

**BONITA UNIFIED SCHOOL DISTRICT
APPLICATION AND AGREEMENT FOR THE USE OF FACILITIES**

Date of Application: _____

FACILITY: _____

_____ Multi-Purpose Room _____ Kitchen/Cafeteria _____ Classroom(s): Specify: _____

_____ Stadium _____ Stadium with Lights _____ Playfields _____ Playcourts Others: _____

Month: _____ Day(s) of Month: _____ Time(s): _____ No. of Attendees: _____

Facility will be furnished "AS IS" unless requests for furniture and equipment are indicated below. If equipment is available, a fee for its use may be assessed by the Business Office according to the Bonita Unified School District (District) Fee Schedule.

Equipment or Furniture Needed: _____

1. What is the purpose of the meeting? _____
2. Is admission charged? _____ If so, how much? _____
3. Will contributions be solicited or accepted? _____
4. Membership dues? _____ If so, how much? _____
5. If yes on 2, 3, or 4 above, for what purpose will net proceeds be used? _____
6. Is supervision by school personnel necessary? _____ If yes, indicate positions and number of hours: _____

(Attach additional pages if necessary)

CONDITIONS FOR USE OF SCHOOL FACILITIES: FACILITY USER agrees that the District makes no representations or warranties as to the condition of the facilities which the FACILITY USER is entitled to use, and FACILITY USER agrees to take such property and facilities "AS IS." FACILITY USER acknowledges that it shall be FACILITY USER's responsibility and obligation to assure that the property and facilities are in proper and safe condition to be used for the purpose anticipated; and FACILITY USER acknowledges that it shall be obligated to inspect such property and facilities before they are used and to take affirmative steps where necessary to warn users or rectify hazards in order to prevent injuries to property and persons. APPLICANT FOR FACILITY USE agrees to refuse the use of the property if unsatisfactory conditions are not rectified prior to scheduled use. FACILITY USER further acknowledges receipt of a copy of the District's RULES AND REGULATIONS FOR USE OF FACILITIES. By the Applicant's signature below, the FACILITY USER agrees to abide by all rules and regulations governing the use of the District's facilities and the conduct of all meetings. FACILITY USER further acknowledges that facility use is contingent upon full compliance with these rules as well as any site rules specified by the site administrator.

ALL PERMISSIVE USERS, WHOSE USE IS NOT MANDATED BY THE CIVIC CENTER ACT, AGREE BY THEIR SIGNATURE BELOW TO HOLD THE BONITA UNIFIED SCHOOL DISTRICT, ITS GOVERNING BOARD AND THE INDIVIDUAL MEMBERS THEREOF AND ALL DISTRICT OFFICERS, AGENTS AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE OUT OF, OR IN ANY WAY BE CONNECTED WITH, THIS FACILITY USE AGREEMENT. HOWEVER, THIS AGREEMENT DOES NOT PERTAIN TO LOSSES OR INJURIES WHICH ARE THE RESULT OF THE SOLE NEGLIGENCE OF THE DISTRICT.

Applicant must submit this form to the Site Administrator forty-five (45) working days prior to the date of use to insure time for processing. Applicant acknowledges that the District's willingness to rent this facility is contingent upon approval by the Site Administrator and by the District's Business Services Department. PERMISSION WILL NOT BE GRANTED UNTIL ALL NECESSARY DOCUMENTS SUCH AS CERTIFICATES OF INSURANCE ARE RECEIVED BY THE DISTRICT. User will be mailed a copy of the Agreement for the Use of School Facilities when permission is granted and this copy of the Agreement should be carried by the user as proof of permission for facility use. **ATTACH CERTIFICATE OF INSURANCE TO THIS APPLICATION WITH ADDITIONAL INSURED ENDORSEMENT FORM CG 20 26 07 04 NAMING BONITA UNIFIED SCHOOL DISTRICT, ITS BOARD OF EDUCATION, EMPLOYEES, AGENTS AND VOLUNTEERS AS ADDITIONAL INSURED.**

NOTIFICATION OF TAXABILITY OF POSSESSORY INTEREST: Pursuant to California Revenue and Taxation Code Section 107 *et. seq.*, the right to possession of the property leased may subject the lessee to property taxation.

