Union	
Mon	_____	_____	_____	_____	_____	_____	Western	_____
Tue	_____	_____	_____	_____	_____	_____	Mission Oak	_____
Wed	_____	_____	_____	_____	_____	_____	Western Pool	_____
Thur	_____	_____	_____	_____	_____	_____	Union Pool	_____
Fri	_____	_____	_____	_____	_____	_____	Adult	_____
Sat	_____	_____	_____	_____	_____	_____	Other	_____
Sun	_____	_____	_____	_____	_____	_____		_____

**Facility Desired:** \_\_\_\_\_

*If using cafeteria for the purpose of selling food or drink, please complete page 2. If selling food or drink under any other circumstance, please provide a complete list of all products being sold as an attachment. (The County Department of Health has strict guidelines regarding food safety without a "Food Safe Certified" staff member present. Only prepackaged items can be sold.)*

*Tulare Joint Union High School District activities have first priority. If a conflict arises, the district will do its best to provide advance notice so that alternate arrangements can be made.*

**\* If you need to cancel a facility reservation, please contact the District Office at (559) 688-2021 at least 48 hours prior to scheduled use in order to avoid charges.**

Services requested:

Lights	<input type="checkbox"/>	Audio	<input type="checkbox"/>	How many?	<input type="checkbox"/>
Heating	<input type="checkbox"/>	Fields Marked	<input type="checkbox"/>	How many?	<input type="checkbox"/>
Cooling	<input type="checkbox"/>	Nets Set Up	<input type="checkbox"/>	How many?	<input type="checkbox"/>
Custodial	<input type="checkbox"/>	Chairs/Tables	<input type="checkbox"/>	How many?	<input type="checkbox"/>

Facilities will be used for what purpose? \_\_\_\_\_

Estimated number of attendees \_\_\_\_\_ Will food be sold? \_\_\_\_\_

Will an admission be charged? \_\_\_\_\_ Will contributions be solicited? \_\_\_\_\_

**ALCOHOL, TOBACCO, DRUGS AND WEAPONS ARE PROHIBITED ON SCHOOL PROPERTY**

**PROOF OF INSURANCE MUST BE ATTACHED TO THIS FORM.**

\*\*Insurance Minimum - \$1 million dollars liability coverage listing the TJUHSD as additional insured\*\*

Insurance Certificate submitted: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Calendared on: \_\_\_\_\_

Approved	<input type="checkbox"/>
Denied	<input type="checkbox"/>
Charge	<input type="checkbox"/>

\_\_\_\_\_  
 Campus Representative Date Director of Facilities Date

***(To be Completed by District Office Only)***

The estimated charges are based upon the information provided by the requestee

Name of Sponsoring Organization \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

<b>Use of:</b>	<b>Charge</b>	<b>Total Days</b>	<b>Total</b>
_____	\$ _____ per day	_____	\$ _____

**Utilities:**

Utilities	\$ _____ per hour	Total Hrs. _____	\$ _____
Lights	\$ _____ per hour	Total Hrs. _____	\$ _____
Heat/Cooling	\$ _____ per hour	Total Hrs. _____	\$ _____

**Labor:**

Custodial	\$ _____ per hour	Total Hrs. _____	\$ _____
Grounds	\$ _____ per hour	Total Hrs. _____	\$ _____
Cafeteria Person	\$ _____ per hour	Total Hrs. _____	\$ _____

***Facility rental subject to minimum four hour call-back charge for all events occurring during non-work days. Please be advised that additional custodial and utility fees may be added if needed.***

**Security Guards**

Security Guards may be required for large groups. District contracted security will be arranged by the district and billed to the user at the current hourly rate.

**Total Estimate** \_\_\_\_\_

**Deposit Required** \_\_\_\_\_

If requesting the following facilities, please mark the boxes if needed:

- Stadium:**
- Stadium Area Only
  - Track Area Only
  - Announcers Box
  - Concession Stands\*

- Cafeteria:**
- Dining Area Only
  - Kitchen Facilities\*\*

**Hold Harmless, Indemnity, and Duty to Defend**

The user of school district facilities agrees to indemnify, hold harmless, and defend in accordance with Civil Code 2778, the Tulare Joint Union High School District, its Board of Trustees, officers, agents, employees, and representatives from all claims, lawsuits or actions of every name, kind and description, brought for, or on account of injuries to or death of any person, including user or any employee, agent, or invitee of user, or damage to property including intangible property and to whomsoever belonging, where such injuries, death or damages, occurred in, upon, or due to user's use of the School District premises or property, provided that this indemnity obligation shall not apply to injuries for which the School District has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence.

**Statement of Information**

The undersigned states that, to the best of his/her knowledge, the school property for use of which application is made will not be used for the commission of any act intended to further any program or movement for the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence, or other unlawful means. The organization on whose behalf he/she is making the application for use of school property, hereby does not, to the best of his/her knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his/her knowledge it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

***\*\*All food and drink must be prepared in cafeteria kitchen. A cafeteria employee with a serve safe certificate must be present during the preparation of all food and drinks.***

***\*Sponsoring Organization must provide list of items to be sold. Only prepackaged items permitted.***

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**