



## TEMPLETON UNIFIED SCHOOL DISTRICT USE OF FACILITIES REQUEST

**NOTE: THIS APPLICATION MUST BE FILED 14 DAYS PRIOR TO THE DATE THE FACILITIES ARE DESIRED.**  
 UNLESS SPECIAL ARRANGEMENTS ARE MADE, PREMISES SHOULD BE VACATED PROMPTLY AT THE TIME INDICATED.  
 A COPY OF THIS APPLICATION, WHEN APPROVED, WILL BE RETURNED TO APPLICANT. PLEASE TYPE OR PRINT ONE PER SITE.

### CONTACT INFORMATION

CONTACT: _____	TODAY'S DATE: _____
ORGANIZATION NAME: _____	PHONE: _____
MAILING ADDRESS: _____	EMAIL ADDRESS: _____
CITY/STATE/ZIP: _____	INSURANCE POLICY: _____

### EVENT INFORMATION

PURPOSE OF EVENT: _____	OPEN TO PUBLIC:	YES _____	NO _____
EXPECTED ATTENDANCE: _____	ADMISSION CHARGED:	YES _____	NO _____
NUMBER OF ADULTS: _____	NON-PROFIT ORG:	YES _____	NO _____
NUMBER OF CHILDREN: _____			

### EVENT DATES

### DISTRICT USE ONLY

DATE	SITE	LOCATION	START TIME	END TIME	SPECIAL NEEDS/INSTRUCTION	TOTAL HOURS	COST	TOTAL
							\$	\$
							\$	\$
							\$	\$
							\$	\$
							<b>TOTAL FEES</b>	<b>\$</b>

**SITES: TES - VES - TMS - THS**

**LOCATIONS: CLASSROOM - GYM - MULTI-PURPOSE ROOM - KITCHEN - PLAYFIELD (SPECIFY FIELD) - OTHER (SPECIFY)**

1. AFFIDAVIT (pursuant to Education Code section 40056-40058, Chapter 6, Article 2): I do hereby certify that the facts stated in the foregoing application are true of my own knowledge, except as to the matters which are therein stated on my information or belief, and as to those matters that I believe them to be true; **THAT I HAVE READ THE RULES AND REGULATIONS INCLUDED WITH THIS FORM AGREE TO BE BOUND BY THEM;** and that the school property sought to be used hereto in this application is not to be used for the commission of any act intended to further any program or movement for the purpose of which is to accomplish the overthrow of the government by force, violence or other unlawful means. Further, in compliance with federal and state laws and board policy, I certify that the above-named organization prohibits discrimination based on race, sex, color, religion, age, handicap, ancestry, or national origin.
2. Applicant hereby agrees to hold the Templeton Unified School District, its Board of Trustees, the individual members thereof, and all District officers, agents, and employees free and harmless from such loss, damage, liability, cost, and expense that may arise during or be caused in any way by such use or occupancy of school property. Further, the organization or group you represent shall assume full responsibility for adequate care and protection of the school property involved under this request, and will reimburse the District in full for any damage or loss which might occur.
3. All groups requesting the use of facilities must provide Templeton Unified School District with a Certificate of Insurance in the amount of \$1 million liability from their insurance carrier prior to the activity/event.
4. **DRINKING, SMOKING, OR USE OF ANY TOBACCO PRODUCTS OR POSSESSION OF ALCOHOLIC BEVERAGES OR DRUGS IS PROHIBITED IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS.**

\_\_\_\_\_  
 PRINT NAME AND TITLE

\_\_\_\_\_  
 SIGNATURE

### DISTRICT USE ONLY (APPROVALS)

PRINCIPAL/SITE ADMINISTRATOR		DATE		MOTF&G DIRECTOR		DATE
				DISTRICT OFFICE		DATE
FOOD SERVICES DIR		DATE				DATE RECEIVED



TEMPLETON UNIFIED SCHOOL DISTRICT  
**USE OF FACILITIES CHANGE REQUEST**  
**FEE \$15.00**

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**CONTACT INFORMATION**

CONTACT: _____	TODAY'S DATE: _____
ORGANIZATION NAME: _____	PHONE: _____
MAILING ADDRESS: _____	EMAIL ADDRESS: _____
CITY/STATE/ZIP: _____	INSURANCE POLICY: _____

**EVENT INFORMATION**

PURPOSE OF EVENT: _____	OPEN TO PUBLIC: YES _____ NO _____			
EXPECTED ATTENDANCE: _____	ADMISSION CHARGED: YES _____ NO _____			
NUMBER OF ADULTS: _____	NON-PROFIT ORG: YES _____ NO _____			
NUMBER OF CHILDREN: _____				

**EVENT DATES**

**DISTRICT USE ONLY**

ORIGINAL DATE(S)	CHANGE TO DATE	SITE	LOCATION	START TIME	END TIME	TOTAL HOURS	COST	TOTAL
							\$	\$
							\$	\$
							\$	\$
							\$	\$
							<b>TOTAL FEES</b>	<b>\$</b>

