



Request For Use of Farm Lab Facilities

441 Quail Gardens Drive, Encinitas, CA 92024
760.944.4300 XT 6505

Submit complete, signed applications to nina.cooper@eusd.net at least three weeks prior to the requested date(s) of use.

Application Date: _____ Event/Purpose of Use: _____

Requested Use Date:		Event Start Time:		Estimated set-up time: (hrs)	
Expected Attendance:		Event End Time:		Estimated clean-up time: (hrs)	

Will your event be private or open to the public?		Will alcohol be served or allowed?	
Is your event free, or will there be charged admission or donation requests?			
Place an X by the outdoor space(s) to be utilized:	Native Garden Courtyard:	Deck and Picnic Area:	

Organization/Event Host: _____ Email: _____

President or Liable Party: _____ Phone Number: _____

Address: _____

Day of Event Contact: _____ Event Contact Phone Number: _____

EVENT PRICING and REQUIRED FEES		PRIVATE Events - \$200 per hour / Two hour minimum	DISTRICT USE ONLY Estimated Fees Event: Custodial:
		NON-PROFIT Events - \$150 per hour / Two hour minimum	
		EUSD Affiliate Events - \$50 per hour / Two hour minimum	
	X	REQUIRED Custodial Fee – Additional \$45 per hour	

I have read and agree to all terms and conditions stated on both pages of this application. I understand that the approval of my event is contingent upon compliance with all policies stated on page 2 of this form and/or upon the availability of a custodian. Failure to comply can result in additional fees and/or revoked privileges.

Applicant Signature: _____

DISTRICT USE ONLY

Event APPROVED _____	Event NOT APPROVED _____	Date _____
Custodial Start Time: _____	Certificate of Insurance Received: _____	Notes:
Custodial End Time: _____	ABC Daily License Received: _____	
Assigned Custodian(s): _____		
_____	_____	
FL Administrator	Asst. Superintendent Bus. Svcs.	Operations Director

RULES, REGULATIONS, AND POLICIES FOR USE OF FARM LAB FACILITES

All requests for use of the Farm Lab facilities are subject to approval by the Farm Lab administrator and the Assistant Superintendent of Business Services. Events may not be advertised until written approval is received.

Applications must be filled in completely and signed by the president/chair of the organization, or by the liable, independent party host. An approved copy will be forwarded by email to the POC when processing is complete.

All organizations will be charged facility use/event fees in accordance with the pricing schedule.

A \$45 fee will be charged for EUSD custodial service. EUSD reserves the right to require two custodians for private events expecting more than 150 guests.

A clean-up service/crew and approved day of event coordinator must be retained by the organizer for private events expecting 100 guests or more.

All facility users must carry comprehensive liability insurance naming Encinitas Union School District as other insureds.

Events at Farm Lab must follow sustainable, animal safe practices. No balloons, glitter, rice, or confetti is allowed. Any single use items must be fully recyclable or made from biodegradable or compostable materials.

There shall be no smoking, vaping, sparklers, fireworks or open flames on the premises at any time. Heaters and pizza ovens are allowable. No narcotics shall be used, and no profane language, quarreling, fighting, or gambling will be permitted.

Alcoholic beverages are allowable with a daily license by the Department of Alcoholic Beverage Control. EUSD must receive a copy of the ABC license prior to the event. No alcoholic beverages may be served to persons under 21, and only beverages permitted by said license are allowable on site during the event.

Insured vendors are permissible. The applicant shall be fully responsible for any liability incurred resulting from services provided by event vendors. Entertainment volume must not exceed city noise ordinance levels and must cease by 10pm.

The applicant is responsible for the preservation of order. The premises shall be vacated promptly in accordance with the time indicated on this request form, and the property must be left in the condition it was found. Any damages to the property, or additional event clean-up required, will be charged accordingly following the event.

The crop fields, chicken coops, barn, and greenhouse may not be entered at any time. No picking or harvesting allowed.

No pets shall be permitted on Farm Lab grounds except **certified** guide, service, or signal dogs. All must remain on a leash and the owner is responsible for clean-up. No dogs are allowed in or near the crop fields.

CANCELLATION: Fees will be incurred if notice of cancellation is received less than 48 hours before the start of the event.

INCLEMENT WEATHER: Farm Lab is an outdoor venue. There are no contingency plans or refunds for wind or rain.

PARKING: Farm Lab has parking for approximately 80 vehicles. Let Farm Lab know if you need additional parking.

SECURITY: Applicants are encouraged to retain private security for events expecting more than 100 guests.

HOLD HARMLESS AGREEMENT

In consideration for the use of the school district's facilities and grounds, the applicant, on behalf of the organization, group, or society, does hereby agree to indemnify and hold harmless the Encinitas Union School District, its representatives, officers, agents, and employees from any and all liabilities, claims, obligations, judgements, suits, costs, damages, expenses, and attorney's fees incurred, paid, arising out of, or on account of any claims of any nature for damage to property, or for personal injury including death, which may arise from the use of school facilities or grounds to the full extent provided by law. User accepts full responsibility for all participants and guests.

Signature of President or Liable Party: _____ Date: _____