

Campbell

UNION SCHOOL DISTRICT

SCHOOL FIELDS AND FACILITIES



USAGE GUIDE FOR 2010-2011



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I. INTRODUCTION

This policy has been established to assure that the school and field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of Campbell Union School District and the community, as well as to set clear procedures, regulations, and rental fees regarding such uses.

In addition to the indoor facilities that are available for public use, Campbell Union School District has a variety of general athletic fields available. All use requires an advance reservation and is subject to fees, and in some cases, damage deposits.

II. FACILITIES AND FIELDS AVAILABLE

Campbell Union School District has numerous play fields and facilities available for use by the public groups for a use fee.

INDOOR GYMNASIUM

The following sites have gyms available for use during non school hours. All gyms have setups to support basketball, volleyball and spectator seating. Gym use is charged at an hourly rate. Restrooms are available and are subject to a daily fee. Custodial fees may be charged.

<u>Site</u>	<u>Address</u>
Monroe	155 S Monroe St., San Jose
Campbell	295 W Cherry Ln., Campbell
Rolling Hills	1585 More Ave., Los Gatos

MULTIUSE ROOMS (Large)

The following sites have multiuse rooms available for use during non school hours. Multiuse rooms are meant to accommodate larger groups. Benches and tables may be available within the rooms. Multiuse room usage is charged at an hourly rate. Restrooms are available and are subject to a daily fee. Custodial fees may be charged.

<u>Site</u>	<u>Address</u>	<u>Extras</u>
Blackford	1970 Willow St., San Jose	Stage
Campbell	295 Cherry Ln., Campbell	Stage
Capri	850 Chapman Dr., Campbell	
Castlemont	3040 E Payne Ave., Campbell	Stage
Forest Hill	4450 McCoy Ave., San Jose	
Lynhaven	881 S Cypress Ave., San Jose	
Marshall Lane	14111 Marilyn Ln., Saratoga	
Monroe	1055 S Monroe St., San Jose	Stage, Basketball Hoops
Rolling Hills	1585 More Ave., Los Gatos	Stage, Basketball Hoops
Rosemary	401 W Hamilton Ave., Campbell	Stage

GENERAL ATHLETIC FIELDS

The following sites have athletic areas primarily consisting of grass play fields that are available for use during non-school hours. Field use is charged at a daily rate. Restrooms are not available on site, and use contracts may require a portable toilet set up for the duration of use. These facilities are most commonly used for practice.

<u>Site</u>	<u>Address</u>	<u>Number of Fields</u>
Blackford	1970 Willow St., San Jose	1
Capri	850 Chapman Dr., Campbell	1
Castlemont	3040 E Payne Ave., Campbell	2
Dover	1300 Sheffield Way, Campbell	2
Forest Hill	4450 McCoy Ave., San Jose	2 + Softball
Hazelwood	775 Waldo Rd., Campbell	2
Lynhaven	881 S Cypress Ave., San Jose	1
Marshall Lane	14111 Marilyn Ln., Saratoga	2
Monroe	1055 S Monroe St., San Jose	2
Rolling Hills	1585 More Ave., Los Gatos	2 + Baseball
Rosemary	401 W Hamilton Ave., Campbell	1 + Baseball
Sherman Oaks	1800 Fruitdale Ave., San Jose	1

LIBRARY, STAFF LOUNGE AND CLASSROOM

The following sites **may** have libraries, staff lounges, and classroom space available during non-school hours. Chairs and tables may be available within the rooms. Library, staff lounge, and classroom use are charged at an hourly rate. Restrooms are available and are subject to a daily fee. Custodial fees may be charged.

<u>Site</u>	<u>Address</u>
Blackford	1970 Willow St., San Jose
Campbell	295 Cherry Ln., Campbell
Capri	850 Chapman Dr., Campbell
Castlemont	3040 E Payne Ave., Campbell
Forest Hill	4450 McCoy Ave., San Jose
Lynhaven	881 S Cypress Ave., San Jose
Marshall Lane	14111 Marilyn Ln., Saratoga
Monroe	1055 S Monroe St., San Jose
Rolling Hills	1585 More Ave., Los Gatos
Rosemary	401 W Hamilton Ave., Campbell
Sherman Oaks	1800 Fruitdale Ave., San Jose

III. RESERVATIONS

A. APPLICATIONS

1. Facility Use Reservations can be made no less than 14 calendar days prior to the desired date(s) of use and may be submitted according to the following schedule on a first come, first served basis:

