

REQUEST FOR USE OF SCHOOL FACILITIES

INSTRUCTIONS AND IMPORTANT REQUIREMENTS

Before You Apply

- Submit the complete packet to the Principal of the requested school at least three (3) weeks before the event.
- Do not advertise, distribute flyers, or announce the event until written District approval is received.
- Approval depends on facility availability, staffing, insurance, and compliance with District requirements.

Application and Approval Process

- Complete all required sections and obtain the signature of the organization's President, Chairperson, or authorized representative.
- The school site and Business Services Department will review the request. An approved copy will be emailed to the applicant.
- A separate request is required for field use. This packet does not authorize use of athletic fields.
- School and District programs have priority. Approved community use remains subordinate to school purposes.

Insurance Requirements

All non-school user groups must maintain Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence. Before the event, provide both:

- Certificate of Insurance.
- Additional Insured Endorsement naming Encinitas Union School District as an additional insured.

Insurance documents may be emailed to janine.aurora@eusd.net or submitted to the Business Services Office, 101 S. Rancho Santa Fe Road, Encinitas, CA 92024.

Activities Not Permitted

- Carnivals with mechanical rides.
- Jump houses, bounce houses, inflatable obstacle courses, or similar inflatable attractions, with or without mechanical devices.
- Trampolines, except when used as part of a District special education program.
- Dunk tanks.
- Fireworks or other pyrotechnics.
- Airplanes or helicopters.

Cancellations, Flyers, and Questions

Cancellations: Notify Business Services at (760) 944-4300 ext. 1161 at least 48 hours, or two business days, before the event. Late cancellation may result in minimum staffing charges.

Flyers: All flyers intended for distribution to students or staff require Business Services approval. Allow two (2) weeks for review and distribution.

Questions: Contact Business Services at (760) 944-4300 ext. 1161.



101 S. Rancho Santa Fe Road
Encinitas, CA 92024-4349
Phone: (760) 944-4300
FAX: (760) 942-7094
www.eusd.net

Requested School: _____

Purpose of Use: _____

Requested Date(s): _____

Expected Attendance: _____

- ☐ Public ☐ Private
☐ Free ☐ Entrance Fee ☐ Donation

Event Start Time: _____ Event End Time: _____

DO NOT INCLUDE SET UP AND TEAR DOWN

Facilities Needs:

Choose all that apply:

- ☐ Multi-purpose Room ☐ Adult Restrooms # _____
☐ Media Center ☐ Student Restrooms # _____
☐ Classroom(s) # _____
☐ Lunch Tables ☐ Air Conditioning
☐ Kitchen ☐ Other: _____
☐ Childcare

Set Up Needs:

Please attach the additional Set Up Form. Form will be used to determine custodial needs.

- ☐ Tables # _____ ☐ Podium
☐ Chairs # _____ ☐ Projector
☐ Screen
☐ Microphones # _____
☐ Other: _____

Name of Organization: _____

President/Chair: _____

Billing Address: _____ City/State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Day of Event Contact: _____ Phone: _____

I have read and agree to all terms and conditions stated on both sides of this form. I understand that the approval of this event is contingent upon compliance with provisions as stated on the back of this form and the availability of a custodian, and/or kitchen assistant.

Signature of Applicant: _____ Date: _____

SCHOOL SITE USE ONLY:

- ☐ APPROVED
☐ NOT APPROVED

Principal: _____ Date: _____

If a School Site or District Department event (Non-PTA), indicate budget number to be charged below:

DISTRICT USE ONLY:

☐ Site Custodian Will Assist (during their regular work hours-no charge)

☐ Charge For Custodian

☐ Charge for Kitchen Asst.

☐ Charge \$50 Per Hour Facility Fee

Start _____ End: _____

Start _____ End: _____

Name(s):

Name:

