

UPLAND UNIFIED SCHOOL DISTRICT
APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES
NO SMOKING PERMITTED ON GROUNDS & SURROUNDING AREAS

Date _____ 20 _____ Application No. _____

Name of Organization _____ Type of Organization _____

Authorized Representative of Organization Name _____ Title _____

Address _____ Phone Number _____

Street _____ City _____ Zip _____

NOTE: Rental fee must be paid seven (7) days in advance. No further invoice will be rendered except for additional charges not covered in this permit. Make checks payable to Upland Unified School District and send to the District Office at 390 N. Euclid Ave., Upland, CA 91786. (Please write application number on your check).

LIABILITY AND HOLD HARMLESS AGREEMENT

Applicant hereby agrees to be responsible for any damages sustained by any land, building, furniture or equipment because of the occupancy of the premises. It is further agreed that all applicable rules, regulations and policies of the school district governing board will be adhered to as well as enforced.

Applicant further agrees to indemnify and save harmless the Upland Unified School District, its officers and employees from and against any liabilities imposed upon said school district which result as a consequence to the performance of this agreement.

Upon request we will file with the District business office prior to use a Certificate of Insurance naming the Upland Unified School District as an additional insured on our organization's liability insurance policy. It is agreed and understood that _____'s members, volunteers, employees and contractors are agents of _____ and not of the District.

Authorized Representative's Signature _____

Building or Facility Requested _____ School _____

Purpose or Nature of Use _____

Anticipated No. of Attendance: _____ Will Admission fees be charged or collections or donations accepted? Yes ___ No ___ Will meetings or use be nonexclusive and open to the public? Yes ___ No ___

Net Proceeds to be used for: _____

Date(s) and Times(s) requested:
Date _____ Hrs from _____ M to _____ M
Date _____ Hrs from _____ M to _____ M
Date _____ Hrs from _____ M to _____ M
Date _____ Hrs from _____ M to _____ M
Regular Weekly or Monthly Meeting _____
Beginning Date _____ Ending Date _____

Requests for Special Equipment:
__ Risers # _____ Chairs __ Piano
__ P.A. System __ Flags __ Lectern
__ Projection Equipment # _____ Tables __ Other

Requests for Cafeteria Uses
Use for meeting purposes? Yes ___ No ___
Are refreshments to be served? Yes ___ No ___

Special School Personnel Requested _____

Do not write below this line

Rental Fee \$ _____ Exempt ___
Salary \$ _____
Other \$ _____

Total \$ _____

Date Paid _____, 20 _____

Sketch of seating or stage arrangement desired:

Do not write below this line

Facility Clearance:

Auditorium _____ Library _____

Cafeteria _____ Gymnasium _____

Multi-Purpose Room _____

Approved ___ Not Approved ___

Use is not permitted until applicant has received a fully signed approval form.

Principal or Representative

Business Office Approval

UPLAND UNIFIED SCHOOL DISTRICT

STATEMENT OF INFORMATION

Pursuant to Ed Code 38130-38138, and Upland Unified School District's Board Policy 1330, the following statement of information has been read and agreed upon by the applicant / organization applying for a use of facility with the Upland Unified School District.

1. The applicant and/or organization hereby agrees the facility they are applying for will not be used for any purposes intended to advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means.
2. The applicant and/or organization applying for use of the facility does not advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means.
3. The applicant and/or organization applying for use is not a member of or 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 may remain in effect for one year from the date of application.

By signing this Statement, the applicant / organization agrees to all statements noted above.

Authorized Representative's Signature _____

CONDITIONS FOR USE OF SCHOOL FACILITIES

The following regulations shall apply to all groups using school facilities.

1. **RESPONSIBILITY** – The district will not be liable for losses, damages or injuries occurring during the use of a school facility. All organizations shall be financially responsible for losses or damages to school property or damages shall be just cause of cancellation of future uses of district facilities.
2. **TIME OF USE** - School facilities shall be considered as in use for school purposes on school days during the period from one hour before and start of school until one hour after the close of school: therefore, the use of district facilities shall not be permitted during this period.

3. **TIME OF CLOSING** – All functions conducted on district property shall close not later than 11:30 p.m.
4. **LICENSE AND TAX** – All groups using district facilities shall obtain and pay for any required licenses, permits, etc., and shall pay all taxes or fees required because of the groups' use of district facilities.
5. **TERMINATION OF PERMITS TO USE FACILITIES** – Permits for the use of district facilities shall not extend beyond the end of a fiscal year; however, such permits may be renewed upon proper application and approval.

The district reserves the right to revoke permission to use school facilities at anytime.

RULES AND REGULATIONS FOR THE USE OF SCHOOL FACILITIES

In addition to other provisions of the Policies, Rules and Regulations of the Board of Trustees concerning the use of school facilities, the following rules and regulations shall be strictly adhered to:

GENERAL

1. Organizations shall not use any facility or equipment not approved in the permit.
2. Use of facilities shall not extend beyond the time specified in the permit.
3. Organizations using school facilities shall provide, at their own expense, such supervision as may be required for crowd control and property protection.
4. Groups of minors using school facilities shall be supervised by at least one adult for each fifty minors or fraction thereof.
5. The district employee in charge of a facility shall be authorized to call the police, sheriff or fire department in the event the using group does not appear to be taking proper control measures. Any costs involved shall be born by the using group.
6. The possession or use of intoxicants or narcotics shall not be permitted on school premises.
7. The use of profane language, quarreling, fighting or gambling shall not be permitted on district property.
8. Alterations shall not be made to any school building or facility.
9. The use of thumbtacks or other materials that tend to mar or disfigure wall or other surfaces is prohibited.
10. No special preparation shall be used on any floor or other finished surface.

BUILDINGS – GENERAL

1. The use of flammable materials or devices which constitute a fire hazard shall not be used in or near any building.
2. The use of lighted candles or any open-type flame in any building, or on school grounds shall be prohibited except in instruction areas for instructional purposes.
3. The placing of chairs in aisles, hallways, corridors, orchestra pits, foyers, etc., to increase seating capacity of a facility shall be prohibited.

4. The sale of tickets, or occupancy of a building, shall be limited to the seating capacity of the room(s) used.
5. No exit shall be blocked in any manner.
6. The service, sale, or consumption of food shall not be permitted by outside groups in auditorium, gymnasium or classroom buildings. The principal may approve and provide supervision for the serving of food by school affiliated groups in such areas as he/she deems advisable.
7. Smoking is prohibited on school grounds and surrounding areas.

PARKING AREAS

1. The parking of vehicles shall be permitted only in authorized parking areas.
2. The police, sheriff, or fire department will be requested to remove, at the owner's expense, any vehicle parking in or blocking drives, entrances, exits, firelanes, or from other unauthorized parking areas.
3. Using organizations shall not be permitted to charge parking fees.

SPECIAL EQUIPMENT

District owned equipment may be used by organizations qualifying for use of district facilities subject to the following rules:

1. Equipment is used on school premises in conjunction with approved use of facilities.
2. Permission is secured from the person who has jurisdiction over the equipment.
3. The organization assumes the responsibility for such equipment and agrees to repair or replace any equipment that is lost, damaged, or stolen while under its jurisdiction.
4. The organization requesting the use of the equipment certifies that a qualified person will operate it, or arrangements are made for district employees to operate the equipment. The cost of salaries, plus overhead, will be made for district operators.