

SAN JOSE UNIFIED SCHOOL DISTRICT
855 Lenzen Avenue, San José, California 95126 (408) 535-6712

APPLICATION AND PERMIT TO USE SCHOOL FACILITIES

- **Submit application to the school at least 3 weeks prior to requested date of use.**
- **If you would like to use amplified sound your application must be in the Facilities Office thirty days prior to date of use in order to obtain board approval.**
- **A \$25 processing fee should accompany the request; check or cash is acceptable.**
- **A certificate of liability naming San Jose Unified School District as the certificate holder and additional insured with at least \$2 million in general aggregate and \$1 million each occurrence must be received prior to use or a permit cannot be issued.**
- **Large groups may require police assistance at a cost of \$50 per hour with a 3 hour minimum.**
- **For use of kitchen facilities, contact the Culinary Center at 535-6021**

School Requested _____ Expected Number to Attend _____
Rooms Requested _____
Description of Activity _____
Date(s) Needed _____ (Attach a calendar for continuous use)
Start Time _____ End Time _____ (Time should include arrival to departure.)
Chairs/Tables/Set Up Needed _____
Are donations received or admission, tuition, dues or registration fees charged? Yes ___ No ___
If yes, what is the money used for? _____

Applicant hereby agrees to hold the San José Unified School District, its 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 or occupancy of school property.

I hereby certify that I have read the Rules and Regulations of the Governing Board of the San José Unified School District and agree that I will abide by all rules, regulations and conditions set forth therein and will conform to all applicable provisions of the laws of California and to all Rules and Regulations of the Board of Education. I also hereby certify that I will be personally responsible on behalf of the organization for all charges for rent, employer costs, utilities and services applicable as well as any damage sustained by the school building, furniture, or equipment accruing through the occupancy or use of same by the organization.

Signature of Applicant

Name and Title of Applicant (Please Print) _____
Name of Organization _____
Complete Billing Address _____
Work/Home/Cell Phone _____ Email Address _____
Signature of Applicant _____ Date Signed _____

Applicant – Do not write below this line.

Site Administrator Confirming Space Availability Yes ___ No ___ _____
Police Required? Date Signed

Subject to the above agreement and in accordance with applicable laws, rules and regulations, this request is granted by the San José Unified School District.

Approved, Facilities & Community Services Office Date
Insurance Cert. Exp. Date _____

Your invoice will be sent to the address listed above.

<u>Your Fees (per hour)</u>	
Room	_____
Utilities	_____
Custodial	_____
Police	_____
Other	_____

Processing Fee	_____

SAN JOSE UNIFIED SCHOOL DISTRICT
Rules and Regulations for Use of District Facilities

I. APPLICATION AND ISSUANCE OF A PERMIT

- A. An application for permit to use school facilities should be submitted to the school being requested at least three weeks prior to date requested.
- B. Hours requested should begin with your arrival time and end with your departure time.
- C. The Site Administrator's signature on the application indicates that the requested space is available.
- D. Permits are issued only by the district. An authorized copy of the permit will be sent to the requester upon final approval.
- E. All provisions of the GENERAL CONDITIONS listed below, the CIVIC CENTER ACT, (Education Code Section 38130), as well as San José Unified School District Policies and Regulations apply to all permits.
- F. Cancellations or changes must be reported to the school site requested at least 48 hours in advance. After 5:00 p.m. on weekdays and on Saturdays, Sundays and holidays the emergency telephone number is (408) 278-6923.
- G. No permit shall be issued for a period longer than a fiscal year which is July 1–June 30. A new application may be filled out each year.
- H. Use of facilities is not usually granted beyond 11:00 p.m.

