

**FACILITY USE APPLICATION**

This application form and all other required documentation must be submitted to the appropriate site at least 30 days prior to use of facilities.

**PART I: GENERAL INFORMATION**

**REQUIRED DOCUMENTATION (Site certify):**

- 1. Facilities Use Applicant Information Form (all applicants) **Completed** \_\_\_\_\_
- 2. Verification of nonprofit status of non-governmental organizations (IRS Tax Exempt Letter) **Attached** \_\_\_\_\_
- 3. Certificate of Insurance (all applicants) **Attached** \_\_\_\_\_
- 4. Payment in advance of all fees based on dates, times, and number of facilities required. **Received** \_\_\_\_\_

**CANCELLATION POLICY:** Cancellation of reservations must be received in writing not less than seven calendar days prior to use in order to receive a refund or credit for the dates cancelled.

**RAIN DAYS:** Rain days will be credited to the user or rescheduled at no charge *if possible at the discretion of site staff.*

**PART II: EVENT INFORMATION**

Use of (Name of Facility/Room): \_\_\_\_\_ at (Site): \_\_\_\_\_ Permit No.: \_\_\_\_\_

Use Dates: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

Preparation Time: \_\_\_\_\_ to \_\_\_\_\_ Actual Program Time: \_\_\_\_\_ to \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_ to \_\_\_\_\_

Type of Program or Event: \_\_\_\_\_ Estimated # of Attendance: \_\_\_\_\_

Special Requirements / Type of Set-up Needed/Comments: \_\_\_\_\_

Name of District employee designated in charge of facility: \_\_\_\_\_

**PART III: APPLICANT INFORMATION**

**NAME OF "INSURED" ORGANIZATION:** (Example: US Tennis Assoc.) \_\_\_\_\_

**APPLICANT:** (Example: Team name, pack number) \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Responsible Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT STATEMENT OF ACCEPTANCE:**

I have reviewed all forms provided; I understand all terms and conditions for the use of facilities at the Los Gatos-Saratoga High School District; all members of the applicant organization will comply with all District (including BP & AR 7040 and the General Rules on the reverse side of this request) and City rules, regulations, and restrictions.

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

**PART IV: FEES (TO BE COLLECTED PRIOR TO USE OF FACILITY)**

Building Attendant Required: (Fee \$40/HR.) \_\_\_\_\_ Cafeteria Supervisor Required: (\$38/HR.) \_\_\_\_\_ Permit Fee: (\$40) \_\_\_\_\_

Custodian Fee: (Set up, open/close (\$40/HR.) \_\_\_\_\_ Damage Deposit (\$100) \_\_\_\_\_ Key Deposit: (\$100) \_\_\_\_\_

**USE OF FACILITY FEE:** (hourly rate) \_\_\_\_\_ **TOTAL FEE AMOUNT COLLECTED:** \_\_\_\_\_

**Authorized by School Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Los Gatos-Saratoga Joint Union High School District**  
**GENERAL RULES & SPECIAL CONDITIONS**

LOS GATOS HIGH SCHOOL  
20 High School Court  
Los Gatos, CA 95030  
(408) 354-2730

LOS GATOS-SARATOGA DEPARTMENT  
OF COMMUNITY EDUCATION & RECREATION  
123 E. Main Street, Los Gatos, CA 95030  
(408) 354-8700

SARATOGA HIGH SCHOOL  
20300 Herriman Avenue  
Saratoga, CA 95070  
(408) 867-3411

**GENERAL RULES:**

1. No activities or entertainment are permissible which discriminate or reflect negatively upon any person or group because of race, color, creed, or gender.
2. Users must abide by and enforce rules and regulations set forth by the State of California, by the County of Santa Clara, by the city in which the facility is located and by the Los Gatos-Saratoga Joint Union High School District.
3. There shall be no profane language, fighting or gambling on the school premises.
4. Smoking, possession or use of narcotics or alcoholic beverages on school property is prohibited.
5. Preparations shall not be used on floors; marks may not be made or applied to floors or walls; lines may not be made on fields without written permission of the administrator in charge of the facility.
6. School furniture and equipment may not be removed or displaced without written permission from and under the school district employee in charge.
7. No food may be prepared or cooked in the cafeteria kitchen except by district cafeteria employees.
8. Food and drinks may not be brought into buildings (except cafeteria).
9. Classrooms must be left free from litter; chairs and desks returned to original positions; chalkboards erased (if used); windows closed; and lights turned off.
10. Facility will be opened only at designated opening time and must be completely vacated by designated closing time (allow 15 minutes for participants to leave campus).

**SPECIAL CONDITIONS:**

1. In submitting this request, I have read and understand the Los Gatos-Saratoga Joint Union High School District (District) General Rules & Special Conditions and will abide by the rules and conditions set forth in addition to Board Policy 7040 and Administrative Regulation 7040 (available on the District's website ([www.lgsuhd.org](http://www.lgsuhd.org)) or a hard copy is available at each campus). I certify that the intended use, as detailed on the reverse side of this form, is in compliance with said rules, and understand that use is subject to complying with the required documentation, advanced payment of all fees, submission of certification of insurance requirements and approval by the administrator in charge of facilities.
2. The applicant agrees, at its own expense, cost and risk, to indemnify, defend, save and hold harmless the District, agents, employees and officers against any and all personal injuries, damages, liability, costs, suits or expenses, including reasonable attorneys fees, arising out of any act or omission of any officer, agent or employee of the District or resulting from the condition of any property owned or controlled by the District.
3. The applicant agrees to furnish such liability or other insurance to include, if applicable, naming the District as additional insured for the protection of the public and the lessor as the lessor may require. Requirement to be designated upon issuance of permit. Facility may not be used prior to receipt of certificate.
4. The applicant shall provide and maintain during the term of this contract a program of insurance satisfactory to the District covering its operations hereunder. Certificates of insurance, along with significant endorsements, shall be delivered to the District on or before the effective date of this Agreement, and shall stipulate that the District is to be given written notice by registered mail at least thirty (30) days in advance of any modification or cancellation of any policy of insurance. Coverage shall include the following:
  - a. **General Liability:** Such policy of insurance shall include, but not be limited to, comprehensive general liability, covering bodily injury and property damage. The minimum limits of liability per occurrence shall be as follows:
    1. No physical activity involved and/or small groups: \$500,000
    2. Physical activity involved and/or larger groups: \$1,000,000
    3. High-risk activity or large groups: \$3,000,000
  - b. Such insurance shall be primary in all instances and not contributing insurance. All insurance forms should include the following statement: "This insurance will be primary over all others. The Los Gatos-Saratoga Joint Union High School District is additional insured." The District shall be named as additional insured (certificate holder). The District's insurance shall be considered excess insurance and won't respond until all primary insurance has been exhausted.
5. I will be personally responsible on behalf of the applicant for any damages occurring through occupancy or use of said facility, equipment or furniture by the applicant. Lost equipment or damages sustained shall be compensated for upon request.
6. The requested hours will be strictly observed, and should it be necessary to extend the time beyond that specified in this application, special permission will be obtained from the administrator in charge of facilities before the event convenes, and in such instances additional charges may be made.
7. The reservation shall be granted with the understanding that the District may cancel a permit when the facility is needed for their own program.