

Desert Sands Unified School District
47-950 Dune Palms Road, La Quinta, CA 92253 (760) 771-8511

APPLICATION FOR USE OF SCHOOL FACILITIES FOR PUBLIC PURPOSES

The undersigned hereby applies for use of school property for public purposes in accordance with policies, rules and regulations of the – (see reversed side of last page.)

STATEMENT OF APPLICANT

Applicant hereby agrees to hold the Desert Sands Unified School District, Board of Education, the individual members thereof, and all District Officers, Agents, and Employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property to include users or event patron coming from or going to the event. School property shall include the physical structures on the school site, classrooms, restrooms, and any adjacent parking lots, walkways, sidewalks or thoroughfares.

The undersigned hereby certifies that he/she is an officer of, or otherwise legally able to sign on behalf of the organization and is able to bind the organization to be responsible for payment of all charges assessed for the use of the facilities and for any damages sustained by the building, furniture, equipment or grounds accruing through the occupancy or use of said building, furniture, equipment or grounds by the applicant.

The undersigned hereby certifies that he/she has read the rules, regulations, conditions and terms set forth on the reverse side of this application and that he/she, and the applicant which he/she represents, will abide by them and will conform to all applicable provisions of the Constitution and laws of the State of California and to all other directives, policies and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.

The undersigned states that, to the best of his/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 or of the State of California by force, violence, or other unlawful means.

PLEASE NOTE: Your application must be received at least two weeks in advance of scheduled event. **Please attach Certificate of Liability or other insurance for the protection of the public and the district, as the district may require, and also submit an insurance endorsement naming Desert Sands Unified School District as an additional insured.**

Sponsoring Organization or Group: _____							
Street: _____						Zip: _____	
Description of Activity: _____				E-mail: _____			
Name of Person Requesting Use: _____				Telephone: _____		C: _____	
Signature: _____				Date: _____			
School/Facility Requested: _____							
Will admission fees be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No				Contributions or other fees be solicited at the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If charge is made or contributions are solicited, please describe the purpose for which they will be used: _____							
DATE	TIME		FROM	TO	DATE	TIME	
	FROM	TO				FROM	TO

EQUIPMENT REQUIRED

Please check equipment needed: (Equipment will NOT be provided unless it has been requested in advance.)

- Chairs (How many? _____)
 - Microphones (How many? _____)
 - Tables (How many? _____)
 - Other: _____
- Special Instructions, Arrangement of Furniture, Etc.: _____

(Attach drawing if necessary)

For Office Use Only			
<input type="checkbox"/> I	<input type="checkbox"/> II	<input type="checkbox"/> III	Certificate of Ins. Expiration Date: _____
Total:	Hours: _____	Per Hour \$ _____	\$ _____
Security: No. _____	Hours: _____	Per Hour \$ _____	\$ _____
Food Services:	Hours: _____	Per Hour \$ _____	\$ _____
MPP	Hours: _____	Per Hour \$ _____	\$ _____
Class:	Hours: _____	Per Hour \$ _____	\$ _____
Field: <input type="checkbox"/> Football <input type="checkbox"/> Baseball	Hours: _____	Per Hour \$ _____	\$ _____
Gym: <input type="checkbox"/> High <input type="checkbox"/> Mini	Hours: _____	Per Hour \$ _____	\$ _____
Equipment:	Hours: _____	Per Hour \$ _____	\$ _____
_____:	Hours: _____	Per Hour \$ _____	\$ _____
Total:			\$ _____

Principal's Approval Disapproval Date: _____ Signature: _____

Comments: _____

District Office Approval Disapproval Date: _____ Signature: _____

Comments: _____

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

1. Use and occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.
See E.C. Sections 38130-38139
2. All individuals, groups, or organizations in their use or occupancy of school property, shall comply with all laws, rules, and regulations. Any use contrary to or violation of any law, rule, or regulation shall be grounds for cancellation of the permit and removing the users from the property and shall bar such individual, group, or organization from further use thereof.
3. No use or occupancy of any school property will be permitted if the Board of Education in the exercise of its discretion determines that such use or occupancy will interfere with the use of the property for school purposes.
4. The term "Organization" as used in these rules and regulations is defined to mean and include the person, persons, or group of persons applying for the use of school property. Where the applicant is a person, or two or more persons associated together in a partnership, the application must be signed by the individual or by a majority of the several individuals applying.
5. There shall always be an appointed custodian on duty when school premises are being used by outside groups. It shall be the duty of this custodian to see that rules and regulations of the Civic Center Act as are herein stated are enforced, and to report any violation or attempted violation to the office responsible, and to the Business Division. Whenever the Board of Education finds that these rules and regulations have been violated, they may revoke such permit or permits-to-use as have been given to the organization in question and may refuse further permits-to-use from the same organization. See E.C. Sections 38130-38139
6. Organizations using facilities for activities involving or attracting large actively involved groups, such as those found at dances or athletic events, are required to have one or more special duty officers for general supervision and protection.
7. Persons or organizations using the school premises which include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus, including lights, curtains, etc. except with the advance permission and under the supervision of the appointed school custodian in charge. See E.C. Sections 38130-38139
8. School facilities shall not be available for entertainment of any type involving the use of hay, straw, and/or animals of any type, kind, or size. See E.C. Sections 38130-38139
9. Persons or organization using school facilities must see to it that said facilities are left in a clean and orderly state after use. Whenever the appointed custodian reports a violation of the above rule, the Business Services Division shall bill the user a reasonable amount for maintenance and/or damage.
10. In locations where parking is allowed on school premises, vehicles must be parked in such a manner that fire fighting equipment may have easy access to buildings and fire hydrants at all times. See E.C. Sections 38130-38139
11. Charges for use of school facilities will be assessed in accordance with the schedule of charges adopted by the Board of Education, such being subject to amendment at the discretion of the Board. See E.C. Sections 38130-38139
12. All users shall provide a certificate of liability insurance, naming the Desert Sands Unified School District additional insured.
13. Users are subject to such additional rules as may be set forth by the building principal.
14. This contract for use of school facilities must be renegotiated each school year.