

ESCONDIDO UNION HIGH SCHOOL DISTRICT
302 N. MIDWAY DRIVE, ESCONDIDO, CA 92027 (760) 291-3200
USE OF FACILITIES APPLICATION / PERMIT
SD Event # _____ (EUHSD use only)

 Name of Organization Contact Person

 Address of Organization (street number & name, city, state, zip code)

 Type / purpose of organization (youth sports, school, non-profit, etc.)

 Telephone # of contact person *e-mail address (required)

Location of Facility to be used: EHS () OGHS () SPSHS () Other _____

Type of Facility to be used: Gym () Classroom () Library/Media Center () Athletic Field ()

Football field () Learning Center () Multi-Purpose Room () Performing Arts Center ()

Other (specify): _____

 Date(s) Requested Time (from – to) specify AM/PM

 Equipment needed (specify)

Purpose of event: _____

Expected attendance: _____ Will food/beverage be served? Yes () No ()

Will admission fee, collection or solicitation of funds be involved? Yes () No () Describe: _____

STATEMENT OF INFORMATION AND AGREEMENT

The undersigned states, that to the best of his/her knowledge, the school property for the use of which the application is hereby made will not be used for the commission of any act which prohibited by law for the commission of any crime including, but not limited to, the crime specified in Sections 11400 to 11401 of the California Penal Code. I certify under penalty of perjury that the foregoing is true and correct. I further certify that I shall be personally responsible, on behalf of my organization, for any damage sustained by the school building or furniture accruing through the occupancy of said building by my organization. I agree to conform to the California School Code and to all the rules and regulations of the Governing Board of the Escondido Union High School District, stated in part 2 of this application, governing the use of the school buildings.

*IMPORTANT: Application, Certification of Insurance and FEES must be complete and submitted to the Risk Management Office, District Service Center, five (5) working days prior to the event. DO NOT advertise or promote said event until all site and administrative approvals are complete.

 Signature of Applicant Title Date

 Athletic Dept. Approval Date Activities Director Approval Date

 Site Administrator's Approval Date District Service Center Approval Date

USE OF FACILITIES APPLICATION (Part 2)

RULES AND REGULATIONS

In accordance with Education Code Sections 40040 through 40058:

1. All applicants for permits for the use of school property must sign the "Statement of Information" as prescribed by the Escondido Union High School District.
2. Use of school facilities shall not interfere with the regular school work or the activities of the school.
3. The hours specified on a permit shall determine the length of time the school property may be used, and special permission must be obtained from the school site approving the permit before any extension of time may be allowed.
4. School premises shall not be used by groups later than 11:00 p.m., except upon special permission.
5. Each meeting place shall be under the immediate control of the Principal of the school. It shall be his/her responsibility to see that the Board rules are followed.
6. Activities of those using school playgrounds, athletic fields, courts and gymnasiums for civic center purposes shall be supervised by adult or recreation leaders.
7. Whenever school facilities are used for other than school purposes, it shall be necessary that a representative of the school district shall be in attendance during the entire period of use and such costs shall be borne by the user in conformance with Board policy unless an exception is specifically granted by the Board, or unless the cost is charged to City Community Services.
8. All meetings qualifying under the provisions of the Civic Center Act shall be non-exclusive and shall be open to the public.
9. No use shall be granted that would be determined to constitute a monopoly for the benefit of any person or organization.
10. School premises shall not be used by any person or group as its political campaign headquarters for any purpose.
11. No permit for the use of school property shall be granted to 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.
12. No persons or organization, other than the permitter, shall distribute any literature or any other item or article at a civic center meeting.
13. The Escondido Union High School District and the individual members of the governing board thereof shall be held free and harmless from any loss, damage, liability, cost and expense that may exist or arise during the use of said premises by the contracting party or parties from any cause whatsoever.
14. There will be no smoking on any school facility. Intoxicating liquors are not permitted on school premises.
15. No school furniture or apparatus may be removed or displaced by any person, persons, or organization without permission from, and under supervision of, the school custodian; any furniture or apparatus so displaced must be replaced to the satisfaction of the custodian by the party, parties, or organization responsible for the removal thereof before their departure from the school building. School furniture, equipment, apparatus, etc. may not be removed from the school premises at any time.
16. School property must be protected from any damage or mistreatment and each group must be responsible for the condition in which it leaves the school property. In case school property is damaged, it shall be paid for by the organization which has use of the building.
17. Any persons applying for the use of school property on behalf of any society, group, or organization shall present written authorization from the group to make the application. They shall also submit a certificate of insurance in the amount of one million dollars, listing Escondido Union High School District as "Additional Insured". Fees will be collected from the group where applicable. All items must be submitted to the district five days prior to the event.