FOR THE PERIOD OF:	PRIORITY GROUP NO.	APPLY ON:
January 1 through May 31	2	November 15
	3	November 20
	4	November 25
June 1 through August 31	2	April 15
	3	April 20
	4	April 25
September 1 through December 31	2	July 15
	3	July 20
	4	July 25

2. Applications are accepted in person or online by following the procedures set forth in sections VIII and IX of this handbook.
3. All requesters must be at least 18 years of age or older.
4. Full rental fees and applicable deposits are due at the time the reservation is made.
NOTE: Checks, money orders, and cash are accepted. Uses will not be confirmed or activated until all fees are received.
 - a. Requesters reserving facilities less than thirty (30) days in advance must pay in cash, cashier's check, or by guaranteed money order. Personal or business checks are NOT accepted less than 30 days prior to intended use.
5. The District may give priority to returning groups or organizations.

B. CANCELLATIONS

Cancellations must be made in writing (fax acceptable: 408-341-7274) and received by the CUSD Facility Use Department at least 15 days in advance of the use date in order to receive a refund. The \$25 processing fee will be deducted from all refunds. If it rains on the date of reservation, a full refund is available, providing the user calls the Facility Use Office (341-7208) the next working day to report the rainout.

IV. FEES AND CHARGES

The fees and charges set forth here are not negotiable; District staff does not have the authority to waive or reduce fees. All fees and deposits are due at the time the reservation is submitted to hold

the date and facility.

A. PROCESSING FEES

1. All applications are subject to a **non-refundable \$25 processing fee**. This fee is designed to cover administrative time required to process your use.

B. DEPOSITS

1. A refundable damage deposit of \$100 **may** be required for reservations of any indoor school facility. A refundable damage deposit of \$100 **is** required for all athletic field reservations. Long term renters and co-sponsored groups **are** required to provide a \$250 refundable damage deposit.
2. The District reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
3. Refunds of security/damage deposits may be fully or partially withheld for any of the following reasons:
 - a. Damage to facility.
 - b. Misuse of the facility.
 - c. Inadequate cleanup by user, requiring additional custodial/staff time/services after your use.
 - d. Misrepresentation of the type of event held, or group/individual actually using the facility.
4. If additional fees due exceed the amount of deposit, user will be billed for the balance. Payment will be due within thirty (30) days of date of invoice. Fees not paid will be sent to collections.
5. Deposits, less any applicable additional charges, will be processed through the District's Finance Department and returned to the user by mail within 30 days of the date of their event.
6. It is the user's responsibility to keep the CUSD Facility office staff informed of any address or telephone changes.

C. FACILITY USE FEES

FACILITY	GROUP 1	GROUP 2	GROUP 3	GROUP 4
School Classroom (per hour)**	\$0	\$10	\$15	\$30
Library (per hour)**	\$0	\$10	\$15	\$30

Staff Lounge (per hour)**	\$0	\$10	\$15	\$30
Mult Use Room (per hour)**	\$0	\$25	\$40	\$50
Gym (per hour)**	\$0	\$30	\$50	\$55
Restrooms (1 charge per group of 25) – daily	\$0	\$5	\$10	\$10
Baseball Diamonds	\$0	\$550 (per season)	\$15.00 (per hour)	N/A
Parking Lot Use (per day)	\$0	\$50	N/A	N/A
Custodial – Regular School Calendar (per hour)	\$0	\$0	\$20.75	\$0
Custodial – Groups Over 50 or Saturdays (per hour)	\$41.50	\$41.50	\$41.50	N/A
Custodial – Sundays or Holidays (per hour)	\$55.32	\$55.32	\$55.32	N/A
General Athletic Fields – + 60% CUSD students*	\$0	\$550 (per season)	\$8 (per hour)	N/A
General Athletic Fields – 0-59% CUSD students*	\$0	\$1 (per hour)	\$14 (per hour)	N/A

* = A refundable damage deposit is required for all indicated uses.

**= A refundable damage deposit may be required for use.

D. GROUP DEFINITIONS

- Group 1 Groups providing activities directly related to the Campbell Union School District educational programs and sponsored by the district, activities of the Board of Education, meetings of district employee organizations, and meetings of PTA.
- Group 2 Non-profit (501 c 3) groups and organizations which charge an admission fee or collect dues or contributions, and have a prime objective of youth education, service, or recreation.
- Group 3 Profit making organizations, religious organizations, child care centers or groups, and groups serving the adult community.
- Group 4 Groups providing enrichment value to the student population that are run at school sites at times prior to 6:00 pm on regular school days and not run by the district.

