

RECEIVED: \_\_\_\_\_

## APPLICATION TO USE AUSD FACILITIES

(Application only; not a permit until approved)

### A. APPLICATION (all fields are required)

Name of Applicant: \_\_\_\_\_ Event: \_\_\_\_\_

Applicant Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Requested School: \_\_\_\_\_ Building/Room/Space: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ **\*\*Max. date span of 2 months will be approved at a time; see Section D\*\***

Day(s) of Week: ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sat ☐ Sun Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Person In Charge During Use: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes:

### B. DECLARATION OF APPLICANT

- Description 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, conditions, policies, 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 DISTRICT OFFICE. 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 ☐ No ☐

Facility Use Fees: \_\_\_\_\_ hrs x \_\_\_\_\_/hr = \$ \_\_\_\_\_

Custodian: \_\_\_\_\_ hrs x \_\_\_\_\_/hr = \$ \_\_\_\_\_

Other Staff (Explain): \_\_\_\_\_ hrs x \_\_\_\_\_/hr = \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Total Fees= \$ \_\_\_\_\_**

\*By check only; Payable to Alisal Union School District.

\_\_\_\_\_  
PRINCIPAL – Confirm Availability

\_\_\_\_\_  
DIRECTOR of MOTs –Review

\_\_\_\_\_  
ASSOCIATE SUPERINTENDENT ☐ Approve -OR- ☐ Deny

**PERMIT GRANTED ON \_\_\_\_\_**

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

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### D. RULES & POLICIES

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. 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.
3. Applicant is responsible of ensuring that both participants and spectators do not:
  - Move furniture
  - Use District equipment without prior written approval
  - Use any space other than that designated on this application
  - Use other than tack wall for displaying posters, announcements, etc.
4. The building will not be opened unless the named representative of the organization is present.
5. Groups are expected to place debris and litter in containers and generally clean-up the facility used.
6. Nothing shall be sold or distributed on the premises without prior approval.
7. No food vendor may set up on District grounds unless noted on this application. Applicant must attach food vendor's city-issued food sales permit in addition to proof of insurance.
8. No alcoholic liquors or beverages shall be brought nor consumed on the premises.
9. 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.
10. Organizations are required bring their own portable toilets for weekend use of outdoor facilities (i.e. soccer fields); use of school restrooms will not be permitted. +
11. 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.
12. Should activities exceed authorized time and result in overtime pay for Alisal Union School District representatives, the applicant will pay the overtime cost.
13. 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.
14. The Alisal Union School District incurs no liability for loss or theft of property of the applicant, participants, or spectators.