



## TAMALPAIS UNION HIGH SCHOOL DISTRICT APPLICATION AND PERMIT FOR FACILITIES USE

**COMPLETE APPLICATION AND SUBMIT TO CHRIS MCCUNE, FACILITIES COORDINATOR**  
**FAX (415) 945-1023 OR EMAIL [facilitiesuse@tamdistrict.org](mailto:facilitiesuse@tamdistrict.org)**

Date of Application: \_\_\_\_\_

Name of Applying Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

a) Applicant's status: \_\_\_\_\_ Individual; \_\_\_\_\_ Partnership; \_\_\_\_\_ Corporation; \_\_\_\_\_ Other (specify) \_\_\_\_\_

b) \_\_\_\_\_ Non-Profit; \_\_\_\_\_ For-Profit (**Please include non-profit ID #** \_\_\_\_\_ )

Facility: a) School Site (Circle One) **AW High School** **Redwood High School** **Tamalpais High School** **Red Hill Field**

c) Desired Facility (*Please be specific.*) \_\_\_\_\_

d) Equipment/Services Needed \_\_\_\_\_

Date(s) of Desired Use: \_\_\_\_\_

Hour(s) of Desired Use: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Adults + \_\_\_\_\_ Teens + \_\_\_\_\_ Children = \_\_\_\_\_

Will an admission fee be charged? \_\_\_\_\_ Yes; \_\_\_\_\_ No If yes, specify amount: \_\_\_\_\_.

### Additional Information

- Checks or money orders can be made out to Tamalpais Union High School District and sent to:  
Chris McCune  
Facilities Coordinator  
PO Box 605  
Larkspur, CA 94977
- Once preliminary approval has been granted, final confirmation follows submittal of a non-refundable 50% deposit and receipt of insurance.
- **Full payment is due 1-week prior to the start of the first day of scheduled use.**
- In the event your use is canceled by the district due to inclement weather, you will either be credited for the missed time on your invoice or be granted future use as deemed available by the Facilities Coordinator.
- There will be a \$25 processing fee for each use application submitted

## Rules and Conditions of Use

Applicant shall comply with all applicable District policies, rules and regulations including, without limitation, policies prohibiting the use of tobacco, drugs and alcohol on District property. Violation of District policies, rules and regulations may result in immediate termination of Applicant's activity, closure of the facility and denial of future use permits. Applicant shall announce the District's alcohol, tobacco and drug-free policy at the commencement of activities held on District property.

Applicant shall abide by the hours stipulated in the permit. All persons participating in or attending Applicant's activity shall be vacated from the facility at the expiration of the authorized use period.

Applicant shall exercise appropriate care to maintain the facility during use and to restore the facility to its condition prior to use. If Applicant fails to abide by this rule, Applicant will be charged for services necessary to clean and restore the facility. In such event, Applicant's permit will be suspended, and no other permit will be issued to Applicant until full payment is received.

Applicant shall have the use permit available for inspection at all times during the authorized use period.

The permit may be suspended without prior notice when a conflicting District or public school need to use the facility arises after issuance of the permit.

Prior to use of any facility Applicant shall pay the fee specified in the permit. To reserve the use of any facility, we require a 50% non-refundable deposit.

Facility User shall, at Facility User's sole cost and expense, furnish and maintain at all times during the duration of the use, General Liability Insurance with a \$2 million per occurrence and \$4 million aggregate limit of liability for bodily injury, and property damage, including blanket contractual liability, naming the District and its Board as additional insureds. Organizations that provide services for children shall provide proof of sexual molestation and abuse coverage with a \$1 Tamalpais Union High School District million per occurrence, \$2 million aggregate limit of liability. Sports associations must show evidence that their general liability policy contains athletic participant's medical student accident coverage that will respond to injuries sustained by athletic participants. The Board may at any time require more than such minimum coverage.

Facility User must provide a separate endorsement: naming District and its Board as additional insureds; stating User's coverage is primary to any insurance or self-insurance maintained by District; with no exclusion for infectious diseases; and stating there shall be a waiver of any subrogation. The policy must provide that in event of cancellation, alteration, or reduction of coverage, a minimum of thirty (30) days prior written notification will be provided to the district by mail with no restrictions. The standard cancellation clause which states that "failure to mail such notice shall impose no obligation or liability" is not acceptable. At least ten (10) days prior to the expiration of any certificate, User shall deliver to district a new certificate of insurance consistent with all of the terms and conditions set forth herein.

**I certify that I am the Applicant or authorized representative of Applicant and that the information I provided above is true and correct. Applicant agrees to the Rules and Conditions of Use. If requested, I will provide identification and/or proof of authorization to act on behalf of Applicant.**

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**Applicant's Signature**

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**Date**

Education Code section 38136 requires that individuals and organizations desiring to use school facilities execute, under penalty of perjury, the following Statement of Information.

The undersigned states that, to the best of his or her 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;

That the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States.

This statement is made under the penalties of perjury.

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**Applicant's Signature**



Please review the information below regarding our rules and expectations for those using TUHSD facilities. To complete your Use Application, please sign below acknowledging your understanding and enforcement of the rules and conditions set forth.

