

# REQUEST FOR USE OF SCHOOL FACILITIES

SONOMA VALLEY UNIFIED SCHOOL DISTRICT

17850 RAILROAD AVENUE, SONOMA, CALIFORNIA 95476

**THIS REQUEST MUST BE SUBMITTED A MINIMUM OF 10 DAYS PRIOR TO THE EVENT**

WE REQUEST USE OF (CHECK ONE):	<input type="checkbox"/> DUNBAR	<input type="checkbox"/> EL VERANO	<input type="checkbox"/> FLOWERY	<input type="checkbox"/> PRESTWOOD	<input type="checkbox"/> SASSARINI
	<input type="checkbox"/> AHMS	<input type="checkbox"/> ALTIMIRA	<input type="checkbox"/> SVHS	<input type="checkbox"/> OTHER _____	
DATES OF USE		HRS. OF USE		RM. REQUIRED _____	
S M T W T F S		through		through	
NO. EXPECTED					
DATES OF USE		HRS. OF USE		RM. REQUIRED _____	
S M T W T F S		through		through	
NO. EXPECTED					
ORGANIZATION				PLEASE ATTACH, ON A SEPARATE PAGE, A LIST OF CURRENT OFFICERS	
ADDRESS					
CITY, STATE, ZIP				PHONE NO.	
PURPOSE:					
SPECIAL ARRANGEMENTS. EQUIPMENT, ETC. NEEDED:					
ADMISSION CHARGE, COLLECTION, DONATION OR SOLICITATION WILL BE MADE:			IF YES, PROCEEDS TO BE USED FOR:		
<input type="checkbox"/> YES <input type="checkbox"/> NO					
<p><b>We certify that we will be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization. We agree to abide by and to enforce the rules and policies of the Sonoma Valley Unified School District. All costs payable to the Sonoma Valley Unified School District.</b></p> <p><b>It is hereby understood and agreed that the school property designated above will be made available for use here indication for the consideration stipulated. The permit is hereby granted in accordance with all terms and conditions mentioned herein.</b></p> <p style="text-align: center;"><b>STATEMENT OF RESPONSIBILITY</b></p> <p><b>The undersigned states that, to the best of his/her knowledge, the school property hereby requested will not be used for the commission of any act which is prohibited by law or for the commission of any crime, and promises not to engage in any advocacy that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.</b></p> <p><b>The use of tobacco products is prohibited on school district property at all times, including visitors, persons at any school, as well as any school-sponsored activity or athletic event. This also applies to any meeting on any property owned, leased, or rented by or from the District (Health and Safety Code 104420; Labor Code 6406.5; 20 USC 6083).</b></p> <p><b>I-We certify (or declare) under penalty that the foregoing is true and correct. Furthermore, I have read the rules and regulations printed on the reverse side.</b></p>					
Date:		Signature X			
<small>Authorized Representative</small>					
<b>PERMIT FOR USE OF SCHOOL FACILITIES</b>					
Permission is granted for use of the above mentioned facilities, date and time as indicated above. The total cost for use during time specified and any other time invoiced is \$ _____ and other _____.					
Comments:					
LIST CONFLICTING DATES:					
_____ PRINCIPAL		_____ ASSISTANT SUPERINTENDENT, BUSINESS			_____ DATE

**GENERAL RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL PROPERTY FOR OTHER THAN SCHOOL PURPOSES** as adopted by the Board of Education:

In conformance with Sections 38130 through 38139 of the Education Code, the Board of Education has adopted the following Rules and Regulations covering the use of school facilities for other than school purposes.

The Director of Fiscal Services is authorized to issue Permits for the Use of School Facilities for other than school purposes only in accordance with the following Rules and Regulations:

1. There shall be no charge for the use of school properties by organizations, clubs, or associations organized for character building or welfare purposes when no admissions are charged or contributions solicited.
2. There shall be no charge for the use of school properties even though admissions are charged or contributions are solicited when the net receipts of such fees or contributions are expended for the welfare of the pupils of the district or for charitable purposes.
3. A charge shall be made for the use of school properties based upon the lighting, heating, janitor service and all other necessary expenses in connection with such use when the admission fees or contributions will not be extended for the welfare of the pupils of the district or for charitable purposes or when admission fees are charged, and an individual promoter participates in the profits.
4. Whenever school properties are used for other than school purposes, a representative of the School District shall be in attendance, if deemed necessary the school district.
5. Permits for the use of school properties cannot be issued when the primary purpose of such use is for private or personal gain.
6. No permit shall be granted to any individual or organization for religious purposes.
7. No permit shall be granted for use by any individual or group for any purpose which would reflect in any way upon citizens of the United States because of their race, color or creed.
8. Public Agencies shall be granted the use of school buildings, grounds and equipment without charge for the purpose of holding examinations for the selection of personnel and for the instruction of precinct board members..
9. Organizations which qualify for the free use of school properties under the Civic Center Act, will not be charged for lighting, heating or insurance.
10. Organizations are expected to leave school properties in the same condition of cleanliness in which they found them. When this is not feasible due to the nature of the event and/or the facility in use, reasonable clean-up charges will be borne by the school district when the organization otherwise qualified for the free use of properties in conformance with board policy.
11. Labor costs will be charged to the organization when school personnel actively participate in giving assistance with the activity.
12. Labor costs will not be charged to organizations qualifying under the Civic Center Act when school employees are present at the option of the school district merely to oversee the use of school property
13. If guards or special police are required by the school district, such charges must be borne by the organization sponsoring the event.
14. School personnel employed by the organization for special evens will be paid by the school district and the cost of such labor will be charged to the organization employing the personnel.
15. The Board of Trustees reserves the right to restrict the use of school properties to specific types of activity in keeping with the nature of the facility. Food and other commodities may be sold only with advance approval.
16. Student body and employee organizations will not be charged for utilities or clean-up services.
17. The display of signs on the outside of school buildings announcing events other than school connected activities or those non-school connected activities which are for the welfare of the pupils of the district or for charitable purposes will not exceed 2 x 3 feet in size and will not be posted more than 24 hours preceding the event in a location approved by the Director of Fiscal Services or his/her designated representative.