

ENCINITAS UNION SCHOOL DISTRICT

101 S. Rancho Santa Fe Road, Encinitas, CA 92024

PH (760) 944-4300 Fax (760) 633-1298

REQUEST FOR USE OF SCHOOL FACILITIES

Submit one copy of this Application to the Principal of the desired facility, **at least three weeks prior to the requested date of use.** The information requested in this Application must be completed in its entirety, and presented to the principal or administrator in charge of the facility. **Permission must be secured prior to any definite announcement made concerning proposed events.**

Name of School _____ Application Date _____

Facility Requested: Classroom(s) _____ Multi-Purpose Room _____ Kitchen _____ Lunch Tables _____

Restrooms: Adult _____ Student _____ Air Conditioning _____ Child Care _____ Other (please specify) _____

Set Up Required: Tables _____ Chairs _____ Podium _____ Microphone _____ Projector _____ Screen _____ Other _____

Purpose of Use _____

REQUESTED DAY & DATE(S) OF USE:	EVENT START TIME: EVENT FINISH TIME: (District will determine custodial/kitchen aide/childcare times required)
---------------------------------	--

Expected Attendance:	Event will be open to: <input type="checkbox"/> Public <input type="checkbox"/> Private	Admission will be: <input type="checkbox"/> Free <input type="checkbox"/> Donation Only <input type="checkbox"/> Charged
----------------------	--	---

Name of Organization: _____ President/Chair: _____

Address: _____ City: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Day of Event Contact: _____ Telephone: _____

I have read and agree to all terms and conditions as 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 upon the availability of a custodian.

Signature of Applicant

DISTRICT USE ONLY

APPROVED _____	NOT APPROVED _____
Principal _____	Date _____
<input type="checkbox"/> Site Custodian is Scheduled/Not Needed (*may apply ONLY during REGULAR school hours)	<input type="checkbox"/> No Fee to be Charged
<input type="checkbox"/> Additional Custodian(s) Required / one (1) if up to 150 – two (2) over 150 in attendance	<input type="checkbox"/> Charge for Custodian
Custodial Start Time:	
Custodial End Time:	
<input type="checkbox"/> Kitchen Aide Required	<input type="checkbox"/> Charge for Kitchen Aide
<input type="checkbox"/> Certificate of Insurance Received	<input type="checkbox"/> Charge \$50 <u>Per Hour</u> Facility Fee
NOTE: ALL WEEKEND EVENTS REQUIRE A PAID CUSTODIAN. SOME WEEKDAY EVENTS REQUIRE A PAID CUSTODIAN.	
Asst Supt Business Services _____	Date _____
Operations Supervisor _____	Date _____

ENCINITAS UNION SCHOOL DISTRICT RULES, REGULATIONS, AND POLICIES REGARDING USE OF FACILITIES

All requests for use of school facilities are subject to approval by the school Principal and the Assistant Superintendent of Business Services. Applications must be filled in completely and signed. An approved copy will be forwarded by email after it is reviewed and signed.

Facilities available for community use may include classrooms, multi-purpose rooms, and cafeteria/lunch tables with the permission of the site principal. Exception: A separate request form for field use must be submitted.

The use of school facilities shall be primarily for public school purposes. Any authorized use or occupancy of the facilities for other than public school purpose shall be subordinate to this primary purpose.

All applications from organizations shall be signed by the President or Chair of the organization.

There shall be no smoking in or about school buildings. No intoxicating beverages or narcotics shall be used or sold, and no profane language, quarreling, fighting, or gambling will be permitted.

The applicant is held responsible for the preservation of order. School premises should be vacated promptly in accordance with the time schedule indicated on this request form in order to allow the custodian time to prepare the facility for school use.

Service or sale of refreshments/food will not be permitted in any school facilities rooms, except when special arrangements have been made with the site principal. All food is to be eaten outside.

In accordance with the collective bargaining agreement with Classified of Encinitas, a fee will be charged for custodial service, on a case-by-case basis per the agreement between organization/applicant and the Assistant Superintendent of Business or his/her designee for custodial services and charges if needed to support the event.

No animals shall be permitted on school grounds except guide, service or signal dogs.

HOLD HARMLESS AGREEMENT

In consideration for the use of school district facilities and grounds, the applicant, on behalf of the organization, group or society, does hereby agree to indemnify and hold harmless the Encinitas Union School District, its representatives, officers, agents, and employees from any and all liabilities, claims, obligations, judgments, suits, costs, damages, expenses, and attorney's fees, incurred or paid, arising out of, or on the account of any claims of any nature for damage to property or for personal injury including death, which may arise from the use of school facilities or grounds to the full extent provided by law. User accepts full responsibility for all participants and guests.

President/Chair

Date

FEE SCHEDULE

CUSTODIAL FEE - \$19.00 TO \$35.00 PER HOUR/Two Hour Minimum
KITCHEN STAFF - \$15.00 TO \$26.00 PER HOUR/Two Hour Minimum
FACILITY FEE - \$50 PER HOUR/Two Hour Minimum

NON-CHARGEABLE TYPES OF GROUPS	CHARGEABLE TYPES OF GROUPS
1. Children's groups (Brownies, Cub Scouts, etc)	1. Any group that charges a fee
2. School organizations or committees (PTA, SSC, EEF, etc)	2. Any profit-making group
3. Community service groups	3. Theatre groups who charge for tickets
4. Senior citizen groups	4. Religious groups
EXCEPTION: See Chargeable Groups #6 & #7	5. Sports organizations
	6. Any group requesting evening or weekend use
	7. Any group that serves food and beverages at the event (carnival, fundraisers, ice cream socials, etc) will be charged for custodial services and/or food services staff

COPIES TO: Business Office Applicant Principal Site Custodian Facilities Food Services