

**LASSEN UNION HIGH SCHOOL DISTRICT
APPLICATION AND AGREEMENT FOR USE OF DISTRICT FACILITIES**

The undersigned hereby request permission to use the following district premises on date(s) and time(s) indicated below (buildings will be locked at 11:00 p.m.).

If you have filled out this information on line skip to the next section

School Site: _____ Facility: _____

Date Requested: _____ Time: _____ to _____ Expected Attendance _____

Event time: _____ to _____

All of the following questions MUST be answered:

1. What is the purpose for the use of the facility (recreational, fund-raising, etc.)? _____
2. What will be the nature of the activity (meeting, dance, etc.)? _____
3. Is the activity open to the public? Yes No
4. Will contributions be solicited or accepted? Yes (*For what purpose will the proceeds be used?* _____) No

EQUIPMENT/STAFF ASSISTANCE REQUESTED:

(When cafeteria facilities are used, a cafeteria worker must be present).

Equipment needed (# tables, # chairs, etc.): _____

Refreshments Only Coffeemaker Pot Luck Dishwasher Other _____

How many district employees are needed? _____ Hours needed? _____ to _____

1. Facility will be furnished "as is" unless request for furniture and equipment are indicated above. Only that equipment which is normally in the facility will be furnished.
2. Requests must be received a minimum of ten (10) business days in advance before approval to use facilities or equipment will be granted.
3. People or groups requesting facilities are limited to the scheduled times indicated on the request forms. Any abuse of this privilege may result in revocation of permission to use the facility.
4. Costs generated as a result of facility use, beyond normal and routine costs, are to be paid by the group requesting the use of the facility (custodial overtime-damage to school property, etc.)
5. School-related facility use will take precedent over non-school related use.
6. A responsible adult must be present during the time of use and the person assuming the responsibility must sign the facility use request form.
7. No alcoholic beverages or controlled substances are permitted.
8. No smoking on any district site.
9. To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless Lassen Union High School District, its elected or appointed officials, employees, agents and volunteers against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of use of Lassen Union High School District, facilities by the Applicant, their employees, agents or guests, regardless of any active or passive negligence on the part of Lassen Union High School District, its elected or appointed officials, employees, agents and volunteers.
10. Attach a Certificate of Insurance with Additional Insured Endorsement as specified in the Insurance Required of Applicant Section.
11. Applicant hereby certifies that they have received and read the rules, regulations, conditions, terms and that they and the applicant which they represents, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the California Department of Education and its authorized agents which may be communicated to the applicant and to the best of my knowledge the school property for use of which this application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.
12. The undersigned states that, to the best of their 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 they are making application for use of school property, does not, to the best of their knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of their 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 and per Education Code Section 38135.

Authorized Applicant Signature

13. In executing this declaration the applicant certifies that he has been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.
14. **FOR RENTAL OF ATHLETIC FACILITY – WARNING:** Use of steroid to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use or exchange of anabolic steroids.

INSURANCE REQUIRED OF APPLICANT:

Prior to use of the facility, the Applicant is required to provide a Certificate of Liability Insurance **and** Additional Insured Endorsement to fulfill the following three requirements:

1. **Commercial General Liability or Personal Liability** on an occurrence form with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate for all groups except:
 - a. **Seasonal Sports/Recreation Leagues, Sober Grad Organizations, or Private Events with 500+ attendees:** Minimum limit of \$2,000,000 each occurrence / \$2,000,000 general aggregate.
 - b. **Year Round Sports/Recreation Leagues:** Minimum limit of \$5,000,000 each occurrence / \$5,000,000 general aggregate.

2. **Additional Insured Endorsement:** This is a separate form attached to the certificate. The endorsement must name the Lassen Union High School District, it's elected or appointed officials, employees, agents and volunteers as Additional Insured (or Additional Covered Party) under the general liability policy. Forms CG 2026 or CG 2011 or equivalent required. For purposes of the CG 2011 only, this Agreement shall be deemed to be a lease. Blanket Additional Insured forms are acceptable when accompanied with an approved Facility Use Agreement.

3. **Evidence of Primary Insurance** (*either by endorsement or the actual page(s) of the policy typically found in the "Other Insurance" section of policy*): Applicants insurance shall be **primary insurance** as respects to the Lassen Union High School District, it's elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Lassen Union High School District, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

I have read the rules and agree and hereby certify that I (we) shall be personally responsible, on behalf of our organization, for any damage sustained by the district, premises, furniture, or equipment because of the use of the facility by our organization. I (we) have read, understand, and agree to abide by and enforce the rules and regulations governing the use of school facilities. Furthermore, I understand that a situation beyond the control of the District may arise that will require the use of the requested facility by the District in which case I (we) will be notified that the facility will not be available as requested. If an acceptable alternative District site cannot be acquired, all fees and deposits will be refunded immediately.

Name of organization: _____

Name of representative(s) or agent: _____ Title: _____

Address: _____ Phone: _____

Organization representative will contact the district office at least two (2) weeks prior to the event if special arrangements are required in addition to those stated.

Date of application: _____ Signature: _____

Business Office Use Only

Amount of Fee: _____ (√ Paid) Deposit (√ Paid) Certificate of Insurance Included (√ Yes) Facility Available (√ Yes)

Approved? Yes Copy Mailed to Applicant Date: _____ Not Approved Returned to Applicant Date _____

Calendar Updated? Copy to Maintenance/Custodial Copy to Site Supervisor

Signature of Authorized Representative of Board of Trustees: _____

Lassen Union High School District Office 1000 Main Street, Susanville, CA 96130; 530-257-5134; FAX: 530-251-0473
www.lassenhigh.org