



Approved: _____

Denied: _____

MADERA UNIFIED SCHOOL DISTRICT
1205 S. Madera Avenue, Madera, CA 93637 • Phone (559) 675-4548 • FAX (559) 675-4608

PERMIT APPLICATION FOR USE OF SCHOOL FACILITIES

Please Note: Permit applications must be completed and approved by the Facilities Planning Department before any use of school facilities.

Name of Applicant/Organization: _____

Site and Facility Requested: _____

Date(s): _____

Days of the week Requested (Check all that apply): ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Time(s): _____ (Use box below if applicable)

Pre-Event:	From _____	To _____
Event Time:	From _____	To _____
Post-Event:	From _____	To _____

Name of Event: _____

Type of Activity: _____

Estimated Attendance: _____ Non-Profit (yes/no) _____ Will an admission fee be charged (yes/no) _____ If so, how much _____

Will kitchen or snack be used (yes/no) _____ (If yes, the District will assign employees as necessary)

Please list time(s) kitchen or snack bar will be used: _____

Additional or Special Needs:

The undersigned hereby acknowledges that he/she has read and fully understands and agrees to abide by all the requirements for use of the requested facility. Please sign page 2 of permit stating you have read the Rules and Regulations regarding facility use. Your permit will not be processed without signing page 2.

Name: _____ Title: _____

Signature: _____ Date: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ League Affiliation: _____

Bill To (If different from above): _____ Attention: _____

Address: _____ City: _____ State: _____ Zip: _____

APPROVAL:

Site Administrator – please fill in the following section

Facility Available: ____ Yes ____ No

Custodian: ____ Open/Close Only ____ Stay Duration of Event Security Needed: ____ Yes ____ No

Site Administrator _____ Date: _____

For Facilities Planning Use Only

Use Approved: ____ Yes ____ No

Custodian: _____ Security: _____

Director of Facilities Planning _____ Date: _____

INDEMNIFICATION:

It is agreed that the agents, officers, members, and/or employees of User shall be personally responsible, on behalf of the organization, for any damage sustained to the facility, to include the school building, furniture, equipment, or supplies occurring through the occupancy of said facility by User.

It is further agreed, User will conform to all the "Rules and Regulations Governing the Use of School Facilities" as contained herein.

It is agreed that the User, its agents, officers, members and/or employees shall indemnify and hold the Madera Unified School District, its agents, officers, and/or employees harmless from any and all liability, responsibility, damages, loss, cost or expense of any nature whatsoever, arising out of injury to or death of any person or damages to the property of the Madera Unified School District or any other person resulting in whole or in part from the acts of the User, its agents, officers, members and/or employees arising out of the activities thereof.

It is further agreed that, User shall provide Madera Unified School District written verification that the Madera Unified School District, its agents, officers, and/or employees have been included as an additional insured on User's liability and bodily injury insurance. The certificate of insurance must have an additional insured endorsement.