#1 _____

#1 _____

☐ Certificate of Insurance Received

#2 _____

Asst. Supt. Business Services: _____

Date: _____

Operations Supervisor: _____

Date: _____

TERMS AND CONDITIONS OF FACILITY USE

READ CAREFULLY BEFORE SIGNING

- 1. Approval and District Priority:** Use is permitted only after written approval by the school Principal and Business Services. District and school programs have first priority, and approval may be changed or withdrawn when required for school operations, safety, staffing, or compliance.
- 2. Responsible Adult and Order:** The applicant is responsible for participants, guests, supervision, and preservation of order. The authorized representative or designated event contact must be present throughout the approved use.
- 3. Conduct:** Smoking, vaping, intoxicating beverages, illegal drugs, gambling, fighting, profane or disruptive conduct, and unlawful activity are prohibited in or around District facilities.
- 4. Prohibited Activities:** The event may not include any activity listed under Activities Not Permitted on page 1, including mechanical rides, inflatables, trampolines except for an approved District special education program, dunk tanks, pyrotechnics, airplanes, or helicopters. **Please Initial for Acknowledgment:** _____
- 5. Food and Beverages:** Food or refreshments may be served or sold only with prior approval and any required staffing arrangements. Food must be consumed in approved areas. Use of a kitchen or food-service equipment requires approval and may require District food-services staff.
- 6. Animals:** Animals are not permitted on school grounds, except service animals as required by law or animals specifically approved as part of an authorized District program or event.
- 7. Facility Care and Damage:** The applicant must protect District property, leave all areas clean, and pay for loss, damage, excessive cleanup, or other costs resulting from the use. Decorations, equipment, or alterations may not be attached or installed without approval.
- 8. Approved Areas and Times:** Use is limited to the areas, date, and times shown on the approved application. The premises must be vacated promptly by the approved cleanup-complete time so the facility can be prepared for school use.
- 9. Staffing and Charges:** The District will determine whether custodial, food-services, childcare, or other staffing is required. Applicable fees and minimum charges are shown on page 4.
- 10. Cancellation:** Cancellation must be received at least 48 hours, or two business days, before the event. Late cancellation may result in minimum charges for scheduled staff or facility use.
- 11. Insurance:** Required insurance documents must be received and accepted before the event. Approval may be withheld or revoked if insurance requirements are not satisfied.
- 12. Compliance:** The applicant must comply with District policies, applicable laws, fire and safety requirements, occupancy limits, staff directions, and all conditions stated in the approved application.

Hold Harmless and Applicant Certification

In consideration for the use of District facilities and grounds, the applicant, on behalf of the organization, group, or society, agrees to indemnify, defend, and hold harmless the Encinitas Union School District, its representatives, officers, agents, and employees from liabilities, claims, obligations, judgments, suits, costs, damages, expenses, and attorneys' fees arising from the use of District facilities or grounds, including claims for property damage, personal injury, or death, to the fullest extent permitted by law. The applicant accepts responsibility for all participants and guests.

Applicant Acknowledgment

- I have read and agree to the instructions, exclusions, terms, fees, and conditions in this packet.
- I confirm that the proposed event does not include any prohibited activity identified on page 1.
- I understand that approval is contingent upon facility availability, required staffing, insurance, and compliance.

Printed Name and Title	Signature of Applicant	Date

FEE SCHEDULE AND DISTRICT APPROVAL

FOR 2026-2027 FACILITY USE

Fee Schedule

Service	Rate	Minimum
Custodial Staff	\$50.00 per hour	Two hours
Food Services Staff	\$50.00 per hour	Two hours
Facility Fee	\$50.00 per hour	Two hours

The District determines required staffing and applicable charges. Additional costs may apply for damage, cleanup, or use beyond approved times.

Group Classification

GENERALLY NON-CHARGEABLE	CHARGEABLE
- Children's groups, such as Brownies and Cub Scouts. - School organizations or committees, such as PTA, SSC, EEF, and ELAC. - Community service groups. - Senior citizen groups. - Exceptions apply when evening/weekend use, food service, or other chargeable conditions require staffing.	- Any group that charges a fee. - Any profit-making group. - Theatre groups that charge for tickets. - Religious groups. - Sports organizations. - Any group requesting evening or weekend use. - Any group serving food or beverages at the event may be charged for custodial and/or food-services staff.

District Use Only

Insurance	☐ Certificate received ☐ Additional insured endorsement received
Staffing and Fees	Custodial: ☐ No charge ☐ Charge Food Services: ☐ N/A ☐ Charge Facility Fee: ☐ N/A ☐ Charge
Assigned Staff / Hours	Name(s): _____ Start: _____ End: _____
District Approvals	Operations Supervisor: _____ Date: _____ Asst. Supt., Business Services: _____ Date: _____



101 S. Rancho Santa Fe Road
Encinitas, CA 92024-4349
Phone: (760) 944-4300
FAX: (760) 942-7094
www.eusd.net

EVENT SETUP REQUEST

ATTACH WHEN SETUP ASSISTANCE OR EQUIPMENT IS REQUESTED

School Site:	Date of Event:
Name of Event:	Event Location:
Contact Person:	Phone:
Setup Start Time:	Setup Complete By:
Event Start Time:	Event End Time:
Location Options:	☐ Multi-Purpose Room ☐ Media Center ☐ Classroom # _____ ☐ Outdoors: _____

Setup Needs

Special Instructions

Setup Diagram / Notes

STAGE / FRONT OF ROOM

Attach an additional page if more space is needed.