



### Use of Facilities Application & Permit

Applicant Completes

Name of Organization: \_\_\_\_\_  
Please print or type

School Facility Requested \_\_\_\_\_ How Many Attending: \_\_\_\_\_  
Site Room/Field/Gym, etc.

Purpose of Use: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_  
Day(s) of Week Date(s) Start Time End Time

**School facilities shall not be used for any of the following:**

- ⊙ Any use by an individual or group for the commission of any crime or any act prohibited by law.
  - ⊙ Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.
- Note: Petaluma City Schools is a Tobacco Free environment. **BP 3513.3 Tobacco-Free Schools.**

School Equipment Requested: \_\_\_\_\_ Kitchen Facilities Needed?\*

\*When kitchen facilities are requested, Application for Kitchen Use 700054/PB10, must be filled out & attached.

Permission is requested to bring the following equipment into the school: \_\_\_\_\_

Will admission fee be charged? \_\_\_\_\_ Contributions solicited? \_\_\_\_\_

The undersigned accepts responsibility for the use and is twenty-one (21) years of age or older. He/she further agrees that the character of entertainment will conform with that stated in the application. He/she agrees to indemnify and save harmless against any and all claims, demands, and causes of action that may be brought against Petaluma City Schools, its officers, agents and employees, caused by, and arising out of, or in any way connected with the use by the undersigned of the School District facilities or the exercise of privilege herein granted.

A "Certificate of Insurance" is **required** naming Petaluma City Schools as additionally insured on a Comprehensive General Liability policy of \$1,000,000 or more.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Please print or type

Address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Street Address City Zip Code Daytime Telephone Number

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Completes

This Use of Facilities Application  will *or*  will not interfere with the school program.

Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_  
Signature Date  Added to school calendar

M&O Completes

Custodian for event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Director of M&O: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature Date

Business Services Completes

**Statement of Charges to be Invoiced:**

Facilities: \$ \_\_\_\_\_ per hour Equipment: \_\_\_\_\_ Other: \_\_\_\_\_

Custodian: \$ \_\_\_\_\_ per hour as needed Kitchen Assistant: \$ \_\_\_\_\_ per hour as needed

The above application is considered eligible to use school facilities in accordance with Petaluma City Schools Policy and Regulations. APPROVAL IS GRANTED FOR USE as stated in this Application provided there is no conflict with the school program. The charges as stated above are applicable.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chris Thomas, Chief Business Official

## Terms & Conditions for Use of Facilities

*(Please initial all)*

- \_\_\_\_\_ A current "Certificate of Insurance" naming Petaluma City Schools as additionally insured on a comprehensive General Liability Policy of \$1,000,000 or more will be provided before our application will be approved.
- \_\_\_\_\_ This use will not be for the commission of any crime or any act prohibited by law.
- \_\_\_\_\_ There will be no possession, consumption or sale of any alcoholic beverage or any restricted substances.
- \_\_\_\_\_ We agree not to use any school equipment (i.e., PA system, sports, equipment, technological devices, etc.) unless specified on page one and agreed to by school site.
- \_\_\_\_\_ We acknowledge that additional expenses may be invoiced if the facility or field is damaged or trashed. We also acknowledge that leaving the site in this manner may result in a deposit being required for future use or denial of any future applications.
- \_\_\_\_\_ We agree that any Petaluma City Schools' event takes priority over our event and we can be bumped.
- \_\_\_\_\_ We agree to the amount of charges to be invoiced on page 1 of this form and if not will contact the Business Office prior to the usage.
- \_\_\_\_\_ We agree that any Petaluma City Schools' event takes priority over our event and we can be bumped.
- \_\_\_\_\_ We understand and agree pursuant to BP 3513.3, that **all** school District facilities are a tobacco free environment.

## Additional Terms for Field Usage

*(Please initial all)*

- \_\_\_\_\_ We agree not to use any Petaluma City Schools field if there has been rain at any point in the day or if we have been notified not to use the field.
- \_\_\_\_\_ We agree to follow City Ordinance and not have sound before 9:00 am or after 10:00 pm (see above regarding unauthorized use of PA system).
- \_\_\_\_\_ We agree not to remove dirt, mow grass, dig holes, spray pesticides or any other maintenance work on the fields. We will contact the athletic director at the school with any needs or concerns regarding the field.
- \_\_\_\_\_ We will follow all posted rules.