

# REQUEST FOR USE OF SCHOOL FACILITIES

## EL SEGUNDO UNIFIED SCHOOL DISTRICT

641 Sheldon Street  
El Segundo, CA 90245

Telephone (310) 615-2650

The undersigned hereby requests permission to use the following school premises on the date(s) set forth below:

School \_\_\_\_\_

Facility or Room \_\_\_\_\_

Date(s) \_\_\_\_\_

Hour(s) \_\_\_\_\_ M. to \_\_\_\_\_ M.

\_\_\_\_\_ M. to \_\_\_\_\_ M.

Start time of meeting is \_\_\_\_\_

Door to open at \_\_\_\_\_

An admission charge or collection will \_\_\_\_\_

Will not \_\_\_\_\_ be made.

Proceeds will be used for: Welfare of pupils \_\_\_\_\_ Expense of organization \_\_\_\_\_ Profit \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Additional facilities requested are checked below and it is understood that an additional charge will be made for these services.

Equipment \_\_\_\_\_  
(Projector, Microphone, Piano, etc.)

Furniture \_\_\_\_\_  
(No. of tables, chairs, etc.)

Kitchen Facilities \_\_\_\_\_  
(Dishes, Dishwasher, Food, etc.)

Employee Services \_\_\_\_\_  
(Projectionist, Custodian, Cook, etc.)

Purpose of Meeting is \_\_\_\_\_

Rehearsal \_\_\_\_\_  
(Date) (Time)

Person in Charge	Address	Telephone
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**FACILITY USER'S DUTY TO INSPECT, WARN, AND RECTIFY:** FACILITY USER agrees that the District makes no representations or warranties as to the condition of the facilities which the FACILITY USER is using, and FACILITY USER agrees to take such property and facilities "AS IS". FACILITY USER agrees to be responsible for determining that the facilities are in proper and safe condition to be used for the purpose anticipated: and FACILITY USER agrees to inspect such property and facilities before they are used and to take affirmative steps where necessary to warn users or rectify hazards in order to prevent injury to property and persons. FACILITY USER agrees to refuse the use of the property if unsatisfactory conditions are not rectified prior to scheduled use.

**FACILITY USER'S AGREEMENT TO HOLD HARMLESS DISTRICT AND PROCURE INSURANCE:** FACILITY USER agrees to hold harmless the District, its school board, employees, and agents from all liability for personal injury, bodily injury, contractual liability and damage to property sustained arising out of the activities of the FACILITY USER or those of its officers, employees, agents, or invitees whether such act is authorized by this agreement or not; and FACILITY USER shall pay for all loss or damage to the property of the District. District assumes no responsibility for any property placed on the premises. FACILITY USER further agrees to waive all rights of subrogation against the District. The provisions of this article do not apply to any damage or losses cause solely by the negligence of the District, its officers, employees, or agents. FACILITY USER shall, at its own expense, procure and maintain during the entire period of use of the facility, Comprehensive General Liability insurance acceptable to the district. Such insurance shall name the District, its school board, employees, and agents as additional insured with respect to any liabilities arising from the facility users' use and obligation under this agreement.

IN ACCORDANCE WITH EDUCATION CODE SECTION 16564-16566. THE FACILITY USER ACKNOWLEDGES THAT THE SCHOOL PROPERTY FOR USE OF WHICH APPLICATION IS HEREBY MADE WILL NOT BE USED FOR THE COMMISSION OF THE GOVERNMENT OF THE UNITED STATES BY FORCE, VIOLENCE OR OTHER UNLAWFULL MEANS. AND THE FACILITY USER 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 THE PENALTIES OF PERJURY.

By the Applicant's signature below, the FACILITY USER agrees to all of the terms and conditions stated above. FACILITY USER further acknowledges and agrees to abide by all rules and regulations and policies as set forth on this and the reverse side of this application which governs the use of the District's facilities and the conduct of all meetings. FACILITY USER further acknowledges that facility use is contingent upon full compliance with these rules as well as any site rules specified by the site administrator.

**For District Use**  
Approved as to schedule:  
Principal \_\_\_\_\_ Date \_\_\_\_\_  
Rental Fee (must be paid in advance) \$ \_\_\_\_\_  
Approved: El Segundo Unified School District  
By \_\_\_\_\_ Date \_\_\_\_\_  
District employees assigned \_\_\_\_\_

Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Signed by \_\_\_\_\_  
Title \_\_\_\_\_  
Home Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Organizations may be required to submit evidence of registration with the Secretary of State.

NOTE: Please read and comply with the rules, regulations and policies as forth on the reverse side of this application

Comments \_\_\_\_\_

**RULES, REGULATIONS AND POLICIES OF THE EL SEGUNDO BOARD OF EDUCATION REGARDING  
USE OF SCHOOL FACILITIES**

1. The "Request for Use of School Facilities" form shall be submitted to the building principal, who will forward it to the business office for signature and distribution.
2. Applications should be filed at least two weeks in advance of the time the use is desired.
3. All permits are for specific facilities and hours. It shall be the responsibility of the applicant to see that unauthorized portions of the properties are not used and that the premises are vacated as scheduled.
4. Persons or organizations using any part of the school properties are cautioned to obtain public liability insurance since the district insurance protects only the district.
5. The request for school facilities shall not interfere or conflict with the educational program. The educational program shall have first call on all school facilities.
6. School facilities shall not be used on Sundays or Holidays without special Board authorization.
7. When the use of school facilities with a fee is permitted, it is understood that there will be no admission fee charged, no soliciting of funds, no free will offering, nor sale of literature by the organization using the facility.
8. If free use is granted under the Civic Center Act, the meeting shall be non-exclusive and shall be open to the general public.
9. Free use of school facilities for religious or sectarian purposes shall not be permitted. Such use violates the restrictions found in Section 30, Article IV. California State Constitution.
10. Rental charge shall be in accordance with the schedule adopted by the Board of Education.
11. All rental fees or service charges are payable in advance.
12. There shall be no intoxicants or narcotics in or about school buildings or premises; nor shall profane language, quarreling, fighting or gambling be allowed.
13. Nothing shall be offered for sale at meetings without permission from the administrators.
14. Persons or organizations using school premises, including a stage or stage equipment shall not be permitted to remove or displace furniture or apparatus, including lights, curtains, ceiling balance, change the counter weights system, or the switchboard, except when under the supervision of a district employee. Where the stage is to be used, full details of equipment and personnel needed must be furnished in advance with application.
15. It is further understood that no personnel is furnished by the Board of Education except the custodian in charge and that all other personnel used by the organization will become an additional part of the rental agreement. (There shall always be a school custodian on duty when school facilities are being used by outside groups.) It shall be the responsibility of the custodian to see that these rules and regulations are enforced and to report any violation, or attempted violation, to the Assistant Superintendent. Whenever the Board of Education feels that these rules and regulations have been violated, they shall revoke such permit to use the facilities and shall refuse to give the organization further permits.
16. School property is not to be loaned or taken from the school for non-school affairs.
17. Exceptions to these rules and regulations will be subject to the approval of the Board of Education.