



SWEETWATER UNION HIGH SCHOOL DISTRICT
ADMINISTRATION CENTER

DISTRICT
EVENT

PLEASE GO TO SCHOOL SITE FOR 4-PAGE NCR
APPLICATION FORM

BP 1330(a)
AR 1330(a)

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES AND GROUNDS

ANY PERSON APPLYING FOR THE USE OF SCHOOL PROPERTY ON BEHALF OF ANY SOCIETY, GROUP, OR ORGANIZATION SHALL BE A MEMBER OF THE APPLICANT GROUP AND, UNLESS HE OR SHE IS AN OFFICER OF THE GROUP, MUST PRESENT WRITTEN AUTHORIZATION FROM THE APPLICANT GROUP TO MAKE THE APPLICATION. THIS STATEMENT OF INFORMATION MAY CONTINUE IN EFFECT FOR THE PERIOD OF ONE YEAR FROM THE DATE OF THE WRITTEN AUTHORIZATION. APPLICATIONS FOR USE OF SCHOOL FACILITIES BY EMPLOYEE ORGANIZATIONS ARE SUBJECT TO THE CONDITIONS AND TERMS STATED IN NEGOTIATED COLLECTIVE BARGAINING AGREEMENTS AND RIGHTS GRANTED ACCORDING TO GOVERNMENT CODE SECTION 3543.1(b) RIGHT OF EMPLOYEE ORGANIZATIONS TO USE INSTITUTIONAL FACILITIES.

I, _____, acting on my behalf, or acting as the duly qualified and
(NAME OF APPLICANT)
authorized officer of _____ hereby apply for permission to use
(NAME OF TEAM/ORGANIZATION)

(NAME OF SCHOOL BEING REQUESTED)

Table with 5 columns: TYPE OF FACILITY (CIRCLE ONE:), CLASSROOM, AUDITORIUM, PRACTICE FIELD, LOCKER ROOM. Rows include CAFETERIA w/o KITCHEN, CAFETERIA/KITCHEN, OUTDOOR COURTS, FOOTBALL STADIUM, BASEBALL FIELD, GYMNASIUM, PARKING LOT, OTHER, ARTIFICIAL TURF FIELDS.

NUMBER OF EACH TYPE NEEDED: _____

DATE(S) NEEDED FROM _____ TO _____ DAY(S) OF WEEK _____

BEGINNING SET-UP TIME NEEDED: _____ (AM/PM) EVENT START TIME: _____ (AM/PM)
EVENT END TIME: _____ (AM/PM) END CLEAN UP TIME: _____ (AM/PM)

Table with 4 columns: (CIRCLE ONE:), MORNING, BEFORE SCHOOL, AFTERNOON, AFTER SCHOOL, WEEKEND. Rows include MORNING, DURING SCHOOL, EVENING, DURING CUSTODIAL SHIFT, HOLIDAYS; AFTERNOON, DURING SCHOOL, EVENING, AFTER CUSTODIAL SHIFT, SCHOOL VACATION.

NATURE OR TYPE OF USE _____

NAME OF SPEAKER _____

Number of persons expected to attend _____ Admission Charge: Yes _____ No: _____ Admission fee: \$ _____
Participation Charge: Yes _____ No: _____ Participation Fee: \$ _____

TERMS: ALL FEES FOR USE OF SCHOOL FACILITIES AND GROUNDS ARE DUE UPON SUBMISSION OF THIS APPLICATION AND ARE PAYABLE TO THE SWEETWATER UNION HIGH SCHOOL DISTRICT.

USE (RENTAL) FEE: \$ _____ CUSTODIAL/CAFETERIA (PERSONNEL) SERVICE FEE: \$ _____

ATTACH COPY OF FACILITY USE FEE CALCULATOR PAGE

I, THE UNDERSIGNED APPLICANT, HEREBY ACKNOWLEDGE RECEIPT OF THIS APPLICATION AND INCORPORATED CONDITIONS AND RULES GOVERNING THE USE OF SCHOOL FACILITIES AND GROUNDS, AND AGREE TO COMPLY WITH ALL PROVISIONS AS SET FORTH IN THE APPLICATION AND INCORPORATED CONDITIONS AND RULES GOVERNING THE USE OF SCHOOL FACILITIES AND GROUNDS. APPLICANT FURTHER ACKNOWLEDGES THAT ANY VIOLATION OF SAID APPLICATION AND CONDITIONS AND RULES SHALL CONSTITUTE SUFFICIENT CAUSE FOR THE DISTRICT TO TAKE WHATEVER ACTION THE DISTRICT CONSIDERS APPROPRIATE AGAINST THE APPLICANT. SUCH ACTION MAY INCLUDE, BUT IS NOT LIMITED TO, IMMEDIATE CANCELLATION OF THE APPLICATION AND DISAPPROVAL OF FUTURE APPLICATIONS TO USE SCHOOL FACILITIES AND GROUNDS.

