

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTY
(PLEASE USE BALL POINT PEN)

School or Facility to be Used _____ Date _____

The _____
(Name of Organization)

Represented officially by _____
(Name of Owner, Producer, Officer or other Authorized Agent)

Hereby applies for permission to use _____
(Specify exact Facility or Rooms needed)

_____ (indicate special needs such as P.A. System, Chairs, Flag, etc.)

Beginning Date: _____ Ending Date: _____ Day of Meeting: _____

Hours: _____ (start) _____ (end) For continuing use during school year, indicate day / week / month _____

Nature or Type of Use _____

Name of Speaker _____ Topic _____

A registration or admission charge or collection will _____ will not _____ be made. Amount _____

Applicant hereby agrees to hold the Goleta Union School District and/or the Board of Trustees and 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 facilities.

The permittee hereby agrees to abide by the laws, rules and regulations covering use of school property as printed on the reverse side of this form and as contained in the Education Code of the State of California.

AFFIDAVIT
(Education Code Section 38136)

The undersigned states that, to the best of his or 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 by force, violence or other unlawful means;

That _____, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

By _____
(signature)

Address _____ Zip _____

Telephone () _____

FOR GOLETA UNION SCHOOL DISTRICT USE ONLY

Permission Granted: _____
(date) (signature)

Permission Denied: _____
(date) (signature)

Rental Fee: _____ (If required) Approval by Board of Trustees: _____
(date)

Site Permission

Liability Insurance

Fingerprints

In conformance with Section 38133 of the California Education Code, the Board of Trustees of the Goleta Union School District has adopted the following Regulations/Procedures covering the use of school facilities for other than school purposes.

REGULATIONS/PROCEDURES ACCOMPANYING BOARD POLICY 7750, USE OF SCHOOL FACILITIES

I. Use as a Civic Center

- A. Subject to District policies and regulations, school facilities and grounds shall be available as a civic center to citizens as specified in Education Code Section 38130 – 38139 (on file: Office of Fiscal Services).
- B. Nonprofit organizations, clubs, or associations organized to promote youth and school activities are authorized by the Board of Trustees to use school facilities without charge during times when custodians are on duty. If custodial services are required, nonprofit groups will be charged direct costs.
- C. Non-profit childcare providers requesting short-term use of District facilities under the Civic Center Act, shall be charged fair rental value (on file: Office of Fiscal Services).
- D. Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.
- E. Requests for reservations for the use of District facilities will be reviewed and granted in the following priority order:
 - 1. District/school function
 - 2. PTA/PTO sponsored activity
 - 3. Kindergarten through grade six organized youth groups
 - 4. Grades seven through twelve youth groups
 - 5. Adult non-profit organizations
 - 6. Adult organizations
- F. Restroom facilities are a part of the multipurpose room complexes and will be available when these facilities have been reserved. When other facilities have been requested, restrooms will ordinarily remain open until 5:00 p.m. on regular school days during the academic year. Users of facilities other than the multipurpose rooms will be required to check out a set of restroom keys, if reservations are for periods when the restrooms are not ordinarily open.
- G. Groups may request the use of facilities at a specific school site. However, the assignment of facilities is at the discretion of the District and will be made in its best interest.

II. Other Non-Civic Center Uses

- A. Commercial Purposes
Commercial enterprises may apply for the use of facilities at rental rates determined by the Board of Trustees.
- B. Non-Profit Entities – Long-Term
Non-profit entities that wish to lease facilities more than two days per week and/or eight days per month may apply for the use of facilities at rental rates determined by the Board of Trustees.

III. Restrictions

School facilities shall not be used for any of the following activities:

- A. Any use by an individual or group for the commission of any crime or any act prohibited by law.
- B. Any use which is inconsistent with the use of school facilities or grounds for school purposes or which interferes with the regular conduct of school or school work.
- C. Any other use prohibited by law, including illegal discrimination.
- D. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.

IV. Damages and Liability

- A. Groups or persons using school facilities and grounds shall be liable for any property damages caused by the activity and for any injuries resulting from negligence during use. Users must file a *Certificate of Insurance* and show evidence of general liability of at least \$1,000,000.
- B. The Board may charge the amount necessary to repair the damages, and may deny any group causing damage further use of facilities and grounds.
- C. The District may require a hold harmless agreement when warranted.

V. Application for Use of Facilities

- A. The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which:
 - 1. Encourage and assist groups desiring to use school facilities for approved activities.
 - 2. Preserve order in school buildings and on school grounds, and protect school facilities.
 - 3. Ensure that the use of facilities or grounds is consistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of schoolwork.
 - 4. Ensure that the use of facilities or grounds complies with all existing laws, rules, and regulations pertaining to the use and occupancy of any school property or facility.
- B. A completed application must be submitted to the office of Fiscal Services not less than fifteen (15) calendar days prior to the requested use. Fees are due at the time of application.