PORTOLA VALLEY SCHOOL DISTRICT

School Facility Use Application

IMPORTANT: Provide all information and write neatly.

Allow up to 15 business days to complete processing.

Note that the facility is not available until the District sends a confirmation email.

1. School: ____ Ormondale ____ Corte Madera
2. Area/Space: ____ Classroom/Library ____ Gym/MUR ____ Field
3. Date(s) Requested: _____Time (Start-End):_____
4. Special Instructions/Needs: _____
5. Type of Function: _____Expected Attendance:
6. Requesting Organization: _____
7. Organization Type: ____ Exempt (PTO/PVSF) ____ Non-Profit ____ Other
   If your organization maintains a non-profit status, you must provide a copy of the letter certifying your organization has a non-profit status (IRS Code Sec. 503).
8. Contact Person:_____Title: _____

   Address:_____Email:_____

   Daytime Phone:_____Evening Phone:_____

Users/Organizations agree to the following:

1. Comply with PVSD BP/AR 1330. Users shall be liable for any property damage caused by their activities. The District may charge the amount necessary to repair such damage and may deny future use of District facilities or grounds.
2. Accept liability for injuries resulting from their negligence while using District facilities or grounds. Users shall bear the costs of obtaining insurance and defending against claims arising from such negligence.
3. Provide evidence of required insurance coverage. Users shall submit a Certificate of Insurance and an Additional Insured Endorsement providing liability coverage of at least $1,000,000 per occurrence. The Additional Insured Endorsement must name the District, its Board, officers, agents, and employees as additional insureds. Coverage must be issued by a carrier admitted to transact business in California with a rating of A-VII or better, and must remain in effect for the full period of the requested use. These documents must be attached to the application.
4. Comply with all legal requirements for fingerprinting and background checks applicable to individuals who work with or supervise students. This includes, to the extent applicable to User's employees, agents, and volunteers, the requirements of Education Code section 45125.1 and Penal Code section 11165.7, including mandated reporter training where User or its personnel independently qualify as mandated reporters under state law.

5. Coordinate and manage all aspects of their program, including ensuring the timely and safe pick-up of all participating students. District staff are not responsible for supervising students before or after the program or for arranging transportation or pick-up.

6. Comply with all restrictions governing tobacco and alcohol use. Tobacco use is prohibited on school grounds under California law. Alcohol may be permitted only under the specific conditions established in AR 1330, including that such use occur only at a time when students are not present on school grounds, and requires prior District approval, a completed facility-use application, and any required California Department of Alcoholic Beverage Control license or permit.

7. Save Harmless: User agrees to indemnify and save harmless the Portola Valley School District, its school board, officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of any kind whatsoever and to whomsoever belonging, including but not limited to the concurrent active or passive negligence of the District, its school board, officers, agents, or employees and servants, while in, upon or in any way connected with the premises during the term of this permit or any extension thereof, provided that this shall not apply to injuries for which the District has been found in a court of competent jurisdiction, to be solely liable by reason of its own negligence or willful misconduct. The duty of the user to indemnify and save harmless, as set forth herein, shall include the duty to defend as established in Section 2778 of the California Civil Code.

8. Acknowledge that this permit is a revocable license only and does not create a leasehold, easement, or other possessory interest in the Premises. The District may revoke this permit at any time, including for a violation of this Agreement or of BP/AR 1330, and may deny future use of District facilities to User.

9. Not assign, sublicense, or transfer this permit to any other person or organization without the District's prior written consent.

10. Offer scholarship or financial assistance to eligible students when charging a participation fee. The organization shall clearly communicate the availability of such assistance to families and shall be solely responsible for establishing and administering its scholarship process.

11. Any outside appliance, tool, equipment or chemical is prohibited unless it is approved by District Facilities Management prior to use. If you require the use of these items please list them separately and include them with this application.

12. Access to District Guest WiFi: follow CIPA (CA Invasion of Privacy Act) filtering rules—do not attempt to bypass web filters; avoid illegal activity, copyright infringement, cyberbullying, and inappropriate content; use at your own risk - PVSD is held harmless for device damage, data loss, or breaches.

By signing below, the undersigned certifies that they are authorized to execute this application on behalf of the Requesting Organization named above, and that the Requesting Organization agrees to be bound by the terms of this Agreement.

Applicant Signature: _____Date Application Submitted:_____

Complete rental details on reverse.

HOURLY RATES REFLECT THE COST PER HOUR *PER* AREA/SPACE REQUESTED- inclusive of set-up and clean-up (minimum of one hour; 15 minute increments thereafter)				
	PTO/PVSF	Non-Profit	Other Groups	Custodial Services
Classroom/Library	-0-	$38.00/hour	$62.00/hour	$55/hour (minimum 2 hour charge) Fee will be added to after-hours and weekend use, in addition to area fee.
Gym / MUR	-0-	$92.00/hour	$142.00/hour	
Sports Field	-0-	$35.00/hour	$50.00/hour	

Rental Details and Fee Calculation: ***To be completed by the applicant and verified by the Business Office.***

If more dates are requested than space provided, attach a separate sheet detailing dates/times (i.e. team schedule, calendar, etc). **For recurring or weekly events, indicate monthly subtotal. Use time must include set-up, breakdown, and clean-up.** ***Additional fees may be applied if custodial services are required.***

Date(s)	Start Time	End Time	Number of Hours (include set-up and clean-up)	Type of Organization (exempt, non-profit, other)	Area/ Space (Classroom, Library, MUR, Field)	Rate per hour	Subtotal
						Total	

School Site Approval ***To be completed by the Principal.***

Requested Area/Space _____ **is available** _____ **is not available** on the requested date(s) and time(s).

Site Administrator's Signature_____Date:_____

> If approved, forward application to Facilities Department. If denied, return application to organization.

Facilities Approval (Custodial Support and Facility Access) ***To be completed by the Facilities Department.***

Required – Custodian Assigned: _____ OR _____ Custodian Not Required

Fee to be applied: *$55 x* _____*hours* = *$*_____ Access provided: _____

Facilities Use is _____ Approved _____ Denied

Facilities Manager Signature_____Date:_____

> Approved copy will be forwarded to the School and Business Office; applicant will be notified of the decision.

Business Office Billing ***To be completed by the Fiscal Services Manager.***

Area/Space Fee: _____ + Custodial Fee (if applicable): _____ = TOTAL AMOUNT DUE:_____ Invoice Issue Date: _____