RULES AND REGULATIONS GOVERNING THE USE OF MADERA UNIFIED SCHOOL DISTRICT FACILITIES

1. All school facilities are governed by Board Policy 1330.
2. Applications for the use of school facilities shall be made in writing at least ten (10) days prior to the proposed date of meeting or event. Applications must be signed by the person authorized to represent the group or organization, and must be filled out completely in order to be processed for approval. With the approval of the application, an authorized permit will be issued.
3. Organizations and groups will be assigned accommodations suitable to the size of the group. Permits will be issued for specific rooms or areas in school buildings and/or site. It shall be the responsibility of the organization or group to see that the remainder of the building or site is not entered. The User shall not use buildings, grounds, or other facilities for any activities other than those designated. **Children must be kept under adult supervision at all times.** Such items as microphones, projectors, blackboards, etc., are not furnished unless permission is obtained. All kitchen equipment is the property of the school district; kitchen equipment, utensils, etc., cannot be used for any other purpose. Cooking or the preparation of food by outside groups is prohibited.
4. All permits will be issued for specific hours. At the conclusion of which time, the organization must leave the premises. No permit will be issued to extend later than 1:00 a.m.
5. When a rental charge is made, it must be in conformance with the schedule adopted by the Governing School Board. This schedule is subject to change at the will of the Board. All fees shall be paid in advance. Permission for post-use billing can be approved by the Facilities Planning Department only.
6. No school furniture or apparatus may be removed or displaced by any person or organization, without permission from, and under the supervision of the Site Administrator. Any furniture or apparatus so displaced, must be replaced to the satisfaction of the Site Administrator by the party, parties, or organization responsible for the removal thereof before their departure from the school facility.
7. School property must be protected from damage or mistreatment and each group must be responsible for the condition in which they leave the school building. In case school property is damaged, same shall be paid by the organization, its agents, officers, members, and/or employees which have use of the site.
8. **It shall not be permitted, within the precincts of school property, use of alcohol, illegal drugs, expectorating on floors, profane language, quarreling, fighting, or gambling. Smoking is NOT permitted on school premises or in school buildings. The use of any tobacco products are prohibited by law. It shall be the responsibility of the organization to whom a permit has been granted, to ensure that there are no violations of this regulation. No candles or open flames of any kind are allowed in school facilities.**
9. No permit will be issued for a longer period than one school year. At the expiration of all permits, written application must be made for renewal.
10. Permits for the use of school buildings at which there will be a discussion of civic/political problems, shall be open to all that desire to attend.
11. Should an organization need to cancel a permit, the office of Facilities Planning (559-675-4548) must be notified at least twenty-four (24) hours prior to the time for which the permit has been granted. If cancellation notice is not given at least twenty-four hours prior to the event, charges may be incurred. Failure to give such notice may result in the refusal or revocation of future permits.
12. Permits will be granted for use of school buildings on weekend nights and holidays only on unusual occasions. Permits issued over a period of time for the use of school facilities and which fall upon a holiday are automatically cancelled on the particular day or evening of the holiday, unless previously arranged with the Facilities Planning Department. It will not be necessary to renew the permit for subsequent meetings.
13. Any regular school organization, whether day or continuation, evening or afternoon in any school facility, has the preferential right to the use of the rooms in such facility. No permit will be granted which in any way interferes with the program of regular school work. Any meeting for which a permit has been granted must give way to the regular and/or special school activities.
14. It shall be the duty of the Site Administrator to see that there are no violations of these regulations on the part of any individual or group. All organizations or groups involving juveniles seeking to use school facilities must provide adequate adult sponsorships and supervision. The Site Administrator shall report to the Director of Facilities Planning, all violations of these regulations.
15. Permits may be revoked by the Site Administrator or the Director of Facilities Planning without previous notice whenever the use of the school or school facilities may interfere with regular school use or where there has been a violation of these regulations.
16. Any person applying for the use of school buildings, sites or other facilities on behalf of any society, group or organization, shall be a member of such applicant group and unless he/she is an officer of such group, must present written authorization from the applicant group to make request for such use.
17. The permit which is granted to any group or organization for the use of school buildings, sites or other facilities, shall not be assigned to any other group or organization without the prior written consent of the District. A Facilities Use Permit may not be assigned to any other group or organization without the written consent of the School District.
18. User shall comply with the applicable laws, regulations and ordinances, and shall secure any and all permits which may be required by any governmental agency having jurisdiction to require the same for the intended use of said property.
19. The School District shall have the right to enter the premises or any part or portion thereof for the purposes of inspection or for making such repairs or alterations as may be necessary for the preservation thereof in safe condition.
20. No painting or alterations shall be done to any part or portion of the building site or other facility by putting up or changing any partition(s), door(s), window(s). No nailing, boring, drilling, stapling to the walls; or screwing into the woodwork, masonry, metalwork, or plastering shall be done without the express written consent of the School District.
21. User agrees that it will not construct, place, or permit to be constructed or placed, signs, awnings, marquees, or other structures projecting from the exterior of the premises without School District's written consent thereto.

I hereby verify that I have read the above Rules and Regulations Governing the Use of Madera Unified School District Facilities.

Signature of Applicant: _____ Date: _____