To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State’s Office with their non-profit ID number indicated and pay with an organization check.

V. GENERAL USE RULES AND REGULATIONS

A. GENERAL RULES AND REGULATIONS

- 1. To observe all laws, signs and regulations applicable to the premises which includes:

- a. Smoking and the use of tobacco products are **prohibited anywhere** on District property.
- b. Alcoholic beverages are prohibited anywhere on District property.
- c. Vehicles are permitted in designated parking spaces only.
- d. Skateboarding, roller blading, and bicycle riding are prohibited on school grounds.
- e. No animals, including dogs, are allowed on school property unless necessary for the reasonable accommodation of disabled persons. (Documentation required.)
- f. No metal cleated footwear is allowed on the fields.
- g. No group, association, league, organization, person or persons using Campbell Union School District facilities shall practice discrimination against persons because of race, color, religious creed, national origin, ancestry, or sex.

B. RENTERS' RULES AND REGULATIONS

1. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
2. To agree to have all employees and volunteers fingerprinted and permit only those whose criminal history is deemed appropriate to work with children the opportunity to participate in any program held on Campbell Union School District property.
3. Users are responsible to remove all items at the conclusion of their use. All litter must be deposited into trash receptacles, where provided, or removed from the premises. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. All trash must be in containers or removed from the premises. The user is responsible for the condition in which he/she leaves the facility or field. Any clean-up required by the school district crews following your use will be cause for forfeiture of all or part of your clean-up/damage deposit or will be charged to the user accordingly.
4. Unless custodial fees are required, **all set up and clean up will be the responsibility of the user**. Any additional support rendered by district staff will be cause for forfeiture of all or part of your clean-up/damage deposit or will be charged to the user accordingly.
5. The misuse of CUSD facilities and fields, or failure to conform to regulations, established regulations (including the Wet Field Regulation) and procedures or any other Federal, State, or local law, rule, regulation, or ordinance shall be sufficient reason for immediate termination of permit and denial of future applications. No refund will be granted. All damages or loss of property will be the financial responsibility of the user.
6. Users are to restrict their use to only those facilities or fields specifically reserved and paid for, as designated on their Facility Use Contract. Other facilities or fields may be

scheduled by other groups and may not be available. Users are advised to always carry their Facility Use Contract in case there is a question as to who has priority/reservation for the use of the facility or field area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Campbell Police Department at (408) 866-2101.

7. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future facility use.
8. Individual minors or groups of minors must be properly supervised by adults when using District facilities. Groups composed of minors must be supervised by one (1) adult for each ten (10) minors throughout the use period on CUSD facilities.
9. In the event of an emergency, unsafe condition, or conflict with school activities, the District reserves the right to cancel a previously approved reservation. When possible, alternate facilities will be provided.
10. At the end of use, the user shall clean up all areas used by the group and dispose of all refuse. Place all tables, chairs and equipment in the location found prior to use. Lock and secure all windows and doors. Turn off all lights. Notify custodian or other personal of your departure.

C. TURF PRESERVATION

Your cooperation is needed to preserve the turf on school fields by following these guidelines:

1. Limit the use of cleats. At no time shall metal cleats be used on District fields.
2. Field use, especially sports practices, should be conducted in such a way that play will take place on different sections of the turf, thus reducing excessive turf damage to any one area. Rotate use of areas (i.e. use middle of turf area for drills one day and sides of field the following day), and when possible, stay off of fringe or bare areas to limit erosion and further damage.
3. Replace turf divots at end of each day to help re-root grass.
4. Do not use fields during or after heavy rain, or when wet or muddy.
5. Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
6. Softball, baseball, and T-ball practices are to be held only on designated ball fields in order to prevent injuries to other field users.
7. Remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment (goals, etc.) is allowed to be left on school property.
8. Do not overcrowd fields by scheduling multiple practices or games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.

9. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
10. Report hazards on CUSD property to the school district grounds maintenance office at 408-341-7226.
11. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the CUSD Maintenance Department at (408) 690-6914 or (408) 690-6934, or you can reach the on-call pager at (408) 381-8005. When you make the call, be prepared to fully identify yourself, your location (school), and the specific nature of the emergency and where it is so that the appropriate personnel will be notified and can come prepared with the proper repair equipment.
12. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.
13. Portable restrooms are required for users who rent the field for a season.

