

# Head-Royce School

## CAMPUS ACCESS FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REQUESTED ACCESS:** Which of the following Head-Royce facilities would like to have access to?  
(Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Upper Tennis Courts | <input type="checkbox"/> Upper Basketball Courts |
| <input type="checkbox"/> Upper Field         | <input type="checkbox"/> Lower Courts            |

**PLEASE NOTE THAT FOR LIABILITY REASONS, THE SWIMMING POOL MAY NOT BE ACCESSED FOR NON-SCHOOL ACTIVITIES.**

**ACCESS POINT:** At which point do you wish to enter the HRS Campus? (Choose only one option as gate cards are programmed for a single access point)

- |  |  |
|--|--|
| <input type="checkbox"/> Rear Gate on Whittle Avenue<br>(Pedestrian Access Only) | <input type="checkbox"/> Main Gate on Lincoln Avenue |
|--|--|

### **HOW TO APPLY:**

1. Please bring the following to the Reception Gatehouse to receive your access card.
  - A completed Facilities Use Permit Application
  - A copy of a utility bill which will confirm your residence in the area
  - A \$25.00 deposit for the gate card
2. Would you like to pick up the access card form the Reception House or have it mailed to you?

<input type="checkbox"/> PICK UP	<input type="checkbox"/> MAIL
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3. Allow 10 business days to process the application.

**CAMPUS ACCESS GUIDELINES:**

- In the event that a gate card is lost or stolen, the cardholder must notify the Business Office immediately at [kamunoz@headroyce.org](mailto:kamunoz@headroyce.org) so that the card may be deactivated. The cost for a replacement gate card is \$25.00.
- All access cards will be deactivated on June 30<sup>th</sup> of each year. Please contact the Business Office at [kamunoz@headroyce.org](mailto:kamunoz@headroyce.org) after July 1<sup>st</sup> to have your card re-activated. An additional deposit will not be required.
- Access to Head-Royce facilities is limited to personal use only – no group activities allowed.
- By signing this application, you accept responsibility for cleaning up after your pets while on campus.
- Head-Royce students and employees have first priority for use of school facilities. Campus facilities may not be used when School events are in progress.
- Gate cards may be used by HRS students for “walk through” (not vehicle) access at the rear gate on Whittle Avenue. Per agreement with the City of Oakland, student drop-off and pick-up is not allowed at the back gate.

**ASSUMPTION OF RISK & LIABILITY:**

I am aware that while using the Head-Royce facilities, by arrangement with The Head-Royce School, certain risks and dangers may occur. These may include, but are not limited to, the hazards of play, field and play surfaces and structures, or access to and from the facility.

In consideration of the right to use the Head-Royce facilities and the services arranged, I/we assume all the above-mentioned risks and will hold The Head-Royce School and the staff members in charge, harmless from any and all liabilities, actions, causes of action, debts, claims, and demands of every kind, and nature whatsoever, in connection with my/our use of the Head-Royce facilities arranged by the Head-Royce School. The terms, hereof, shall serve as a release and assumption of risk for all members petitioning for the use of the Head-Royce facilities.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FOR HEAD-ROYCE USE ONLY:**

Access card delivered on (date): \_\_\_\_\_

Processed by (employee name): \_\_\_\_\_

Employee signature: \_\_\_\_\_