**SITES: TES - VES - TMS - THS**

**LOCATIONS: CLASSROOM - GYM - MULTI-PURPOSE ROOM - KITCHEN - PLAYFIELD (SPECIFY FIELD) - OTHER (SPECIFY)**

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3. All groups requesting the use of facilities must provide Templeton Unified School District with a Certificate of Insurance in the amount of \$1 million liability from their insurance carrier prior to the activity/event.
4. **DRINKING, SMOKING, OR USE OF ANY TOBACCO PRODUCTS OR POSSESSION OF ALCOHOLIC BEVERAGES OR DRUGS IS PROHIBITED IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS.**

\_\_\_\_\_  
 PRINT NAME AND TITLE

\_\_\_\_\_  
 SIGNATURE

**DISTRICT USE ONLY (APPROVALS)**

PRINCIPAL/SITE ADMINISTRATOR	DATE	MOTF&G DIRECTOR	DATE
		DISTRICT OFFICE	DATE
FOOD SERVICES DIR	DATE		DATE RECEIVED

## RULES FOR THE USE OF SCHOOL FACILITIES

The extensive use of school buildings and grounds by community groups makes it imperative that definite rules, regulations, and policies govern the use of these facilities. The California Education Code permits the Governing Board of a school district to grant the use of school buildings and grounds for public, literary, scientific, recreational, educational, or public meetings, or the discussion of matters of general public interest. The use of school facilities must be in accordance with the provisions of Education Code sections 40040 to 40058. The 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.

### 1. APPLICATION FOR USE:

- A. Application for use of school facilities must be made by completing a *Use of Facilities Request* form and submitting it to the MOT office at least two weeks prior to the date facilities are desired. In the event of cancellation, the applicant must notify MOT 48 hours in advance to avoid paying full charges. **A change fee of \$15.00 will be applied to each time a change is made to the original request submitted.**
- B. Insurance: Groups or organizations using district facilities shall be required to supply **\$1 million liability insurance coverage**. If the group is presently carrying insurance, groups other than free use need to add the District to the present coverage as additional insured.
- C. Religious Use: Churches or religious organizations may be permitted to use school facilities to conduct religious services for temporary periods where such churches or religious organizations have no suitable meeting place for the conduct of such services in accordance with the law. (Ed Code 40040)
- D. Use of school kitchens or other food service facilities and equipment must be arranged for through the Director of Food Services. Use of such facilities and equipment must be clearly stated on the *Use of Facilities Request* and a T.U.S.D. food service employee must be present during the time the kitchen is used.
- E. Permits may not be granted for personal or individual use of school property or equipment.
- F. Use of school facilities will not be permitted if it will interfere in any way with school activities.
- G. Applications will be denied if past history of use by the organization or similar use has resulted in a violation of these rules, inconvenience for school use, unpaid district invoices, or unpaid costs for damages.
- H. No rehearsals or other pre-program use of school property will be permitted unless application therefor has been made and approved.

2. **SUPERVISION OF USE:** School facilities shall be under the direct charge of the custodian assigned.

3. **CUSTODIAL SERVICES:** Custodial services to be furnished shall be limited to cleaning, heating, ventilating, and general supervision and care of school property. District policy requires that a custodian be on duty at all times at the school when any facility is being used or as required. A representative of the organization should be present at the scheduled time for opening. School premises should be vacated promptly in accordance with the time schedule indicated on the application in order to allow the custodian to prepare them for school use the following day.

4. **POLICING:** Organizations using school property will be held responsible for the proper care and adequate policing of the buildings and grounds to insure the preservation of order and protection of property.

5. **DRINKING, SMOKING, OR USE OF ANY TOBACCO PRODUCTS OR POSSESSION OF ALCHOLIC BEVERAGES OR DRUGS IS PROHIBITED IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS AT ALL TIMES.**

6. **DECORATIONS:** Plans for decorating must be approved in advance. All plans for decorations are subject to approval of the District and local fire department. Nails, tacks, tape, and other materials which may damage walls and woodwork shall not be used in decorating school facilities.

7. **USE OF EQUIPMENT:** Other than furniture normally located in the room to be used, no equipment may be used unless listed in the approved application.

8. **CHANGES IN EQUIPMENT PROHIBITED:** Alterations in any physical part of this school plant, including electrical equipment, stage curtains, or other equipment, will not be permitted without specific permission from the Business Office in advance.

9. **DAMAGE AND EXTRA CUSTODIAL SERVICE:** Groups or organizations using school facilities will be held financially responsible for any injury to or breakage of school property caused by the fault or neglect of anyone sharing in such use, and also for all extra cleaning or other custodial services which are the direct result of the use of the property. It shall be the responsibility of the user to prevent unnecessary littering of floors, moving of furniture or equipment, or any act which will cause an undue amount of custodial work after such use.

10. **CANCELLATION OF PERMITS BY SCHOOL DISTRICT:** Permits may be revoked without previous notice when conflicting dates result or when the need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.

11. **SECURITY PERSONNEL:** Groups or organizations may be required to provide security personnel if, in the opinion of the Superintendent or his/her designee, the type of use or the anticipated activity warrants security personnel.

**I have read and will comply with all of the above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_