



Bellevue Union School District  
 3150 Education Dr Santa Rosa, CA 95407  
 (P) 707-542-5197 (F) 707-542-6127

**REQUEST FOR FACILITY USE**

APPLICATION MUST BE SUBMITTED TWO WEEKS IN ADVANCE, FAILURE TO COMPLY MAY RESULT IN DENIAL OF APPLICATION

Site(s) requested: BV KS MV TM Today's Date \_\_\_\_\_

Organization: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Address/website: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Event/Activity: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_ Day(s): M T W Th F Sa Su

Briefly Describe Activity:  
 \_\_\_\_\_  
 \_\_\_\_\_

Facilities Requested: MPR Kitchen Classroom Field Other \_\_\_\_\_

Equipment Requested: _____	Permission to bring the following items onto campus: _____
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**Applicant to initial below to indicate items have been read and understood**

\_\_\_ BUSD is a tobacco, cannabis and vaping free zone.

School facilities shall not be used for any of the following:

\_\_\_ Any use by an individual or group for the commission of any crime or any act prohibited by law. (Education Code 38136)

\_\_\_ Any use which involves possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.

\_\_\_ The undersigned accepts responsibility for the use and is twenty-five (25) years of age or older. He/she further agrees that the character of entertainment will conform with that stated in the application. He/she agrees to indemnify and save harmless against any and all claims, demands, and causes of action that may be brought against Bellevue Union School District, its officers, agents and employees, caused by, and arising out of, or in any way connected with the use of the undersigned of the School District facilities or the excuse of privilege herein granted.

\_\_\_ A "Certificate of Insurance" is **required** naming Bellevue Union School District (BUSD) as additionally insured on a Comprehensive General Liability policy of \$1,000,000 or more

\_\_\_\_\_  
*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**APPROVAL OF FACILITY USE (to be completed by school site)**

The above application  will  will not, interfere with the school program  Event/activity has been added to school calendar

\_\_\_\_\_  
*Principal Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

The above application has been  Accepted  Declined(reason) :

\_\_\_\_\_  
*Superintendent Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**STATEMENT OF CHARGES TO BE INVOICED (to be completed by business services)**

Fee: Received  Not  Waived

District Personnel: \$ _____ _____ hours (min 4 hr charge)	District Facility Rental: \$ _____ _____ hours	Field Rental: \$ _____ _____ hours	Fee Total: \$ _____
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\_\_\_\_\_  
*CBO Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Copy to School  Copy to Requestor  Copy to M&O  Copy to Cafeteria

## Terms & Conditions for Use of Facilities

(Please initial all)

A current "Certificate of Insurance" naming Bellevue Union School District (BUSD) as additionally insured on a comprehensive General Liability Policy of \$1,000,000 or more will be provided before our application will be approved

We agree that any Bellevue Union School District event takes priority over our event and our event/activity can be cancelled.

We agree that our organization, event/activity, cannot begin set up while school and/or afterschool childcare are in session.

This use will not be for the commission of any crime or any act prohibited by law.

There will be no possession, consumption or sale of any alcoholic beverage or any restricted substances.

We agree not to use any school equipment (i.e., PA system, sports equipment, technological devices, etc.) unless specified on page one and agreed to by school site.

We acknowledge that additional expenses may be invoiced if the facility or field is damaged or trashed. We also acknowledge that leaving the site in this manner may result in a deposit being required for future use or denial of any future applications.

We agree to the amount of charges to be invoiced on page 1 of this form and if not will contact the Business Office prior to the usage.

We acknowledge in accordance with Education Code 38134 our organization is liable for any damage to school facilities or for any injury to any person due to our organization's negligence in using school facilities.

We agree to the terms and conditions in accordance with BUSD Board Policy BP/AR 1330:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030538&revid=Islshxm9N4peFTeglbDI0woJg==&st=1330&mt=Exact>

## Additional Terms for Field Usage

(Please initial all)

We agree not to use any Bellevue Union School District field if there has been rain at any point within 48 hours or if we have been notified not to use the field.

We agree to follow City Ordinance and not have sound before 9:00 am or after 10:00 pm (see above regarding unauthorized use of PA system)

We agree not to remove dirt, mow grass, dig holes, spray pesticides or any other maintenance work on the fields. We will contact the school with any needs or concerns regarding the field.

We will follow all posted rules.

# Bellevue Union School District

## Facility Use Fees

The Bellevue Union School District Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students.

<b>Facility</b>	<b>Fair Rental Value</b>	<b>Direct Cost</b>
<b>Classroom</b>	<b>\$50/hour</b>	<b>\$30/hour</b>
<b>Library</b>	<b>\$50/hour</b>	<b>\$30/hour</b>
<b>Multi-Use/Gym (available tables and chairs included)</b>	<b>\$100/hour</b>	<b>\$50/hour</b>
<b>Kitchen**</b>	<b>\$75/hour</b>	<b>\$50/hour</b>
<b>Restrooms</b>	<b>included</b>	<b>included</b>
<b>Athletic Fields/Outdoor Events</b>	<b>\$50/hour</b>	<b>\$30/hour</b>
<b>Parking Lot</b>	<b>included</b>	<b>included</b>
<b>Application fee</b>	<b>\$0</b>	<b>\$0</b>
<b>District Personnel Cost*</b>	<b>\$50/hour</b>	<b>\$50/hour</b>
<b>Refundable Security Deposit</b>	<b>\$100</b>	<b>\$100</b>

All cost is noted per hour unless indicated otherwise

\*4-hour minimum on weekends

\*\* Requires BUSD food service staff member present

rv4.16.2024