

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) 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.