II. GENERAL CONDITIONS

- A. Definitions
 - 1. Facilities - Includes buildings, grounds and equipment
 - 2. Property - Includes equipment, apparatus, furniture and supplies
 - 3. Charges - Fees due for facilities, services, or property use
 - 4. Schedule of Fees - A list of charges adopted by the Board of Education
 - 5. District – San Jose Unified School District
- B. Permits for the use of school facilities shall be issued on behalf of the Board of Education and shall be consistent with Education Code Sections 38130 – 38138.
- C. A district employee is required to be on site during use of all district buildings.
- D. An approved use permit is REQUIRED for every use of any district facility after that facility's normal hours, or for activities other than the facility's primary purpose.
- E. The use of facilities shall be consistent with the use of the buildings or grounds for school purposes and must not interfere with the regular conduct of school work. School functions in any school building or any school property shall receive first priority over use by any other group or organization, whether day, afternoon, or evening session. Permits issued to any group may be revoked if it becomes unavoidably necessary for a school to use the space at the same time. If and when such action is necessary every care shall be exercised by the responsible staff member(s) involved to give the permit holder as much advance notice as is possible.
- F. Groups which use the facilities must comply with rules and regulations adopted by the Governing Board. Groups that discriminate on the grounds of race, religion, creed, national origin, ancestry or sex may be denied permission to use school facilities.
- G. Permits may be issued to approved groups only and shall not be granted for personal or individual use of school property.
- H. Use of school facilities for religious or sectarian purposes shall be permitted on a temporary basis per Education Code 38138 (3).
- I. The use of profane language, tobacco, drugs, intoxicating liquor, quarreling or fighting, betting or any form of gambling and the conducting of raffles or lotteries are expressly prohibited on school property.
- J. SMOKING IS NOT PERMITTED ANYWHERE ON SCHOOL DISTRICT PROPERTY.
- K. Permits for use of school facilities for meetings at which there will be a discussion of social, economic or political problems shall be granted only on condition that such meetings shall be open to all who desire to attend.
- L. Any group granted the use of any school facilities shall use them only for such purposes as are specified in the permit for use and shall limit the use to the facility; i.e. the specific classroom, multipurpose room or other area.
- M. School property must be protected by the user from damage or mistreatment. Each group using such property must be responsible for the condition in which it leaves the facility. Damage to school property and/or equipment shall be paid for by the organization that has use of the facility. Use permit holders are expected to leave the facility in the condition in which it was found.

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- N. No school furniture, apparatus or equipment of any kind, including classroom blackboard preparation for the next school day, may be removed or displaced by any organization without permission. Decorations must be removed by the group or organization in time for normal school use the following day.
- O. Groups are permitted to use the school grounds in the evenings, weekends and holidays according to administrative regulations, provided a use permit for fields is properly issued and that the groups give way to any activity scheduled for school purposes. It is the intention of the Governing Board that pedestrian access to playgrounds be left open for use by children and parents during the school year on Saturdays and Sundays, holidays, vacation periods and after-school hours in the evenings until dark. The only exceptions to this policy are:
 - 1. Priority is given to any group having a field use permit.
 - 2. Priority is given to any school activities conducted under the Recreation Program or Summer Session.
 - 3. No horses or self-propelled vehicles, go-carts, motor scooters, motorcycles, automobiles or any other vehicular traffic will be permitted on the school grounds without the authorization of the Superintendent or designee.
 - 4. There shall be no use of equipment of any type, which would present a hazard to other users of the property. Forbidden are golf balls, shot puts, archery, javelins or gasoline-powered model airplanes.
 - 5. Requests to use public address sound systems or amplified music will require prior approval by the Governing Board.
 - 6. Stadium lights are NOT available for public use.
 - 7. Permit holders are not authorized to alter any of the facilities nor erect, construct or bring onto district property any unauthorized vehicle, temporary building or structure.
 - 8. The California Vehicle Code is enforced on district property. Vehicles are not permitted on district property except in designated areas such as driveways and parking lots. Holders of filed permits may bring one (1) vehicle onto the field for purposes of delivering supplies or equipment when children are not present. That vehicle may not park on the field and must be removed immediately after making delivery.
 - 9. All individuals, groups and organizations using school facilities must agree to abide by the regulations embodied herein.
 - 10. Permits will be revoked whenever there has been a violation of these regulations.

III. USE OF SCHOOL KITCHENS AND KITCHEN EQUIPMENT

- A. A kitchen request form must be filled out and given to Food Services at least 2 weeks prior to date of use. This form can be found on the district website under Food Services. Please contact them directly at 535-6021 with any questions you may have about renting a school kitchen, the fees, the insurance requirements, the cafeteria employee who will be assigned to assist you and the equipment that can and cannot be used. Catering services are also available.

Signature of applicant