TWIN HILLS UNION SCHOOL DISTRICT

FACILITY USE APPLICATION

IMPORTANT

Submit at least 15 days before requested use. District/school use may pre-empt outside use.
No alcohol, tobacco products, drugs, or drug paraphernalia on campus. Deposit/fees apply as required.

EVENT & APPLICANT INFORMATION

Date of Application _____ **Date of Event** _____

Type of Event _____

School Site _____ **Facility Requested** _____

Organization / Group Name _____

Person in Charge _____ **Title / Role** _____

Phone _____ **Cell** _____ **Email** _____

Address _____

Organization Type ☐ Nonprofit ☐ For-profit ☐ Other

Primary purpose / nature of organization _____

EVENT DETAILS

Hours of Facility Use _____ **Estimated Attendance** Adults _____ Children _____

Admission charged? ☐ Yes ☐ No **Food served?** ☐ Yes ☐ No

If proceeds are collected, what will they be used for? _____

INSURANCE

Events such as sports/athletics, performances, assemblies, and similar activities must provide a certificate of insurance naming Twin Hills Union School District, its officers, and employees as additional insured. The current application specifies $1,000,000 for a single event or sequence of events.

Insurance Agent _____ **Agent Phone** _____

APPLICANT ACKNOWLEDGMENT

The applicant and organization assume responsibility for cleanup and damage; agree to the District's hold-harmless requirements; acknowledge the District does not provide health or accident insurance for facility users; agree facilities remain under District control and school rules will be followed; and certify the property will not be used for an unlawful purpose.

☐ I have read and agree to the Rules, Regulations, and Policies on page 2 and accept responsibility for compliance.

Applicant Name _____ **Title** _____ **Date** _____

Applicant Signature (type full name) _____

DISTRICT / SCHOOL USE ONLY

☐ Deposit received ☐ Proof of insurance on file ☐ Date(s) held on master calendar

☐ Fee waived ☐ Fee evaluated ☐ Request approved ☐ Request denied

Notes _____

Facilities Coordinator _____ **Date** _____ **Superintendent** _____

Aug. 6-June 14: return to school office. June 15-Aug. 5: District Office, 700 Watertrough Rd., Sebastopol, CA 95472.

RULES, REGULATIONS & POLICIES

Twin Hills Union School District Facility Use

FACILITY USE COSTS

Facility use fees are based on the additional custodial costs incurred by the District to support the event. Costs will be determined based on the amount of custodial time reasonably required for opening and closing the facility, event support, setup and/or cleanup, and any other custodial services necessary as a result of the use. The applicant will be responsible for these additional costs at the applicable District rate.

Whenever possible, the District will provide an estimated cost in advance; final charges may be adjusted based on the actual custodial time required.

1. Applications should be filed with the school office at least fifteen (15) days prior to the date of use of the facilities.
2. School premises shall not be available on school days during regularly scheduled classes or activities.
3. 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.
4. Whenever use without a rental fee is permitted, unless proceeds are for welfare purposes, there shall be no admission fee, solicitation of funds, freewill offering, or sale of literature by the organization, and the meeting shall be non-exclusive and open to the public.
5. Use shall not be granted when school administrators determine there is a possibility of damage or injury to school property. The person/group signing the request is responsible for loss or damage.
6. An applicant may be required to place a guarantee deposit with the District. Damage costs may be deducted from the deposit; the user remains liable for costs exceeding the deposit.
7. No equipment will be provided by the District unless approved by the principal and/or superintendent.
8. No intoxicants or narcotics are permitted. Profane language, quarreling, fighting, or gambling are prohibited. Smoking is prohibited anywhere on District property, including vehicles.
9. Facility use charges, when applicable, are assessed as described in the Facility Use Costs section above.
10. A school custodian shall be on duty when facilities are used by outside groups (fields excepted). Hours of use are subject to regular custodial hours.
11. Permits are issued for specific rooms. The organization is responsible for ensuring that other areas of the building are not entered.
12. Use of the multiuse room by outside groups is limited to light refreshments as described by District rules. Groups provide their own plates, cups, silverware, and related supplies.
13. Users must leave facilities and grounds clean and presentable. Additional cleanup or excessive trash removal requiring District staff time will be included in the actual custodial costs charged to the user.
14. Applicable charges will be invoiced. Groups/organizations may be denied future facility use when prior invoices remain unpaid or partially paid.
15. School personnel have full authority to enforce proper and safe conduct of all persons and activities on school property.
16. Juvenile organizations and groups must provide adequate adult sponsorship and supervision.
17. The organization/individual using the facility is responsible for room arrangement and for returning furniture/equipment to its original location.
18. No traditional outdoor sports are allowed in the Twin Hills gym. No street shoes are allowed in the gym. Eating and drinking are prohibited in the gym.
19. For school-day events, facility keys are picked up from the school office on the day of the activity between 9:00 a.m. and 2:00 p.m. For weekend/non-school-day events, keys are picked up on the last school day before the activity. Keys are returned on the next school day between 9:00 a.m. and 2:00 p.m.

RETURN COMPLETED APPLICATION

Aug. 6-June 14: School Office | June 15-Aug. 5: District Office, 700 Watertrough Rd., Sebastopol, CA 95472

District/school use may pre-empt outside users. Facility use remains subject to District approval and applicable fees.