

San Marino Unified School District
Use of Facility Requirements & Acknowledgement
(Signature of Authorized User Required Prior to Issuance of Permit)

1. All applications for use of facilities must be completed at least ten (10) working days in advance of the requested usage.
2. All fees are due and payable ten (10) business days prior to use. All payments received by the District, unless otherwise stipulated in the permit documents, must be issued by the requesting organization. Facility permits will not be issued until payment is received.
3. Only applications originating with established organizations will be considered. Individuals must have sponsorship by a qualifying organization.
4. A cover letter, on the organization's official letterhead, with detailed information regarding the event, including a formal schedule on association/group letterhead, and signed by the President of the organization should accompany the application form.
5. All facility requests are to be submitted to the District Office. Principals' or Assistant Principals' signature does not guarantee permit. Final approval and permits will be issued only by the District Office.
6. The organization requesting the facility must be the primary party using the facility. All correspondence, telephonic communications, and meetings will only be held between the District and an official representative of the requesting organization. Under no circumstances shall the requesting organization act as an "umbrella" for other groups, clubs or users. If this requirement is violated, the organization approved for use of the facilities will be **fin**ed based on the District's fair market rental rates for the period violated.
7. Organizations requesting use of facilities may be required to provide identifying credentials, such as a charter of constitution and bylaws in order to establish the type of organization, (non-profit, commercial).
8. If the requesting organization is a corporation, the legal name of the corporation shall be set forth on the reverse side of this form together with the signature of authorized officer or agent and the document shall bear the corporate seal; if the requesting organization is not a corporation, the true name of the organization shall be specified together with the signature of the employees and/or member authorized to sign contracts on behalf of the organization.
9. The requesting organization shall have the duty and responsibility of ascertaining and securing all necessary approvals, licenses or permits which may be required by State, County, City or all other public authorities in connection with the requested use of the property or facilities.
10. If the application for facility use is approved, the requesting organization must provide an ORIGINAL CERTIFICATE OF INSURANCE, in the minimum amount of \$1 million, AND A SEPARATE SPECIFIC ENDORSEMENT which names the *San Marino Unified School District* as additional insured on the organization's liability insurance policy.
11. The District's Hold Harmless, Release & Waiver of Liability and Indemnity Agreement and a Rules and Regulations Acceptance Document must be completed and signed by a duly authorized representative of the organization and received by the District prior to facility use.
12. All equipment and facilities to be used must be listed on the application form. Only trained District personnel shall operate equipment deemed by the District to require skilled operators. Requesting organization must delineate all field and facility needs that may require District personnel's time. The user will be charged for these salaries at the overtime rate for any and all setup, even if the setup occurs during working hours, in addition to the basic rental and other applicable fees.

(OVER)

13. Approved auditorium application require the following non-refundable, non-transferable deposit before a Use of Facility permit will be issued:

\$100 for Huntington Auditorium \$100 for Nehr Auditorium \$75 for Webb Theater

14. The following information must be included on the application form and in the accompanying letter:

- Type of program (theatrical play, dance, orchestra, choir, film, lecture presentation, meeting, etc.)
- Number of participants in the program
- Approximate age of participants in the program (elementary age, high school age, or adult)
- Program starting and ending times
- A listing of the program's technical requirements (sound, lighting, and stage requirements)
- For musical programs, a list of all instrumentation
- For theatrical presentations or filming, a copy of the script

15. Any and all use of facilities that require lighting and air conditioning will be charged at the District's direct cost rate.

16. Under no circumstances are "field" or "facility" users to line fields, mow, repair, or maintain areas without the consent and pre-approval of the Director of Maintenance & Operations. If this requirement is violated, the group will be charged for the repairs. All user groups may be charged for "wear & tear" costs caused by their usage of District fields.

17. Completing and submitting the "Application for Use of Facilities" does not insure the facility use will be granted.

The San Marino Unified School District reserves the right to reject any incomplete application or users who violate District policies and/or regulations.

I hereby acknowledge and agree to the terms for Use of Facilities requirements.

Authorized Representative

Organization Name

Date