DO NOT CONSIDER THIS REQUEST CONFIRMED UNTIL YOU RECEIVE A SIGNED, APPROVED COPY

X _____ (SIGNATURE OF APPLICANT) _____ (OFFICIAL TITLE) _____ (DATE)

_____ (HOME ADDRESS) _____ (E-MAIL ADDRESS) _____ (TELEPHONE NUMBER)

THE USE OF SCHOOL FACILITIES AND GROUNDS

Following are the conditions and rules that apply to use of any school facilities and grounds by individuals, groups, clubs and organizations herein referred to as the “applicant,” and the Sweetwater Union High School District herein referred to as the “district”. The complete conditions and rules (BP 1330 and AR 1330) are available on the district website at www.sweetwaterschools.org, Board Documents. Most forms may be downloaded at district website, Administration, and Planning and Construction. The “Application and Permit for Use of School Facilities and Grounds, Form No. 6900, Rev. 8/29/11”, is available at the school site being requested (it is a 4-page NCR form).

- A. Any individual requesting use of school premises shall be denied for any of the following:
1. Activities that are immoral, offensive, or harmful to school facilities and grounds.
 2. Activities that are not consistent with school facility and ground use or interfere with the regular conduct of school purposes or school work.
 3. Commercial advertising.
 4. Activities which involve the possession, consumption and/or sale of alcoholic beverages or any restricted substance. This section does not prohibit the use of sacramental wine by a church or religious organizations as part of a religious ceremony. Smoking is prohibited on all district properties.
 5. Fund-raising activities except as permitted by board policy or special action of the board.
 6. Professional carnivals or use of rebounding devices.
 7. Activities that do not comply with the laws and statutes of the State of California, Education Code Sections 10900-10914.5, U.S. Code Section 7905, Business and Professions Code Section 25608, Civic Center Act 38130-38138, city and county fire regulations/ordinances, negotiated collective bargaining agreements, this board policy with related regulations, and all other policies of the district.
- B. Any juvenile organization or group seeking use of school premises must have a responsible adult sponsor to sign the Application, and the adult must be present at all times.
- C. Employee organizations requesting use of facilities for meetings, either before or following employees’ duty day, are subject to the approval of the site principal and or his/her designee.
- D. All facilities usage must be listed on the application.
- E. Applications will be issued for specific rooms and for specific hours. It shall be the responsibility of the applicant to see that the unauthorized portions of the building are not used and that the premises are vacated as scheduled.
- F. The district shall have the right to require the applicant to provide adequate supervision and/or security police, when such supervision is deemed necessary, to ensure protection of district property.
- G. A district employee shall be on duty whenever a facility is being used. Such employee shall be in charge of the facility.
- H. Applicants requesting use of cafeteria kitchen must have district cafeteria personnel to supervise the activity. The applicant shall be responsible for all cafeteria (personnel) service fees.
- I. If facility use is for Artificial Turf field use, please review AR 1330.1 for additional restrictions.

- J. The use of any material or device which constitutes a hazard is expressly prohibited.
- K. Decorations shall be erected and taken down in a manner not destructive to district property.
- L. Applicants requesting use of school premises which include a stage shall not be permitted to move or change any furniture or equipment, including lights, curtains, ceiling pieces, or cycloramas except under the direction and supervision of the district employee in charge.
- M. Applications shall be filed at the requested school site at least two weeks in advance of the first date of the activity described on the application. Payment in full is due at time of application.
- N. All applicants shall sign the Statement of Information and Hold Harmless statement integrated as part of the application.
- O. Prior to the approval of the Application and Permit for Use of School Facilities and Grounds, the applicant shall submit to the site principal or his/her designee, a certificate of insurance along with the insurance company's policy endorsement of comprehensive general liability (broad form) insurance, occurrence basis (combined single limit, personal injury, bodily injury and property damage). Both documents shall name the Sweetwater Union High School District as an additional insured and signed by an authorized officer of the insurance company. Further, the carrier's policy coverage shall contain the following provisions: primary coverage before the district's policy; any aggregate limits shall apply separately to each insured; carrier agrees not to call on the district for any contribution in the settlement of a claim; and shall not require any contribution whatsoever by the district.
- P. The amount required in the Certificate of Insurance and the policy endorsement are stipulated in AR 1330(h). District must be named as "additional insured" and include: Sweetwater Union High School District, Attn: Planning Dept/Facility Use, 1130 Fifth Ave, Chula Vista, CA 91911
- Q. The following shall apply when damage occurring to school property is not covered under the provision of the Certificate of Insurance and the policy endorsement:
 - 1. Applicant, individually and/or jointly with the organization, group and/or club, agrees to be responsible for all liabilities and claims arising out of the groups own negligence and that the applicant's liability for injuries and property damage, shall be primary before any coverage of the district.
 - 2. Applicant shall be invoiced for an amount necessary to repay the damages.
 - 3. Applicant's failure to pay said damages shall constitute sufficient cause for the district to take whatever action the district considers appropriate against the applicant.
 - 4. Such action may include, but is not limited to, immediate cancellation of the application and disapproval of future applications to use school facilities and grounds.
- R. A district employee shall open the building/field only upon presentation of the approved Application and Permit to Use School Facilities and Grounds.
- S. Any application issued is subject to the condition that the district expressly reserves the right to unilaterally change or revoke the application in part or entirely without notice should the school facilities and grounds for which an application has been issue be needed for any school purpose whatsoever.
- T. Individuals using district facilities may bring guide, signal or service dogs as need, however, the district assumes no liability for the safety of animals voluntarily brought to district facilities. AR 1330(d)