**General Rules:**

- User must carry permit at all times.
- Adult supervision required at all times.
- Designate an adult to be in charge of monitoring the facility to ensure adherence to the rules.
- User is liable for property damage as well as negligent injuries.
- No dogs or other animals permitted
- Applicant shall exercise appropriate care to maintain the facility during use and to restore the facility to its condition prior to use.
- **Violation of rules and regulations may result in immediate termination of Applicant's activity, closure of the facility and denial of future use permits**

**Synthetic Track & Fields:**

- **Field Use Times:**
  - **Mon-Saturday** - 8:00am-8:00pm (or dark)
  - **Sunday** - 8:30am-6:30pm (field may be accessed at 8:00am ONLY for event set up and preparation—No games, loud noises, warming up or announcing.
- Amplified sound will only be allowed with prior approval from the Facilities Coordinator between the hours of 9:00am-5:00pm and will be kept at the preset decibel level.
- Only the sound system provided by the school site shall be used with the speakers in their fixed position directed towards the field.
- No lighting of the fields without written permission from the Office of the Superintendent, TUHSD.
- No strollers, tricycles, skateboards, bikes or motorized vehicles.
- **NO DOGS**
- No drinks other than water.
- No food including sunflower seeds, gum and candy.
- Only rubber soled flat athletic shoes on track and ¼' spikes or less on field.
- No fires, BBQ's, or golf playing.
- Joggers, walkers use lanes 5-8 only.

**Pools:**

- Designated person(s) in charge (person who's CPR/Red Cross Certifications on file with TUHSD) must be present and assume responsibility for facility and participants for duration of event.
- **No food or drink** other than water in the pool area. All food must be kept in the designated eating areas outside of the pool gates.
- No animals in the pool facility
- No gum chewing in the pool area.
- No alcohol or smoking in the pool area.
- No glass containers in the pool area.

**Grass Athletic Fields & Baseball/Softball Fields:**

- Check the field hotline (415-945-3607) to ensure your field has not been closed if there has been rain within 24 hours of your use.
- Return the field to original condition which includes dragging of the infield and repair of the mound and batters box. Tools are provided at each site.

**Gymnasiums:**

- Rubber soled athletic shoes only.
- No sunflower seeds.

**I understand and agree to enforce the rules and conditions outlined above:**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **Application Supplement for Use of a TUHSD Swimming Pool Facility Insurance Requirements**

Prior to use of any facility Applicant shall submit a certificate of comprehensive general liability insurance, covering personal injuries, wrongful death, and claims for property damage, with a combined single limit of not less than \$1,000,000.00 per occurrence. The policy shall be in force, at Applicant's expense, at all times during approved use periods, be issued by a company acceptable to District, name District, its board of trustees, officers, agents and employees as additional insured, and provide for at least thirty (30) days advance written notice to District prior to cancellation, material change or non-renewal.

### **Hold Harmless**

Applicant shall indemnify, defend, and hold District, its board of trustees, agents, officers and employees, harmless from any claim, demand, suit, and action, equitable or otherwise, and any cost, damage, loss, injury, fine, penalty, and attorney's fee arising out of injury or death of any person or damage to any property caused by, connected with, or attributable to Applicant's acts or omissions during use of any District facility.

### **Red Cross Certification**

All renters must have a qualified person on duty at all times with the appropriate Red Cross Certification (Water Safety for Swim Course Certification) Renters using a parent organization for insurance (i.e. USA Swimming, USA Diving, USA Water Polo, etc.) must submit a current coaches card issued by their parent organization in order to demonstrate that their insurance is in effect. All renters insured by parent organizations also take responsibility for ensuring that all team members have a current registration card.

**ALL renters whether with a parent organization or not, must submit copies (front & back) of the following current Red Cross Cards: CPR, First Aid and Coaches Safety Training (or its equivalent) and assume responsibility as the person on duty for the duration of each scheduled event.**

### **Life Guards**

Life Guards must be supplied by the user at the following ratios: Events of 0 – 150 require 2 lifeguards; 150 – 350 require 3 lifeguards and over 350 require 4 lifeguards. Contact the Facilities Coordinator, for proper certification requirements and authorization.

### **Set-up/Clean Up**

All pool users are responsible for their own set-up. Users are also responsible for making sure that garbage is picked up and that the facility is in the same condition as when they arrived. If lane lines are removed they must be put back the way they were found for the next groups usage. If a District Custodian be required for cleaning the restrooms the costs will be charged to the user. In the event TUHSD determines that additional cleanup is required, user will be charged for additional clean-up services at the rate of \$35/hr.

### **Pool Attendant**

All pool rentals that are not on-going regular uses require a pool attendant to be present from beginning of set-up to the end of clean-up for the event. The rate for the pool supervisor is \$30 per hour with a 2-hour minimum charge.

### **Food**

There is no food or drink allowed inside the pool gates. All food must be kept outside the facility in the designated area.

### **Alcohol & Smoking**

Use of alcohol and tobacco on any TUHSD campus is prohibited at all time.

### **Animals**

No animals are allowed inside the pool facility, the pool, or on the pool deck at any time.

### **Confirmation**

Users will receive a confirmation of facilities use upon receipt of all required application forms, insurance documents Red Cross certifications and the 50% non-refundable deposit.

**I have read and understand the hold harmless information that relates to the rental of a pool from TUHSD.**

**Signature of Applicant of Person Authorized to sign on behalf of the Organization listed:**

\_\_\_\_\_  
Signature

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