Name of FACILITY USER's Organization: _____

Name of Representative/Agent (please print): _____

Signature of Representative: _____

Address: _____

Work Phone: () _____ Other Phone: () _____

PLEASE DO NOT WRITE BELOW THIS LINE

TO THE SITE ADMINISTRATOR: This request must be submitted to Business Services thirty (30) working days prior to event to insure that necessary processing may be completed. Your signature indicates that the above request will not conflict with the education program and that the facility is available at the time requested.

Administrator's Signature _____ Date _____

Administrator's Comment or Conditions: (optional): _____

Are additional conditions for facility attached? _____ If so, number of pages: _____

DATE APPLICATION RECEIVED BY BUSINESS OFFICE: _____ APPROVED _____ NOT APPROVED _____

Fee Charged	Receipt #	Exempt	Date Received	Amount Received	By
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Date Adopted: <u>5/96</u>	Date Revised: <u>10/17</u>				
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White/Business Office	Canary/Applicant	Pink/Facilities & Grounds	Gold/Building Principal
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RULES, REGULATIONS, AND POLICIES OF THE BONITA UNIFIED SCHOOL DISTRICT
REGARDING USE OF SCHOOL FACILITIES

- A. Applications for Use of School Facilities shall be completed, signed, and all copies submitted directly to the school administration. The school will review application and availability of facility requested. The application will then be submitted to the Business Office for approval, assignment of required staff, and determination of fees/rental (if any). When approved, the applicant will receive a signed copy.
- B. Applications for Use of District Facilities (District Office and Stadiums) shall be completed, signed, and all copies submitted directly to the Business Office, 115 W. Allen, San Dimas, CA 91773. The application will be reviewed for availability of facility requested, assignment of required staff, and determination of fees/rental (if any). When approved, the applicant will receive a signed copy.

Fee or rental quotation or a copy of the fee schedule is available upon request.

- 1. Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of the applicant group and, unless he or she is an officer of the group, must present written authorization from the applicant group to make the application. Transfer of the rental agreement to another group or organization is prohibited.
- 2. If any group activity results in the destruction of school property, the group may be charged for an amount necessary to repay the damages, and future use of facilities may be denied.
- 3. No privilege of using school facilities shall be granted for a period exceeding one year.
- 4. School facilities are available on such days and during such hours only as they are not required for school use. District retains the right to revoke permission for organizational use; however, District will notify organization of change as soon as reasonably possible.
- 5. School facilities are not available on Sundays, except by special action of the Board of Education.
- 6. No sectarian or denominational doctrine shall be taught or "instruction therein be permitted, directly or indirectly, in any of the common schools of this State" - California Constitution, Article IX, Section 8.
- 7. No intoxicating liquor, tobacco products, or narcotics shall be used on school premises, and violation of this regulation may cause denial of future use of school facilities to sponsoring organizations at which such use occurs.
- 8. Sponsoring organizations shall be responsible for conduct of activities for which they have made reservations. The District shall supply one custodian or such number as the District may determine if the facility is being used during the custodian's regular working hours. The costs of extra custodial or other services shall be paid to the District by the sponsoring organization. The District will pay employees for services rendered.
- 9. Juvenile organizations shall have adult sponsorship and supervision during use of school facilities.
- 10. Free use of facilities is granted to certain organizations under Education Code provisions known as the Civic Center Act.
- 11. If an organization is using District property under the Civic Center Act, (Ed. Code 38130. et. Seq.) then that organization may post signs of appreciation for sponsorship of the program of that organization, provided that the signs are displayed only during the period of time the organization uses the District property and are removed at the end of the use of the District property, are not readily visible from a city street, and do not violate the requirement of Ed. Code 35182.5 in regard to impermissible content.