D. CONDITIONS OF USE OF FIELDS

1. Tournament dates, practice games, and league game dates are to be specified when making field reservations.
2. All leagues must make photocopies of their approved facility reservation form to be carried by each coach or manager. They must show it upon request of any person or group.
3. The Facility Use Department must be notified immediately if a field or fields reserved by your group are no longer needed or if there is a change in your playing schedule.
4. All General Facility Use Rules and Regulations (Section V) apply to all field uses.

E. WET FIELD REGULATION

The following information is the CUSD regulation regarding the use of fields during wet conditions. This regulation and described procedures apply to all sports and activities including football, soccer, softball, baseball, rugby, field hockey, or any other physical activity taking place on a grass field or turf area. This regulation applies to **ALL** fields.

Groups shall abide by the **Wet Field Regulation** and preserve the life and condition of the fields by not playing on them in wet conditions. A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist if the ground is hard and relatively dry. If, however, it has been raining for two days, or the wet conditions as described above exist, groups are not to play.

The following procedures are to be followed regarding the use of the fields when there has been rain, over-watering, or the fields are not playable.

Users' Responsibility

1. Group leaders are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf facilities. In general, if you can see standing water, hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow safe play. Scheduled activities on the turf should be canceled to avoid damage to the turf and potential injuries to the players.
2. GROUPS FAILING TO FOLLOW THE GUIDELINES OF THIS POLICY WILL SUBJECT THEIR RESERVATION TO CANCELLATION AND LOSS OF FUTURE USE. FIELDS WILL BE CHECKED FOR MISUSE DURING TIMES WHEN FIELDS ARE CONSIDERED TOO WET AND/OR MUDDY BY DESIGNATED DISTRICT STAFF.
3. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact school district grounds maintenance office at 408-341-7226.
4. Abuse/use during wet conditions shall result in a minimum \$50 fine* upon the first occurrence and minimum \$100* fine for the second infraction. A third infraction in a calendar year will result in loss of future scheduled uses. It is the contact person's responsibility to be sure that all coaches and parents understand and enforce this policy, however inconvenient it may be.

* = Fine may be higher if the cost of repairs necessary as a result of group's use of wet field exceed the minimum fine amount.

F. LIABILITY/INSURANCE

1. The user shall be responsible for any and all damage to the District's premises, equipment, and property. If after an activity, additional maintenance is required (in excess of normal services/time), the user will be charged accordingly.
2. Campbell Union School District is not responsible for accidents, injuries, or loss of or damage to individual property.
3. The user will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.
4. All users requesting use of the District facilities or fields will be required to provide the District with an **original** Certificate of Insurance providing proof of the following coverage:
 - a. Public liability and property damage insurance in an amount not less than \$1,000,000 for bodily injury for each occurrence, and \$2,000,000 bodily injury aggregate, and \$1,000,000 property damage for each occurrence, and \$2,000,000 for property damage aggregate.
 - b. Campbell Union School District must be named as additional insured.

- c. The coverage shall not be canceled or reduced without at least ten (10) days written notice to the District.
- d. The certificate must be submitted to the District Facility Use office at least ten (10) days prior to the event.

G. MODIFICATIONS TO RULES & POLICY

Campbell Union School District shall have the authority to waive or modify these rules, for uses on their property, at their discretion, upon written request and approval. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature by the same or another group. Requests for fee waivers or waiver of any rule shall be directed, in writing, to the CUSD Superintendent at least 90 days prior to the intended date of use/event.

VII. DISTRICT MAP

Campbell Union School District Map

155 N. Third St., Campbell, CA 95008 • Phone (408) 364-4200 • Fax: (408) 341-7230



Elementary school numbers are shown in circles: ①
 Middle school numbers are shown in squares: ②
 ● Administration & Enrollment Office
 ■ Corporation Yard

- 1) **Blackford Elementary School**
1970 Willow St., San Jose 95125
(408) 978-4675
- 2) **Campbell Middle School**
295 W. Cherry Ln., Campbell 95008
(408) 364-4222
- 3) **Capri Elementary School**
850 Chapman Dr., Campbell 95008
(408) 364-4260
- 4) **Castlemont Elementary School**
3040 E. Payne Ave., Campbell 95008
(408) 364-4233
- 5) **Forest Hill Elementary School**
4450 McCoy Ave., San Jose 95130
(408) 364-4279
- 6) **Lynhaven Elementary School**
881 S. Cypress Ave., San Jose 95117
(408) 556-0368
- 7) **Marshall Lane Elementary School**
14114 Marilyn Ln., Saratoga 95070
(408) 364-4259
- 8) **Monroe Middle School**
1055 S. Monroe St., San Jose 95128
(408) 556-0360
- 9) **Rolling Hills Middle School**
1585 More Ave., Los Gatos 95032
(408) 364-4235
- 10) **Rosemary Elementary School**
401 W. Hamilton Ave., Campbell 95008
(408) 364-4254
- 11) **Sherman Oaks Elementary School – Dual Immersion Program**
1800 Fruitdale Ave., San Jose 95128
(408) 795-1140



CAMPBELL UNION SCHOOL DISTRICT

Our Mission

Campbell Union School District, a provider of education beyond the expected, educates individual students to their highest potential and ensures that they are prepared to succeed.

