



PAJARO VALLEY UNIFIED SCHOOL DISTRICT
OFFICE OF FACILITY ASSIGNMENTS
 294 Green Valley Road, Watsonville, CA 95076
 Phone: (831) 786-2100 Ext. 2559 Fax: (831) 728-0136

Date: _____ **FACILITY USE APPLICATION** #: _____

Site Requested _____ Facility/Room _____

Purpose _____ Number Expected _____

Requesting Organization/Group _____ Non-Profit# _____

Representative _____ Day Phone No. _____

Address _____ E-mail _____

Dates Desired	month	day(s)	date(s)	time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Will admission be charged or donation collected? Yes No Will food be served? Yes No

Can you provide a Certificate of Liability Insurance? Yes No Will items be sold? Yes No

Special Personnel and/or Equipment needed:	Emergency Phone Numbers
Custodian: _____ Food Services Personnel: _____ Grounds _____ Projector & Screen _____ TV/VCR _____ Chairs _____ Garbage Cans or Dumpsters _____ Easel _____ Tables _____ Other _____ Set-Up (If you require a set-up, you MUST submit a diagram of the set-up along with this Facility Use Form)	_____ _____ _____

Processing fee: A non-refundable processing fee will be charged to all groups that fall under Class II and Class III categories.
 Class I – Groups and associations formed for recreational, educational, political, economic, artistic or more activities of the school district.
 Class II – Class I users when an admission or donation fee is charged and memberships are sold is expended for the welfare of District students.
 Class III – Commercial or profit making organization. Also Class I civic center groups where admission fees are charged and the net proceeds do not benefit the welfare of the District students.

Note: If the kitchen is used, Food Services Personnel MUST be present and paid by the group as billed.
 ****CHECK MUST BE MADE PAYABLE TO, PAJARO VALLEY UNIFIED SCHOOL DISTRICT (P.V.U.S.D.)

Processing Fee: _____ CLASS I – Free _____ CLASS II - \$5.00 _____ CLASS III - \$10.00

Estimated Charges	To be Completed by Custodian	Actual Charges
Processing Fee: _____	Date Worked _____	Processing Fee: _____
Deposit Fee: _____ Date: _____	Start Time: _____	Deposit Fee: _____ Date: _____
Facility Fee _____ hrs. @ \$_____ per hr.	End Time: _____	Facility Fee _____ hrs. @ \$_____ per hr.
Custodial O/T _____ hrs. @ \$_____ per hr.	Total hours Worked: _____	Custodial O/T _____ hrs. @ \$_____ per hr.
Food Service _____	Custodians Signature _____	Amount paid in advance \$ _____
Personnel O/T _____ hrs. @ \$_____ per hr.		Amount to be billed \$ _____
Total Estimated Charges \$ _____		

PVUSD Use Only-
 Account Number: _____

Note: **School Activities hold priority over any Facility Use Application.
 **Organization is responsible for cleaning & leaving room or premises as found.

AGREEMENT: I, the undersigned, have read the Regulations for use of District Facilities on the reverse side of this form and the Hold Harmless and Indemnification Agreement attached and certify that I will assume full responsibility and comply with the full contents of this agreement.

Date _____ Representative's Signature _____

School Approval

For Office Use Only:

District Office Approval

white/office

yellow/school

pink/custodian

goldenrod/requestor

Board Adopted: April 22, 2009

REGULATIONS FOR USE OF DISTRICT FACILITIES

1. Applications must be submitted to the Facility Assignments Office at least ten (10) working days preceding the date(s) of use.
2. A Certificate of Liability Insurance **MUST** be submitted to the District and the District must be listed as a policy holder before any type of process can commence.
3. Fees, if any, will be collected at least 24 hours in advance of scheduled event.
4. Applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
5. The requesting organization shall be responsible for any additional fees incurred due to unusual or unexpected requirements for District personnel.
6. School premises shall not be available on such occasions or during hours as interfere with the regular functions of the school.
7. All requests for the use of school premises shall be denied where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, offensive or injurious.
8. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not disturbed, and that the premises are vacated as scheduled.
9. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision.
10. There shall be **NO SMOKING** on premises. **NO ALCOHOLIC BEVERAGES** shall be brought to or consumed on the premises. Profane language, fighting or gambling will not be permitted on District property.
11. The authorized District personnel shall open the building only upon presentation of a Facility Use Application properly issued and signed.
12. No alterations or physical changes shall be permitted in or on any campus facility including buildings or playing fields. **NO PESTICIDES, HERBICIDES OR RODENTICIDES OF ANY TYPE SHOULD BE APPLIED TO, OR USED ON DISTRICT PREMISES WITHOUT THE PRIOR CONSENT AND AUTHORIZATION OF THE DISTRICT'S SAFETY MANAGER.**
13. Organizations wishing to use the facilities during the summer months may make applications at any time during the year, but these applications will not be processed before May 1st of each year.
14. The District may require as a condition of approval that the applicant furnish adequate security officers.
15. Any cancellations need to be within 24 hours of the event in order to avoid any unnecessary charges for District personnel. If group does not cancel within 24 hours a minimum of 4 hours @ \$30.00 hr. will be charged.