



APPLICATION NUMBER

FACILITIES USE PERMIT APPLICATION
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(Application only—not a permit until approved and posted on the web site)

A. APPLICATION

1. Name of Applicant: _____ 2. Address of Applicant: _____
3. School Requested: _____ 4. Facility Requested: _____
(If kitchen is to be used, a Kitchen Use Form must also be completed)
5. Equipment Needed: _____
(Please list all equipment needed, including bathrooms)
6. Dates of Intended Use: _____

Date(s)	Day	Hours	Person in Charge	Description of Activity	Estimated Attendance			Adult Supervisor
					Adult	Teenager	Children	

(It is recommended that there be not less than 1 adult supervisor for every 20 minors)

B. DECLARATION OF APPLICANT

1. NATURE OR TYPE OF INTENDED USE: _____
2. WILL ADMISSION BE CHARGED OR CONTRIBUTIONS SOLICITED? _____ AMOUNT: _____ PROCEEDS USED FOR: _____
3. Applicant hereby agrees to hold the *Pacifica School District*, the Governing Board, the individual members thereof, and all District Officers, Agents, and Employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use and/or occupancy of facilities.
APPLICANT MUST FURNISH THE DISTRICT WITH A CERTIFICATE OF LIABILITY INSURANCE NAMING DISTRICT A CERTIFICATE HOLDER AT THE TIME THIS APPLICATION IS MADE. USE OF ANY FACILITIES AND/OR PLAYING FIELDS WILL BE DENIED UNLESS AND UNTIL SAID CERTIFICATE OF INSURANCE IS PROVIDED.
4. PARKING IS **STRICTLY PROHIBITED ON ANY FIELD/GRASS AREA IN AND AROUND SCHOOL SITES. PARKING VIOLATIONS WILL RESULT IN CANCELLATION OF FACILITIES USE PERMIT.** Parking to be designated parking spaces only. If a playing field is being used, vehicle access to fields shall be limited to one truck (home team) for field dressing, one concessionaire vehicle and handicap access. **THERE WILL BE NO EXCEPTIONS.**
5. All facility users, including field users, shall be responsible for collecting and disposing of all trash resulting from their use of building and/or field. Any violation of this provision (#5) will result in a warning letter and an assessment/fine based on \$30.00 per hour labor rate. More than three (3) violations to this provision will result in cancellation of Facilities Use Permit. All facilities, including playing fields, must be policed after use. **NO EQUIPMENT OR DEBRIS SHALL BE LEFT ON SITE. SITE TRASH CANS ARE FOR SCHOOL USE ONLY. NO TRASH SHALL BE LEFT IN SITE TRASH CANS.**
6. Use of playing fields **SHALL NOT** be permitted during periods of rain or when fields remain wet following rain. The Facilities Manager may close fields if deemed unplayable. **THE PARTY (S) RESPONSIBLE FOR DAMAGE RESULTING FROM MISUSE OF PLAYING FIELDS WILL PAY FOR SAID DAMAGE.**
7. I, the undersigned, certify that I will be personally responsible on behalf of the applicant for any damages sustained by the building, furniture, equipment, or grounds accruing through the occupancy or use of said building and/or grounds by said applicant, normal wear and tear excepted.
8. I, the undersigned, certify that I have received and read the rules, regulations, conditions and terms, and that I and the applicant which I represent will abide by them and will conform to all applicable provisions of the Constitutions and Laws of the State of California and to all other rules and regulations of the Governing Board and its authorized agents which may be communicated to the applicant.
9. An approved application, day, or series of days of use may be revoked with as little as 24 hour notice when District Facilities are needed for school purposes. It is agreed that in the event this permit is cancelled by the applicant, no refund will be made and that changes in the dates or extensions of time shall be made only as specified by the rules governing use of facilities.
10. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities. I further declare that to the best of my knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any progress or movement the purpose of which is the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that the organization on whose behalf I am making application for use of said property is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalty of perjury.

I UNDERSTAND THAT THE FACILITIES/PLAYING FIELDS ARE NOT APPROVED FOR USE UNTIL AN APPROVED COPY IS RETURNED TO ME. I FURTHER UNDERSTAND THAT I MUST HAVE A COPY OF THE FACILITY USE PERMIT IN POSSESSION DURING USE OR PERMISSION WILL BE REVOKED.

SIGNATURE OF APPLICANT REPRESENTATIVE: _____

ADDRESS: _____ TELEPHONE: _____ DATE: _____

(Please do not write below this line)

C. APPROVALS

Approved by School Principal: _____ <small>(date)</small> _____ Signature of Principal Exceptions/Comments: _____ _____ Permit for use granted: _____ <small>(date)</small> Insurance Certificate Provided: Yes ___ No ___ _____ Signature of Facilities Manager	Facilities Use Fees (if applicable) <ul style="list-style-type: none"> ▪ Terms: Fees payable seven (7) days prior to one-time use. <li style="padding-left: 20px;">Fees payable monthly in advance for seasonal use. <li style="padding-left: 20px;">Payable to <i>Pacifica School District</i> ▪ Total Fees: _____ (Failure to comply with these terms will be cause to deny permission. See attached fee invoice for details)	Special Charges (if applicable) Food Worker \$ _____/hr. Custodian \$ _____/hr. Other \$ _____/hr. TOTAL FEES: \$ _____
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Field Use Fees: \$35.00 (half day) \$50.00 (full day)
 Multipurpose Room Fees: \$30.00 (half day) \$45.00 (full day)
 Ingrid B. Lacy Gym Fees: \$45.00 per hour