



# Bella Vista High School

## On-Site/In-District Facility Use Request Form

Use this form to request the use of Bella Vista High School facilities for site-based or District events. Use of facilities is not guaranteed and is not approved without administrative endorsement. Please use a separate form for each event and/or facility requested.

Event name \_\_\_\_\_ Facility requested \_\_\_\_\_

Group name \_\_\_\_\_ Backup facility request \_\_\_\_\_

Contact Person & email \_\_\_\_\_ Cell Phone # \_\_\_\_\_

BVHS event       SJUSD event      Expected number of attendees \_\_\_\_\_

**ONE TIME EVENT**

**SERIES OF EVENTS:**    Daily    Weekly    Monthly

Date/Day of event \_\_\_\_\_

1<sup>st</sup> event date \_\_\_\_\_ Last event date \_\_\_\_\_

Reservation start time & end time \_\_\_\_\_

Reservation start time & end time \_\_\_\_\_

Event start & end time \_\_\_\_\_

Event start & end time \_\_\_\_\_

Describe recurrence pattern (e.g. every Wednesday, 3<sup>rd</sup> Tuesday of every month, etc.) **or list specific dates:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Description of custodial set-up

Include chairs, tables, podium, P.A., restroom access etc. and/or provide your own A/V equipment.

### Diagram of room layout or attach diagram

Identify the front of the room and locations of projection screens, podiums, seating (including aisles), tables, and any other requirements.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff member's signature \_\_\_\_\_ Date \_\_\_\_\_

Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved

Administrator Signature: \_\_\_\_\_

Denied

\_\_\_\_/\_\_\_\_/\_\_\_\_: Added to facility calendar \_\_\_\_/\_\_\_\_/\_\_\_\_: Scanned & email to custodial

All groups using these facilities after hours understand and agree to the following. If any of these commitments are not honored, the group will not be permitted to use the requested facility for remaining school year and may be charged custodial fees for any clean up needed.

**Classroom, Library, J-1 Atrium:**

1. No food or drink of any kind (*Atrium – food is ok*)
2. Do not use staff supplies (pens, pencils, paper, stapler, etc.)
3. Request electronic equipment (computers, projector, etc.) in advance
4. Do not go behind staff desks or counters
5. Place furniture back into its original configuration.
6. All adjoining rooms and administrative offices are off limits

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*Representative Signature*

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*Date*

**Cafeteria:**

1. Absolutely NO after school or weekend use of kitchen without prior permission from Cafeteria Supervisor.
2. To request use of kitchen - Contact Kateryna Polishchuk at [Kateryna.polishchuk@sanjuan.edu](mailto:Kateryna.polishchuk@sanjuan.edu)

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*Representative Signature*

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*Date*

**Small Gym Annex:**

1. Keep the middle section of the storage closet clear for the Adaptive PE Teacher and the Instructional Aide's access to the APE Trikes and lifts
2. Chairs should be stacked so there are only 2 rows of 4 stacks each
3. Volleyball Net should be rolled up and put on a shelf with the poles put in a corner.
4. Tables MUST be cleaned up immediately following meeting; not stored in the closet as there is no room.

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*Representative Signature*

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*Date*

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**RULES AND REGULATIONS**

*(Refer to the Use of Facilities Handbook\* for complete list of Rules & Regulations)*

The undersigned agrees that the following rules and regulations will be complied with in full:

1. Facilities and Renter(s) must be under the supervision of a responsible adult who must be present during the entire period of use. Enforcement of rules is the responsibility of the adult in charge. The undersigned who is to be in charge of the activity must be 21 years of age or over. Renter(s) agree that they will be responsible to the Board of Education for the use and care of school property. Renter(s) further agree that the character of entertainment will conform to that stated in the application and in accordance with the Civic Center Act.
2. SMOKING, OPEN FLAMES AND FIRES, ARE NOT PERMITTED ON SAN JUAN UNIFIED SCHOOL DISTRICT PROPERTY AND NO ALCOHOLIC BEVERAGES ARE ALLOWED ON SCHOOL PROPERTY.
3. School equipment, including kitchens, will not be used unless specifically authorized. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities. Food Services staff must be present when using kitchen facilities.
4. The serving of food is restricted to the cafeteria.
5. Gym shoes are required of all people using the gym floor for active recreation (excluding dances).
6. Renter(s) agree to assume financial responsibility for all damages and any additional custodial services if required. Any damage and/or misuses of facility may result in denial of use in the future.
7. Renter(s) will return the facility to its original arrangement and condition before leaving; the school custodian will perform only normal clean up.
8. Adult-in-charge will seek out custodian on duty to notify him/her when the activity is completed.  
(If no custodian present, call (916) 971-7000).
9. Facility cannot be used until Renter(s) receives the APPROVED permit from the BV Admin.

\* Facilities Handbook is available online at: <http://www.sanjuan.edu/Page/556>