

**RANCHO SANTA FE SCHOOL DISTRICT
ATTACHMENT A
REQUEST FOR USE OF SCHOOL FACILITIES AND/OR GROUNDS**

Organization		Address		Today's Date		
Name of Applicant			Phone Number			
Onsite Point of Contact (if different than applicant)			Phone Number for Onsite Point of Contact			
Location Request		Equipment Request		Dates Requested	Arrival Time	Departure Time
Band Room		Chairs (QTY)				
Classroom		Projector/Screen				
Conference Room		PA System/Microphone				
Courtyard		Piano				
Field		Podium				
Gym		Restrooms				
Library		Spotlight				
Lunch Area		Table (6'x3') (QTY)				
PAC		Table (Round) (QTY)				
Other		Other				

Description of Proposed Activity		Special Instructions	
Expected Attendance:		Will admissions be charged or donations accepted?	
The meeting will ()/will not () be open to the general public.		Purpose of the proceeds:	

I hereby certify that I am an authorized officer of the group requesting the use of school facility and/or grounds. I hereby certify that the undersigned and the group shall be responsible for any damages sustained on the school premises, or to furniture or equipment because of the occupancy of said premises by this group. I agree to sign and submit the attached "Hold Harmless Agreement" with this request. I, on behalf of the organization, have read and agree to abide by and to enforce the rules set forth in Board Policy No. 1001.

Insurance: Organization stated above shall furnish liability insurance at all times during the term of this agreement, at its own cost and expense procure and continue and maintain in full force comprehensive general liability insurance in a minimum amount of \$1,000,000.00. Said insurance shall indemnify both named organization and the Rancho Santa Fe School District and its officers, agents, and employees. A certificate of insurance shall be provided to the School District prior to application approval. It is further agreed that User's insurance shall be considered primary insurance for the payment and Indemnification of any costs and/or damages. School District's comprehensive general liability insurance shall be considered "excess" coverage, which shall become obligated only upon the exhaustion of primary coverage.

Property Condition: The School District makes no warranties or representations as to the fitness of the facilities or equipment to be used in connection with the event above named. The School District does not warrant or represent that the facilities and/or equipment are reasonable safe for the use intended above or that there is adequate security for the use of the facilities and/or equipment.

Storm Water Protection: Organization stated above shall comply with the lawful requirements of the District, the State of California, and all applicable municipalities and local agencies regarding trash and discharges to separate storm drain systems or watercourses under the jurisdiction, including applicable requirements in municipal storm water management programs.

Severability: The unenforceability, invalidity, or illegality of any provision of this agreement shall not render the other provision of this unenforceable, invalid or illegal.

Fees: All fees and charges are established by the District and all checks should be made payable to the "Rancho Santa Fe School District" or "RSFSD." Checks should be mailed to Rancho Santa Fe School District, PO Box 809, Rancho Santa Fe, CA 92067 ATTN: Business Services.

Name (Print):	Signature:
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Please submit form to District Business Office. Any changes in application must be made in writing a minimum of one week prior to requested usage. The District may require users to share school facilities or grounds. In such cases, the fees charged shall be prorated between users.

For District Use Only			
Facility Available:	Approval (Signature):	Insurance Carrier:	Date:
Yes/No			
Direct Cost Fees:	Fair Rental Value:	Fee Exempt:	Employee Rate: