

PERMIT NUMBER: _____

APPLICATION and AGREEMENT for USE OF SCHOOL FACILITIES
ANAHEIM UNION HIGH SCHOOL DISTRICT
501 Crescent Way
Anaheim, CA 92801
714/999-2189 (office) 714/520-5741 (fax)

School Name (one per application): _____

Date(s) Requested: _____ Name of Event: _____

Type of Event: _____

Venue Requested:

- Auditorium Gymnasium (circle): 1 or 2 Multipurpose Room
 Athletic Field (list type) : _____ Number requested (circle): 1 2 3 4

(For athletic events-check one): practice/game tournament

Classroom(s): _____ Cafeteria/Kitchen

Parking Lot Other: _____

Day	Start Time	End Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

List special equipment needed (use of certain types of equipment may result in additional charges): _____

Number of attendees: _____ Number of parking spaces required: _____

Food/drink for sale? (separate permit required) YES NO

Food Trucks at event? YES NO

Open to the public? YES NO

Participation fee/Admission/Donations collected? YES NO

Adult Sponsor at event: _____ Cell Phone Number: _____ / _____

CERTIFICATION:

I, the undersigned, hereby certify that I am duly authorized to act on behalf of my organization to request the use of ANAHEIM UNION HIGH SCHOOL DISTRICT facilities. The organization agrees to abide by and enforce the rules and regulations of the ANAHEIM UNION HIGH SCHOOL DISTRICT governing the non-school use of buildings, grounds, and equipment, and hereby acknowledge receipt of a copy of said rules and regulations. The organization recognizes that, in accordance with Education Code 38123, it is liable for any damage to District facilities or for the injury to any person due to the organization's negligence in using District's facilities.

SAVE HARMLESS AGREEMENT AND COVENANT NOT TO SUE:

In consideration of being permitted to use the buildings, grounds, and equipment of the ANAHEIM UNION HIGH SCHOOL DISTRICT(DISTRICT), indicated above, I, the undersigned, agree to the extent authorized by law, to hold harmless, indemnify and defend DISTRICT and its officers, agents, and employees from any liability or claims of liability for bodily injury, sickness, disease or death of any person or persons or damage to property, real, personal, tangible, or intangible, arising from or connected with the use or occupancy of the above-named premises. The organization also agrees to:

- *provide the District with a certificate of insurance for general liability and sexual abuse/molestation in the amount of \$1,000,000 minimum limit per occurrence; \$2,0000,000 minimum general aggregate*
- *list the Anaheim Union High School District as the certificate holder*
- *list the Anaheim Union High School District as additional insured in a separate endorsement memorandum*
- *cover the period of the requested use*

STATEMENT OF INFORMATION:

The undersigned states that, to the best of his or her 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.

The undersigned further states that, the organization on whose behalf he or she is submitting the application for use of school property, does not, to the best of his or her 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 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.

PLEASE PRINT:

Name of Organization: _____

Name of Applicant: _____

Address: _____

City/State: _____

Zip Code: _____

Phone: Business: ___ / _____

Residence: ___ / _____

Fax: ___ / _____

Cell: ___ / _____

Signature of Applicant: _____

Date: _____

SCHOOL SITE USE ONLY:

Requested buildings/grounds/parking: Available Not Available

Custodian Required: Yes No

Reasons/Special Conditions: _____

Principal's Signature

DISTRICT FACILITIES DEPT. USE ONLY:

Non-Profit Status: Current IRS Non-profit: YES NO

Current IRS Form 990: YES NO

Constitution, Bylaws,
Mission Statement: YES NO

Authorized applicant letter on file: YES NO

Food/drink/kitchen permit completed? YES NO N/A

Retail permit completed? YES NO N/A

User group to provide portable toilets: YES NO Number: _____

Insurance Carrier: _____ Expiration Date: _____

Application Fee Paid: \$ _____ Check No. _____ Date Paid: _____

Deposit Paid: \$ _____ Check No. _____ Date Paid: _____

Deposit on Account: \$ _____ Date Paid: _____

Estimated Fees: \$ _____ Date Due: _____

Total Fees: \$ _____ Check No. _____ Date Paid: _____

Approved: _____ Date: _____

****714/936-5240 (facilities manager hotline)
For use on date of event only**

PERMIT NUMBER: _____

A.U.H.S.D. Rules and Regulations Governing the Use of Buildings, Grounds, and Equipment for Non-School Purposes

Applications

- Available on the District's website, www.auhsd.us or by calling 714/999-2189
- Must be submitted with a non-refundable \$20.00 application fee
- Use of facilities for personal financial gain is not permitted
- Personal use of certain District venues is not permitted.
- Please allow a minimum of two to three weeks for processing, longer for requests received during District breaks & holiday periods
- Received within two weeks of the intended use may be declined

Insurance Requirements

- Every organization requesting facility use must provide proof of insurance as follows:
 - A copy of the certificate of insurance naming the "Anaheim Union High School District" as the certificate holder;
 - A separate endorsement naming the Anaheim Union High School District as an additional insured.
- Minimum coverage - \$2,000,000 general aggregate; \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

Facility Use Fees

- There is a 3 hour minimum for each use of District facilities.
- The fee schedule is available on the Anaheim Union High School District website: www.auhsd.us.
- Facility rental fees do not include labor costs for custodial, auditorium, or food service employees.
- A district employee responsible for oversight of the use permit shall be at the facility at all times whenever a facility's buildings or grounds are used. The district employee shall open the facility only upon the presentation of a district facility use permit properly issued and signed. He/she shall be responsible for the facility and will report any damage, misuse, and/or abuse to the Superintendent or his/her designated representative.
- Although the cost of utilities is covered by the user fee, the user group shall conserve energy and water in a manner similar to the daily use of the facility by school operations. The only supplies that shall be utilized by the user group include toilet paper, hand soap and other toiletries. Users shall place all refuse in appropriate containers.

Billing and Payments

- Payment for use may be made by check or money order payable to the Anaheim Union High School District.
- Invoices are due upon receipt.
- Late or non-payment of invoices may result in loss of current and future events.

Cancellation

- Event cancellations must be made in writing no later than one week prior to the event to avoid facility and labor fees.
- The Anaheim Union High School District reserves the right to terminate a permit immediately and without notice upon any violation of the terms or provisions of the permit.
- The Anaheim Union High School District reserves the right to cancel any portion of the permit due to inclement weather or natural disaster.

Initials_____

Date_____

General Use

1. Public use shall not be inconsistent with nor interfere with school district use.
2. There shall be no public use prior to 7:00 a.m. or after 10:00 p.m. (as per local ordinance).
3. To provide adequate time to provide maintenance and to coincide with district employee holiday periods all district buildings and grounds will be unavailable each year during the following periods: (winter break, spring break, and, the last day of school to one week prior to the opening of the new school year).
4. Use of buildings or grounds on Sundays and holidays is normally not authorized and will be approved based on the availability of personnel to oversee the use of the facility.
5. Use is denied to any individual, society, group, or organization for the commission of any crime or any act prohibited by law including those acts intended to further any program or movement to overthrow by any means the government of the United States.
6. Where minors are involved, users shall have sufficient adult sponsorship and adult supervision while using district facilities. Adult sponsors shall be present at all times during the event.
7. There shall be no profane language, fighting or gambling on school premises. There shall be no loud music or other amplified sounds, noise, lights or other activities that violate local ordinances or otherwise disrupt adjacent neighborhoods and businesses.
8. The possession or use of narcotics, tobacco products, alcoholic beverages or any other restricted substance on district property is prohibited.
9. No product, including, but not limited to food or drink shall be advertised or offered for sale on school premises without district approval.
10. People present shall not exceed the capacity authorized by fire regulations. Appropriate space shall be assigned to users based on expected or past average attendance.
11. Vehicles present shall not exceed the number authorized. Vehicles shall be parked only in off-street public parking areas in appropriately marked spaces. Vehicles shall not be parked on neighborhood streets. Vehicles inappropriately parked on district property shall be subject to towing at the owner's expense.
12. No modification of district facilities shall be permitted. District facilities must be left in the same condition as they existed prior to the permitted use. Decorations shall be erected and completely removed in a manner not destructive to school property. The use of open flames such as candles, or non-fireproof decorations, nails, tacks, staples or any tape other than blue or red painter's tape is not permitted.
13. Equipment shall not be used without prior approval on the facility use permit. Furniture and/or equipment shall be returned to the same position and/or location as it existed prior to the permitted use. Users are not permitted to leave equipment or materials at the school facility without a storage permit which shall list all items to be stored at the school facility by the user.
14. No obstruction of any area that will interfere with operation of fire abatement fixtures, sprinkler or fire lanes.
15. Users shall use the facilities only for the purposes as specified in this policy, district regulations, or the use permit and shall limit use to the specific spaces specified in the use permit. Custodians, teachers and coaches, as well as other staff members shall not permit any individual or group to use any equipment, room or other facility on the premises which was not designated on the use permit as approved. Non-approved use shall result in additional charges and may result in denial of future use privileges.
16. Upon approval, the application will be signed and become the formal permit to use the requested District venue and MUST be carried by the requestor at all times during the event.
17. Failure to provide the approved permit may result in the cancellation or forfeiture of the use.
18. The Anaheim Union High School District is not responsible for lost, stolen or damaged personal and/or leased property left on District property.

Initials_____

Date_____

**Please send or deliver this application to:
ANAHEIM UNION HIGH SCHOOL DISTRICT
Attn: Lynn Nakayama
501 Crescent Way
Anaheim, CA 92801**