

## Folsom Cordova Unified School District Application for Use of School Facilities

<i>Submit completed application to the <b>school site</b> requested at least 14 days prior to the date of use. Incomplete applications will be rejected. Use of school facilities without an authorized permit is illegal.</i>			<b>School Requested:</b>		
Organization:			Today's Date:		
Represented by:			Non-profit #:		
Email Address:			Type of Event:		
Billing Address:			Telephone No.:		
City, State & Zip:			Cell Phone No.:		
Alternate Contact:			Alt. Telephone No.:		
Estimated attendance per day: _____			Donations Solicited? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Cleanup provided by user? <input type="checkbox"/> Yes <input type="checkbox"/> No			Admission/Registration Fee Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Percent of organization members who are residents of the district (Rancho Cordova, Folsom):					
Type of facility requested (i.e., classroom, multi, gym, etc.):			Equipment requested (i.e., chairs, tables, etc.):		
Internet/network services required? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please indicated what is needed ( <b>Additional fees may apply</b> )					
Start Date	End Date	Day(s) of Week	Start Time	End Time	
<b>A detailed schedule must be attached. Request cannot exceed a three (3) month period.</b>					

**Rules and Regulations** (Applicant, please **INITIAL** each line below)

- \_\_\_\_\_ I have read, understand, and will comply with all rules and regulations on the back of this application.
- \_\_\_\_\_ I understand that there is NO Alcohol, tobacco, or controlled substances on school property at any time.
- \_\_\_\_\_ I understand that I am responsible for enforcing all rules/regulations with participants and spectators.
- \_\_\_\_\_ All field use requires sufficient bathrooms; a custodian or portable toilet (principal approved) is required.
- \_\_\_\_\_ All fees are required to be paid prior to use.
- \_\_\_\_\_ I understand kitchen use is limited and must have prior approval.
- \_\_\_\_\_ The permit with FINAL APPROVAL must be in the applicant's possession during the use of the facility.

**Insurance Requirement** (Applicant, please **INITIAL** below)

\_\_\_\_\_ I shall provide insurance naming the District, its Directors, Officers, employees, agents and volunteers, as additional insureds under its liability insurance or coverage agreement(s), subject to a minimum limit of liability of \$2,000,000 per Claim, and further subject to a 60-day notice before such insurance or coverage is cancelled or terminated. I will provide a copy to the Facilities Department prior to final approval of use of facilities.

**Signature of Authorized Permittee Representative:**

The undersigned agrees to fully comply with and enforce all rules, regulations, terms and conditions outlined in this application and in the Use of Facilities Handbook. Further, the undersigned acknowledges that all information in this application is true and correct, and that all supplemental documentation is true and correct, and will remain in effect for the duration of an approved permit agreement. Written notification of any change or renewal to the Permittee's insurance will be immediately provided to the District. All invoices for fees as outlined in the Facility Use Fee Schedule are due prior to use. Permittee's Authorized Representative:

Print Name	Signature	Date
<b>District approval will not be granted until the application fee, insurance, and signed Use of Facilities, Indemnity, and Insurance Agreement is received in the Facilities Department</b>		
<b>SITE USE ONLY</b>		
Site Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Site Administrator Signature _____ Date _____		
Custodial needed? <input type="checkbox"/> Yes <input type="checkbox"/> No Minimum number of estimated hours _____		
Notes:		
<b>FACILITIES AND PLANNING OFFICE USE ONLY</b>		
District Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No By: _____		
Use Fee: <input type="checkbox"/> Classification I <input type="checkbox"/> Classification II <input type="checkbox"/> Classification III		

**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**Community Use of School Facilities**  
**Rules and Regulations**

**INTENT:** It is desirable that community use be made of school facilities for public purposes when such use does not interfere with the education program.

**RESTRICTIONS:** No civic center use shall be inconsistent with use of buildings for school purposes; no use shall constitute a monopoly for benefit of any person or organization; no permits are issued for longer than three months; and permits are renewable and revocable.

**APPLICATION:** Applications are to be completed by a responsible adult and, in the case of an organization, the party shall be an officer or a person duly appointed by the organization to make such an application. The application, signed and approved, constitutes a contract. The school principal is authorized to designate the areas at his/her school which are available and suitable for the use requested. Final determination will be made at the Folsom Cordova Unified School District Facilities and Planning Office, 945 Riley Street, Folsom. A denial of a request for "Use of School Facilities" may be appealed to the Deputy Superintendent, Business Services or his designee.

**FEES:** A payment of facilities fees will be required prior to use of facilities and required district personnel fees will be billed after usage date. Payment is to be made to Folsom Cordova Unified School District, Facilities and Planning Office, 945 Riley Street, Folsom, CA 95630.

**RULES OF CONDUCT:** Unreasonable conduct of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed to be offensive, indecent, inflammatory, or contrary to the best interest of the community is classified as unreasonable. ***SMOKING, TOBACCO PRODUCTS, ALCOHOL, AND DRUGS ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY.*** Any infraction of any city or county ordinance may be cause for termination of application.

**SCHEDULING THE USE OF SCHOOL FACILITIES:** In scheduling the use of school facilities, priority will be given in the following order: (a) school and student activities; (b) Adult Education programs; (c) Cordova Recreation and Park District and Folsom City Park and Recreation District for recreational activities in their respective areas; (d) Bingo organizations meeting the criteria set forth in Policy 1410.2(D), and the organization is one where the proceeds will be committed to the support of one or more district student activities; and (e) other clubs and organizations eligible under district policy 1410 will be scheduled on a first-come, first-served basis.

**USE OF SCHOOL PROPERTY:** School equipment may be used on the school premises at the discretion of the school principal. The use of installed or portable equipment such as scoreboards, public address systems, stage and shop equipment is limited to authorized personnel only. School keys shall remain in the possession of authorized school district employees only with the exceptions of joint use agreement users. The telephone is available only for emergencies and when a pay telephone is not available.

**MAXIMUM ATTENDANCE:** The number of people present, at any activity, shall not exceed the posted occupancy for the room(s) used. This is a FIRE REGULATION.