

Spencer Valley School District
Application for Permit to Use School Facilities and Equipment

Today's Date _____

Name of Applicant _____

Complete Mailing Address (including Zip Code)

Email Address _____

Name of Organization _____

Phone Number _____

Room(s) to be Used _____

Equipment/Set-Up Needed _____

Purpose of Meeting _____

☐ Non Profit ☐ For-Profit ☐ Other _____

Event Start Time _____ Event End Time _____

Time Requested for Custodian to Open Facilities _____

Expected Attendance _____

Will admission fee or solicitation of funds be involved? _____

Date(s) Facility Needed: _____

Additional Information or Comments: _____

Statement of Information

The undersigned states that, to the best of his or her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act that is prohibited by law, or for the commission of any crime including, but not limited to, the crimes specified in Sec. 11460 of the California Penal Code. I certify or declare under penalty of perjury that the foregoing is true and correct.

Any person applying for use of school property on behalf of any society, group or organization shall be a member of such applicant group and, unless he or she is an officer of such group, must present authorization from such applicant group to apply. (Sec. 40005 Ed Code)

The undersigned acknowledges that the Spencer Valley School District is not responsible for any equipment, personal or real property that is left on District premises. Storage of personal or real property is at the sole risk of Applicant. If vandalism or theft occurs, Applicant acknowledges that the District is not responsible for replacing or reimbursing for any items that are damaged or stolen.

To expedite processing time, I agree that a photocopy or facsimile of my signature on this application may be accepted with the same authority as an original.

Applicant's Signature _____ Title _____

Superintendent's Signature _____

Business Services Signature _____

The organization may be charged **\$20.00/hour** for the usage, payable in advance to Spencer Valley School. Fees will be determined on a case-by-case basis.

If this permit is granted, the applicant, in use of the school premises under the same, hereby agrees to observe and obey all applicable laws of the state of California, and the rules and regulations of Spencer Valley School District regarding such use of school premises. (PLEASE READ INSURANCE REQUIREMENTS AND RULES AND REGULATIONS.)

INDEMNITY AND INSURANCE: Applicant agrees to defend, indemnify and hold harmless the Spencer Valley School District, its employees, Board members, officers, agents, and volunteers from any loss, damage, cost or expense, including attorney's fees, that may arise during or out of the applicant's use or occupancy of the District's facilities.

FACILITY USERS: A certificate of liability insurance and additional insured endorsement naming the Spencer Valley School District, its employees, Board members, officers, agents, and volunteers as additional insureds in the amount of at least \$1 million per occurrence (\$2 million aggregate) must be provided to the Business Office in person or mailed to Spencer Valley School District, Attn: Business Services, P.O. Box 159, Santa Ysabel, CA 92070. Facility requests will not be approved until insurance has been reviewed and accepted. For questions regarding insurance, please call the District Office at 760-765-0336.

FINGERPRINT CERTIFICATION. In accordance with Education Code 45125.1, After-school Program applicant shall conduct a criminal background check of all persons who will be providing or assisting with after-school programs on Spencer Valley School District property. Upon receipt of those checks, applicant will certify to the District that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code Sections 667.5 and/or 1192.7(c). Applicant shall submit a fingerprint certification form to the District with a list of names of instructors who are cleared to work with the students of the District.

SPENCER VALLEY SCHOOL DISTRICT'S RULES AND REGULATIONS FOR USE OF SCHOOL PROPERTY FOR PUBLIC PURPOSE AND AS A CIVIC CENTER

1. Use or occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.
2. Use of school property is permitted pursuant to the California Civic Center Act, Education Code Sections 38130-38139.
3. No public meeting or entertainment held on the school property will be permitted to reflect in any way upon the citizens of the United States because of their race, color, or creed.
4. No use or occupancy of any school property will be permitted if the Governing Board in the exercise of its discretion determines that such use or occupancy is prohibited by law, or that such use or occupancy will interfere with the use of the property for school purposes, or that it will result in picketing, rioting, or other disturbance of the peace, or in damage to the property that will render it unfit for, or, will interfere with its proper use for school purposes.
5. The Governing Board may inquire into the facts and all interested citizens may appear and present facts in support of, or in opposition to any proposed use of any school property.
6. All groups or organizations, in their use or occupancy of school property, shall comply with all applicable laws, rules and regulations. Any use contrary to, or in violation of any law, rule or regulation shall be grounds for cancellation of the permit. Applicant shall be removed from the property and the District shall bar such group or organization from further use thereof.
7. The Superintendent has full responsibility for supervision and management of all property of that school during school hours, which extend generally from early morning to late afternoon. They are authorized to assign use and occupancy of the property without charge during these hours for school-connected organizations, provided that such meetings are not inconsistent with and in no way interfere with the use of the property for school purposes.
8. Applications will be submitted to the Board of Education for their consideration and action. Permission to use school facilities will be granted in accordance with a schedule of charges.
10. Intoxicating liquors are not permitted on school premises.
11. School furniture or apparatus may not be removed or displaced by any applicant without permission from and under the supervision of the Superintendent.
12. School property shall be protected from any damage or mistreatment. Applicant shall be responsible for the condition in which they leave the school building. In case school property is damaged, the cost thereof shall be paid by the applicant.
13. Upon receipt of notice that a permit has been issued to a non-school agency for use, the Superintendent shall designate a regular employee to open the building, be in charge during the use, and to close the building after the use. The School District employee in charge of the building or grounds, within or upon which meeting may be held is empowered to take all necessary means to enforce these rules.
14. Any permit may be revoked without previous notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.
15. All organizations or groups of juveniles seeking use of school premises must have adult sponsorship. Adults must be present during the entire period involving the premises.
16. A school employee shall open the building only upon presentation of a valid permit. They are authorized to permit only use of areas approved on the application.
17. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization (Sec. 40041 Education Code).
18. Capacities of rooms shall not be exceeded.
19. District policy prohibits the use of tobacco on all areas of School District.