

Coast Unified School District

1350 Main Street, Cambria CA 93428

805-927-3880 * 805-927-7105(fax)

Facilities Use Application/Permit

Today's Date _____

Organization Name _____ Non-Profit Organization Yes No

Billing Address _____ Phone _____

Requestor's Name _____ Phone _____

Contact Phone Number _____ Fax Number _____

Email Address _____

Facility Use information

Requested Site _____

Facility or Room _____

Event _____ Admission Fee? Yes No

Public Event? Yes No Estimated Attendance: _____

Facility Arrangements _____

Date(s) Requested	Day of week	Start Time	End Time	Total Hours
Example: September 14, 21,25, 20XX Use specific dates not "every other Monday" etc.	Thur	5:00pm Include set up time	9:00 pm	4

District Use Only

Certificate of Insurance _____ Key Deposit _____ \$25.00 Application Processing Fee _____

School Approval _____ Date _____

Support Services Approval _____ Date _____

Superintendent Approval _____ Date _____

Signature required on back page →

Affidavit (In accordance with Board/Administrative Regulations 1330)

I do hereby certify that the facts stated in this application are true of my own knowledge, except as to the matters which are therein stated on my information or belief, and as to those matters that I believe them to be true; THAT I HAVE READ THE RULES AND REGULATIONS BELOW AND AGREE TO BE BOUND BY THEM; and that the school property sought to be used hereto in this application is not to be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government by force, violence or other unlawful means. I further declare the organization on whose behalf I am applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

Applicant hereby agrees to hold the Coast Unified School District, its Board of Education, and the individual employees free and harmless from such loss, damage, liability, cost and expense that may arise during or be caused in any way by such use or occupancy of school property. Further, the organization or group represented shall assume full responsibility for adequate care and protection of the school property involved under this request and will reimburse the District for any damage or loss which might occur.

Signature

Print Name

Title

Application for Use of District Facilities

- a) A completed Facilities Use Application/Permit and a \$25 processing fee, if applicable, must be submitted to Coast Unified School District's Business Office at least 10 working days prior to the date facility is being requested.
- b) The applicant must provide a current certificate of insurance that names CUSD as an additional insured prior to receiving an approved permit. The applicant must carry a comprehensive general liability insurance policy in the amount of not less than one million dollars (\$1,000,000) for each person and one million dollars (\$1,000,000) for each incident, and property damage in the amount of not less than two hundred fifty thousand dollars (\$250,000) in a form acceptable to CUSD. The organization's liability policy must also carry a specific endorsement stating that "such insurance as is afforded by this policy for CUSD, its officers, agents and employees shall be excess and non-contributory." It is further agreed that the organization shall name CUSD, its officers, agents and employees as additional insured under its comprehensive general liability policy and provide a thirty (30) day cancellation or reduction of coverage clause.
- c) Cancellations must be received by CUSD's Business Office at least 48 hours prior to the scheduled use or facility use fees may be applied.
- d) Any Special arrangements or furniture set-up must be clearly stated on the application. A charge may be made for custodial requirements or any personnel overtime to accommodate these special arrangements.
- e) Use of CUSD Facilities will not be permitted if activity will interfere in any way with school activities.
- f) Applications will be denied if previous use by requesting organization or similar use has resulted in violation of these rules, inconvenience for school use, unpaid CUSD invoices, or unpaid charges for damages.
- g) The facility is reserved only for the organization or group making the application and may not be subleased or reassigned to any other user.

Policy/Security Personnel

Organizations using the district property will be held responsible for the proper and adequate policing of the buildings and grounds to ensure the preservation of order and protection of property.

Smoking, Drinking, Drugs

Smoking is prohibited in all District buildings and on all District grounds. Additionally, use or possession of any type of alcoholic beverage or illegal drug is prohibited.

Care of Floors

The use of any materials on floors of gymnasiums, cafeterias, or other rooms is strictly prohibited.

Decorations

Plans for decorating must be approved in advance. All decorations are subject to the approval of the local fire department. Nails, tacks, scotch tape and other materials that damage walls and woodwork shall not be used. Christmas trees must be fireproofed.

Changes in Equipment Prohibited

Alteration is any physical part of District facilities, including electrical equipment, stage curtains. Or other equipment will not be permitted without specific permission from CUSD's Business Office.

Damage and Extra Custodial Services

Groups or organizations using District facilities will be held financially responsible for any damage or breakage of District property caused by the fault or neglect of anyone sharing in such use. Facility users will also be charged for all extra cleaning or other custodial services which are the direct result of use of the property. It will be the responsibility of the user to prevent unnecessary wear and tear to facilities, littering, moving of furniture and equipment, or any act which will cause an undue amount of custodial work after facility use.

Cancellation of Permits by School District

Permits may be revoked by the District without previous notice when conflicting dates result or when the need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.

Fee Payment

Checks should be made payable to CUSD.