



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

APPLICATION AND PERMIT FOR USE OF FACILITIES

1. **NAME OF APPLICANT:** _____
(Organization, Group)
2. **Address of Applicant:** _____
(Street) (City) (Zip Code)
3. **FACILITIES REQUESTED:** (School / Location) _____ Room / Area: _____
- Requesting Custodial Services?: Yes No How Long? _____ Special Equipment/Furniture: _____

Day(s) of Use	Date(s) of Use	Time / Hours	Description of Activity / Nature or type of intended use	Estimated Attendance

- * **ALL applications MUST be received at least three (3) weeks prior to scheduled event.***
 * **ALL applications automatically expired on June 30th of each Fiscal Year.**

DECLARATION OF APPLICANT

- Administrative Fee of \$45.00 (Non-refundable) is due to All Use of Facilities Applications (approved or denied) in addition to all other fees.
- 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 amount of \$ _____, IF NO RECEIPTS ANTICIPATED FOR THESE ACTIVITIES, CHECK HERE .
- Receipts set forth in item 2 above will be used for: _____
- 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 excepted.
- I hereby certify that I have received and read the rules, regulations, conditions and 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 its authorized agents which may be communicated to the applicant.
- 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.
- The undersigned states that to the best of his knowledge the school property for use of which application is hereby made will not 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 of the United States by force, violence or other unlawful means and that to the best of his knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.
- Applicant hereby agrees to hold Alum Rock Union Elementary School District, its Trustees, the individual members, and all District Officers, agents and employees free and harmless from any loss, damages, liability, cost or expenses that may arise out of or be caused in any way by such use and/or occupancy of school facilities. Applicant certifies that they possess liability insurance and all other required insurance(s) for the protection of the public. Applicant shall furnish current copies of said insurance or certificates of insurance to the district as part of this application.

Signature of Representative: _____ Date: _____
 Printed or Typed Name: _____ Phone: () _____

1. **SITE AVAILABILITY:** YES NO _____
 School Site Administrative Office Date

DISTRICT OFFICE

2. Custodial Services Required: YES NO _____
 Custodial Supervisor Date
- a. Custodian Assigned: _____
 Name of Assigned Custodian
3. CNS Approval: (Only if Kitchen is requested) YES NO _____
 Director, CNS Date
- a. CNS Employee Assigned: _____
 Name of Assigned CNS Employee
4. Applicable Fee(s) Rec'd: YES NO _____
 Accounting Assistant Date
- a. Applicable Fee(s): _____ Date Insurance Received/Expired: _____
5. **DISTRICT APPROVAL:** YES NO _____
 Facilities & M.O.T. Manager Date

USE OF ALCOHOL, DRUGS, AND TOBACCO ARE STRICTLY PROHIBITED ON SITES (BUILDING, GROUNDS, SCHOOL SPONSORED EVENTS, AND SERVICES PROVIDED BY EMPLOYEES OFF CAMPUS), AND IN VEHICLES OWNED AND/OR OPERATED BY ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT EMPLOYEES. VIOLATION OF THIS POLICY SHALL IMMEDIATELY VOID THIS PERMIT.

(Copies will be distributed following District approval/denial)