

**This permit must be "in hand" when a group is using a Coast USD facility.**

**District Use Only**  
 Rec'd \_\_\_\_\_  
 App'd \_\_\_\_\_

**COAST UNIFIED SCHOOL DISTRICT**

1350 Main Street, Cambria, CA 93428  
 ☎ (805) 927-3880 FAX (805) 927-7105

**District Use Only**  
 Cert of Ins \_\_\_\_\_  
 Clean/Maint Deposit \_\_\_\_\_  
 Key Deposit \_\_\_\_\_

**APPLICATION/PERMIT FOR USE OF SCHOOL PROPERTY**

**Note: This application must be filed at least 10 days prior to date facilities are desired. See reverse for directions.**

NAME OF ORGANIZATION \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ (HM) \_\_\_\_\_ (WK) \_\_\_\_\_  
 REQUESTOR'S NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
 CONTACT TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ ALTERNATE (\_\_\_\_\_) \_\_\_\_\_  
 FAX # (\_\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
 SITE REQUESTED \_\_\_\_\_ FACILITY OR ROOM REQUESTED \_\_\_\_\_

**FACILITY ARRANGEMENTS:** *PLEASE ATTACH A DETAILED DESCRIPTION OF ANY SPECIAL NEEDS (e.g., set-up, equipment, personnel)*

**Custodial/Maintenance person assigned:** \_\_\_\_\_ **Estimated number of hours:** \_\_\_\_\_

| DATE(S) REQUESTED   | DAY OF WEEK | TIME REQUESTED<br>(include any set-up time) |        |         |
|---|-------------|---|--------|---------|
|   |             | FROM  | TO     | # HOURS |
| Example: September 14, 21, 25, 2005 – Please use specific dates, not "Every other Monday" or "every Friday" Please use one line per month | Thur        | 5:00pm                                      | 9:00pm | 4       |
|   |             |   |        |         |
|   |             |   |        |         |
|   |             |   |        |         |
|   |             |   |        |         |
|   |             |   |        |         |

\* Facility use on weekends and school holidays is dependent on staff availability and is subject to additional fees.

**Admission or Fee charged?** YES \_\_\_\_\_ NO \_\_\_\_\_ **Describe Purpose/Event** \_\_\_\_\_

**Is this a Non-Profit Organization?** YES \_\_\_\_\_ NO \_\_\_\_\_ **Is this event open to the Public?** YES \_\_\_\_\_ NO \_\_\_\_\_

**Estimated attendance:** CUSD Students \_\_\_\_\_ Non-CUSD Youth Included \_\_\_\_\_ Adults \_\_\_\_\_

**AFFIDAVIT (In accordance with Board/Administrative Regulations 1330)**

1. 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 ON THE REVERSE SIDE 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.

2. 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.

**I have read the above and reverse sides of this application and agree to the terms stated within.**

\_\_\_\_\_  
 Signature Printed Name Printed Title

School Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Maintenance/Operations Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Business Manager Approval: \_\_\_\_\_ Date \_\_\_\_\_

## ***This permit must be “in hand” when a group is using a Coast USD facility.***

California Education Code permits the governing board of a school district to grant use of school district buildings and grounds for literary, scientific, recreational, educational or public meetings, or the discussion of matters of general public interest. This use of school district facilities must be in accordance with the provisions of E.C. §38130-38139. The use and occupancy of school district property shall be primarily for public school purposes. Any permitted use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.

### **1. Application for Use of District Facilities**

- a) A completed Application for Permit for Use of School Property 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. In addition, if the applicant cancels the Application after a quote has been completed by the District, a \$25 fee will be charged to the applicant.
- 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.

### **2. 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.

### **3. 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.

### **4. Care of Floors**

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

### **5. 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.

### **6. Changes in Equipment Prohibited**

Alterations in 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.

### **7. 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.

### **8. 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.

### **9. Fee Payment**

Checks should be made payable to CUSD.