

APPLICATION TO USE AUD FACILITIES

(Application only; not a permit until approved)

RECEIVED: _____

A. APPLICATION

Name of Applicant: _____ Event: _____

Applicant Representative: _____ Title: _____

Address of Applicant: _____

Phone Number: _____ Email: _____

****AUD Fields available M-F from sunrise – sunset; 9AM-5PM only on weekends****

**** Maximum date span of 2 months will be approved at a time for any facility****

SCHOOL:				REQUESTED ROOM/SPACE:		
Date(s) of Use	Day(s) of Week	Time In	Time Out	Person in Charge	Purpose (i.e. prep, event, etc.)	Estimated Attendance
Requested Equipment and Other Needs (e.g., A/V equipment, <u>number of tables/chairs</u> , whiteboard, etc):						

B. DECLARATION OF APPLICANT

- Nature of use / reason for request: _____
- Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other receipts estimated to amount to \$ _____. **If no receipts anticipated for these activities, check here:** ☐
- Receipts set forth in item 2 above, will be used for _____.
- Applicant hereby agrees to hold the Alisal Union School District, the Board of Trustees, the 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 facilities. Applicant agrees to furnish such liability or other insurance for the protection of the public and the lesser as the Alisal Union School District may require. **(Proof of insurance must be attached to application)**
- I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the building, furniture, equipment, or grounds occurring through the occupancy or use of said building and/or grounds by the applicant, normal wear and tear accepted.
- I hereby certify that I have received and read the rules, regulations, conditions, and terms*, including those on Section D of this application, and that I and the applicant, whom I represent, 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 Board of Trustees and its authorized agents which may be communicated to the applicant.
- It is agreed that in the event this permit is cancelled by the applicant, no refund will be made for and that changes in date or extension of time shall be made only as specified by the rules governing use of facilities.
- I certify that I have been duly authorized by the herein set forth applicant to act on its behalf in making application for use of facilities.
- To the best of my knowledge, the property for use of which application is hereby made will not be used for the commission of any intention 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, and that, to the best of 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.
- I understand that the facilities are not approved for use until an approved copy of this application is returned to me.

Signature of Applicant Representative: _____ Date: _____

SUBMIT APPLICATION TO SCHOOL PRINCIPAL. YOU MAY FOLLOW UP ON APPROVAL BY CALLING THE BUSINESS OFFICE AT (831) 753-5700 x 2031.

C. RECOMMENDATIONS/APPROVALS (District Use Only)

CHARGES:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Facility Use Fees:	_____ hrs x _____/hr = \$ _____	
Custodian:	_____ hrs x _____/hr = \$ _____	
Other Staff (Explain):	_____ hrs x _____/hr = \$ _____	
Total Fees=	\$ _____	

Principal _____ Date _____ ☐ Approved ☐ Denied

Director of MOTS _____ Date _____ ☐ Approved ☐ Denied

Associate Superintendent _____ Date _____ ☐ Approved ☐ Denied

PERMIT GRANTED ON _____

*** Failure to comply with the terms will be cause to rescind permission.**

APPLICATION TO USE AUSD FACILITIES

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D. RULES & REGULATIONS

1. An approved application does not constitute a binding contract between the organization and the Alisal Union School District. Should serious needs of the Alisal Union School District require the facility, the applicant will be notified.
2. Applicants are to cancel reservations as soon as possible by calling (831) 753-5700 if a change in plans eliminates the need for use of facilities.
3. Applicant is responsible of ensuring that both participants and spectators do not:
 - Move furniture
 - Use equipment unless authorized
 - Place any substance on the floor
 - Use other than assigned space
 - Use other than tack wall for displaying posters, announcements, etc.
4. The custodian or other designated staff member is the representative of the Alisal Union School District and is in charge of the facilities.
5. The building will not be opened unless an adult official representative of the organization is present.
6. Should activities go beyond stated time and result in overtime pay for Alisal Union School District representatives the organization will pay the overtime cost.
7. This application will be cancelled if publicity is given to the event being sponsored prior to obtaining an approval permit for use of the facility.
8. Groups are expected to place debris and litter in containers and generally clean-up the facility used.
9. Nothing shall be sold or distributed on the premises without prior approval.
10. No alcoholic liquors or beverages shall be brought to or consumed on the premises.
11. The sale or furnishing of food or soft drinks shall be limited to such section or sections of the buildings as designated by the authorities.
12. The Alisal Union School District incurs no liability for loss or theft of property of the applicant, participants, or spectators.
13. External use of AUSD fields is limited to the hours of sunrise to sunset from Monday through Friday, and from 9:00am until 5:00pm on Saturdays and Sundays.
14. Permit dates will not exceed a span of 2 months at a time to allow for regular maintenance and equal opportunity for all to apply for use of facilities.