

Adelanto Elementary School District
11824 Air Expressway, Adelanto, CA. 92301
760-246-8691 FAX 760-246-4201

APPLICATION FOR USE OF SCHOOL FACILITIES

Date of Application _____ Site Requested _____

Organization _____

Person in Charge _____ Title _____

Address _____

Phone#1 _____ Phone#2 _____ Email: _____

The purpose of this meeting/event/activity is: _____

Is the meeting/event/activity open to the public? Yes _____ No _____

Will there be an admission charge, solicitations, or collection of funds? Yes _____ No _____

If yes, how will the proceeds be used? _____

Date(s) Requested _____ Start Date _____ Time: From-To _____

End Date _____ Time: From-To _____

Facility requested (Room#, multi-purpose room, gym, field, etc.) _____

Equipment Requested _____

By signing below, the applicant acknowledges that he/she has read and agrees to abide by the **"Use of Facilities Policy, Regulations & Fees"** as outlined and agrees to the **"Stipulation, Rules, Regulations and Policies"** on the reverse of this application.

Signature of Authorized Group Representative _____ Date _____

Approvals

Principal/Site Manager _____ Date _____

Superintendent or Asst Supt. of Business _____ Date _____

FOR DISTRICT USE ONLY:

Circle one: **Group 1** **Group 2** **Group 3** **Group 4**

Received by _____ Date _____

Fee _____ Insurance Policy Attached: Yes _____ No _____

Rates listed below are hourly:

	<u>Group#1</u>	<u>Group#2</u>	<u>Group#3</u>	<u>Group#4</u>
MPR	----	\$77	\$100	\$125
Classroom	----	\$32	\$42	\$51
Gym	----	\$20	\$100	\$125
Fields	----	\$77	\$50	\$32

Custodian \$45 per hour Open/Close (2 hr. minimum will be charged)

**EVENT IS TO BE PAID IN FULL PRIOR TO THE EVENT
CASH OR CASHIER'S CHECK ONLY!**

2 HOUR MIN DEPOSIT REQUIRED (Deposit Will Be Refunded after event)

Adelanto Elementary School District ~ Request for Use of Facilities

Stipulations, Rules, Regulations and Policies

1. The Business and Purchasing Departments are the authorized District Representatives for reservation purposes. Applications for use of school facilities may be obtained from the School Sites, Purchasing Department or the Business Office. No photocopies of this form will be accepted.
2. Application forms should be filled out completely and returned to the requested **school site** for approval.
3. School facilities are not available on such days and during school hours when required for school use. There may be occasions when approved use is rescinded because of school or District needs which may arise after approvals are granted.
4. No liquor, narcotics or tobacco (NO SMOKING) shall be permitted on school premises. This includes grounds, campus, parking lot area, sports fields, as well as indoor facilities. Violation will cause denial of future use of facilities to sponsoring organizations at which such use occurs.
5. Sponsoring organizations shall be responsible for conduct of activities and participants at the activity of which they have made reservations. Use privileges will be revoked if proper conduct is not maintained by the sponsoring organizations. Facility shall be left clean and free of trash and debris. Necessary custodial services and other services shall be reimbursed by the sponsoring organization along with any other expenses incurred by the District.
6. Juvenile organizations shall have adult sponsorship and appropriate supervision at all times during use of school facilities.
7. Free use of facilities is granted to certain organizations under Education Code provisions known as the Civic Center Act. In some cases, although no hourly rental fees will be assessed, salary reimbursements for special needs (services of custodial staff, turning off alarms, cleaning, restroom supplies, grounds, cleanup, processing fee, etc) may require reimbursement by the sponsoring organization.
8. A two hour minimum deposit will be required for the event. No food or drinks may be brought in unless special permission has been granted, and such approval noted on the Use of Facilities Application by the site's administrator.
9. Any false information or misrepresentation of facts regarding the use of facilities may result in cancellation of your request to the use of facility and will result in possible denial of future use.
10. Reports of misbehavior or failure to follow policies and procedures established in this request for use of facilities by any participants at your activity will require a campus security officer at future events and costs of such officer will be charged to the requesting organization.
11. Traffic laws are strictly enforced on all school grounds per Ed. Code 21113 (a), (b), (c), (d).
12. Certificate of General Liability Insurance (\$1,000,000 per occurrence) naming the Adelanto Elementary School District as an additional insured, must be attached to the application unless an up-to-date certificate is already on file in the Business Office or Purchasing Department. The Certificate must be received 48 hours prior to the event.
13. All functions shall commence no earlier than 8:00 a.m. and close by 9:30 p.m. on Saturdays, Sundays and Holidays unless special permission is secured in advance from the Superintendent.
14. Only the Board of Education can authorize payment to District employees for services rendered on behalf of an organization using school facilities. No group, organization, or individual may donate a gift to anyone as a consideration for services performed while on duty as an employee of the Adelanto Elementary School District.
15. Custodian/Security Ratios will apply.
16. Organizations requesting on-going use of a facility will **be required to pay their fees in advance**. Failure to do so will result in denial of future use of any of the District's facilities.
17. The District reserves the right to deny any future Use of Facilities applications to individuals/organizations who have in the past violated any of the rules/regulations or failed to pay their fees for the use of the facility.
18. District may assess additional fees after the event is concluded, including, but not limited to, charges for property damage, equipment damage or loss, additional custodial services, or restocking of supplies.

Insurance Requirements

Concurrent with the execution of this Application for Use of School Facilities under the Civic Center Act, user shall provide the Adelanto Elementary School District with a **Certificate of Insurance plus Additional Insured Endorsement** naming the district as additional insured and which meets the following minimum insurance requirements: \$1,000,000 Bodily Liability/Property Liability Combined Single Limit. User further agrees to indemnify, defend and hold harmless the Adelanto Elementary School District, its officers, agents, and employees against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from user's use of district facilities.

Statement of Information

By signing the reverse of this agreement he/she states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means; That the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means that the person the organization on whose behalf he/she is making application for use of school property does not, to the best of his/her knowledge, advocate the overthrow of the government of the United States of the State of California by force, violence, or it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalty of perjury (per California Education Code section 40045). Lmc/Rev. 1/2019

THE DISTRICT RESERVES THE RIGHT TO REVOKE PERMISSION TO USE SCHOOL FACILITIES AT ANY TIME