

**SAN BRUNO PARK SCHOOL DISTRICT**  
 500 Acacia Avenue, San Bruno, CA 94066  
 Telephone: (650) 624-3100 Fax: (650) 266-9626  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

Request is hereby made by the undersigned for the use of the following school facilities:

Name of requested School \_\_\_\_\_

Name of Organization ("User") \_\_\_\_\_  
 (Organization making application)

Dates of Activity \_\_\_\_\_ Times \_\_\_\_\_ Total Hours \_\_\_\_\_

Activity Description: \_\_\_\_\_

- Insurance
- Kind of Group:
- No Cost
- District Cost
- Other
- Fair Rental Value
- Supervision:
- District Cost

Approved: \_\_\_\_\_

The following facilities will be needed to accommodate \_\_\_\_\_ (number of) persons:

- Classroom
- Restrooms
- Playground/Athletic Field
- Multi-Purpose
- Kitchen
- Number of Tables Needed \_\_\_\_\_
- Gym
- Other
- Number of Folding Chairs Needed \_\_\_\_\_
- Other \_\_\_\_\_

- Alarm Clearance
- Keys: \_\_\_\_\_  
 (signature)

**AGREEMENT BETWEEN DISTRICT AND USER**

1. Use of school facilities shall be subject to the rules and regulations set forth by the Board of Trustees, an abbreviated statement of which is on the reverse side of this form, and said rules and regulations are hereby incorporated by reference into this agreement.
2. **Indemnification, Hold Harmless; Duty to Defend.** USER SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY SCHOOL DISTRICT, its officers and employees from any and all claims against them for injuries and/or damages to persons and/or property which arise out of the use of school facilities or which result from breach of this agreement or from the negligent acts or omissions of User, its officers and/or employees, or from the conduct of any participant.
3. **Duty to inspect, repair and warn; Covenant Not to Sue.** The School District makes no representations or warranties as to the repair or condition of the facilities which may be used hereunder, and **USER TAKES SUCH FACILITIES AS IS.** It shall be User's obligation, not School District's, to inspect such property, and facilities before they are used, and thereafter, and to take reasonable steps to prevent injury to person or property, and **User agrees that neither it, its successors, assigns nor anyone acting on its behalf will sue the district, its trustees, officers, employees or volunteers for personal injury, death, property damage or economic loss resulting from the condition of any school district facility.**
4. **Care of Facilities.** User agrees that it shall exercise reasonable care in its use of the facilities, shall reasonably maintain those facilities, and shall return the facilities to School District in the same condition as they were received. User agrees that it shall be responsible for and shall pay to repair or replace any facilities damaged or destroyed in connection with its use of same.
5. **Insurance.** As a condition to receiving permission to use District facilities, User shall cause District, its officers, employees and volunteers, to be named as additional insureds on User's liability insurance policy which shall provide liability coverage of \$1,000,000 per occurrence. (Attach proof of insurance to this application.)
6. **Lawful Purpose.** 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. Further, the organization making application for use of school property does not advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States.

I AGREE TO THE FOREGOING:

DATE OF APPLICATION: \_\_\_\_\_

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

This application expires on June 30, 20 \_\_\_\_.

APPROVALS:  
 Cleared by: \_\_\_\_\_  
 Principal

Approved by: \_\_\_\_\_  
 Associate Superintendent

FEES:  
 Base Rate \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Supervision \_\_\_\_\_  
 TOTAL \_\_\_\_\_

**ALL FEES MUST BE SUBMITTED WITH APPLICATION. MAKE CHECKS PAYABLE TO: SAN BRUNO PARK SCHOOL DISTRICT**

## GENERAL INSTRUCTIONS

1. **APPLICATION SHOULD BE SUBMITTED NOT LESS THAN TWO WEEKS IN ADVANCE.**
2. **All fees must be paid when this application is filed.** All checks shall be made payable to the "San Bruno Park School District" and submitted with the application to the District Office. Fees shall be in conformance with the schedule set by the Governing Board and may be subject to change.
3. Return the form to the District Office.
4. The membership of the organization must include residents of the San Bruno Park School District.
5. Applicants for the use of school facilities on behalf of an organization shall be a member of such organization and must present written authorization from such organization unless the applicant is an officer.

## GENERAL RULES

6. Section 38130 *et. seq.* of the California Education Code, the Civic Center Act, is the basis for these rules and is hereby incorporated by reference into these General Rules.
7. A permit may be revoked without prior notice when conflicting dates have resulted or when the facilities are needed for subsequently identified public school purposes.
8. If free use is granted, as provided in the Civic Center Act, the meeting shall be non-exclusive and shall be open to the public.
9. Persons or organizations using school premises shall not be permitted to remove or displace furniture or apparatus.
10. Access to rooms or facilities other than those approved by application shall not be permitted.
11. There shall be no alcohol, intoxicants, narcotics or tobacco used in or about school buildings and premises, nor shall gambling be permitted. Violation of this rule during occupancy shall be sufficient cause for denying further use of school premises. Smoking is not permitted.
12. Organizations must have school-approved supervision which will maintain a good discipline and prevent property damage. Organizations without school-approved supervisors will be provided supervision at an extra cost.
13. The use of school premises will not be granted when, in the opinion of the administration, there is a possibility of damage or injury to school property.
14. The use of school premises requires that any rooms used be left in the condition originally found and that all lights be turned off and doors locked before leaving.
15. Any group wishing to use our school facilities must be covered by appropriate liability insurance of its own, in an amount not less than \$1,000,000, naming the San Bruno School District as an additional insured on the policy. Said coverage is to be sent to the District Office along with the application form. (Those exempt from this requirement are identified in Rule 8.)