

Civic Permits Rules

- Requests for the use of any school facility shall be submitted at least twenty (20) business days prior to the date of your event. If not received your request will automatically be denied.
- A *Certificate of General Liability Insurance*, naming the *Jefferson Union High School District* as additionally insured in the amount of \$1,000,000.00 is required prior to approval of any event.
- Payment shall be made two (2) weeks in advance of the event in the form of cash, money order, or cashier's check. No personal checks will be accepted. Failure to do so will result in your event being denied.
- A 20% surcharge fee will be assessed for any cancellations two weeks or less prior to the scheduled event.
- Once the event is approved, any changes to scheduling will be charged a change fee of \$25 per event.
- Any last minute changes can jeopardize the use of the facility.
- An application fee \$20.00 will be assessed for each event.

Please Note: the charges shown on the application page are an estimate only.