Which School is Your Neighborhood School?



Find out online.
 Go to www.campbellusd.org, click on the "School Finder" button, enter your address to see your Attendance Area school.

- 12) **Village School – Parent Participation School**
825 W. Parr Ave., Campbell 95008
(408) 341-7042
- **CampbellCare Childcare Administration**
(408) 364-4200 ext. 6280
- **Home Schooling**
(408) 364-4200 ext. 6280
- **Preschool Administration**
(408) 364-4200 ext. 4182 and ext. 6280

Governing Board
 Danielle M.S. Cohen
 Leah K. Read
 Scott Kleinberg
 Douglas Moe
 Juliet Tiffany Morales

Superintendent
 Eric Andrew, Ed.D.

VIII. ONLINE APPLICATIONS

Campbell Union School District uses FSDirect to organize all use of facilities within the district. Groups may start the application process online by following the directions listed below:

1. Print out a Request to Use School Facilities form from section X of this handbook. Complete the form prior to moving forward.
2. Go to <http://www.communityuse.com/default.asp?acctnum=570259566>
3. If you are not already registered as a Community Use Organization Contact, you will be prompted to enroll online by selecting “Create One” in the Login area.
4. Once your registration has been accepted, you can return to the CommunityUse login page to begin requesting facility usage.
5. Complete the online application process using the same information that was entered on the Request to Use School Facilities form.
6. When an email is received that use has been approved by the site administrator, call to make a follow up appointment with the Facility Use office to complete the process. In order to activate the Request for Use, the following will be required:
 - a. A hard copy of the completed Request To Use School Facilities form
 - b. An original Certificate of Liability Insurance meeting the requirement listed in section V
 - c. Payment for the planned use plus any deposits
7. Once the Facility Use office has the site administrator use approval, a signed copy of the Request for Use, a current Certificate of Liability meeting all district requirements, and all applicable fees and deposits, the use will be activated. The user will receive a signed copy of the Request to Use School Facilities form and a receipt.

IX. IN PERSON APPLICATIONS

The Facility Use office helps organize all use of facilities within Campbell Union School District. In order to make an application for use of facilities in person, follow the directions listed below:

1. Print out a Request to Use School Facilities form from section X of this handbook. Complete the form prior to moving forward.
2. Call the Facility Use office at 341-7208 to make an appointment.
3. Arrive at your appointment time with the following:
 - a. A hard copy of the completed Request To Use School Facilities form
 - b. An original Certificate of Liability Insurance meeting the requirement listed in section V
 - c. Payment for the planned use plus any deposits
4. At the appointment time, the Facility Use office will input your use request to the district online organization form. If the site dates and times are available, the request will be forwarded to the school site for approval. The school site will either approve or deny the use. This process may take up to several days.
5. If the use is denied at the site, the Facility Use office will contact the requester by phone or email. Arrangements will be made to return any payments or deposits submitted.
6. If the use is approved at the site, the Facility Use office will contact the requester by phone or email. The use will be activated in the district system and a copy of the approved Request to Use School Facilities form and receipt will be forwarded to the requester by US mail or email.

X. FORMS



CAMPBELL UNION SCHOOL DISTRICT
 155 North Third Street, Campbell, CA 95008 (408) 364-4200

REQUEST FOR PERMIT TO USE SCHOOL FACILITIES

First priority for use of school facilities will be given to organizations, which directly serve the students and/or residents of Campbell Union School District.

Group _____ Applicant Name _____

Telephone Number _____ E-Mail _____

Mailing Address _____

School _____ Type of Activity _____

Request Use of: Multi-Use _____, Library _____, Other _____

Date(s) _____

(Please list each date requested. Use a separate sheet if necessary.)

Hours Needed _____

Special Equipment, Personnel needed, other conditions _____

_____ Estimated Attendance _____

Participation Charged: Yes _____ No _____ Net Proceeds used for _____

CONDITIONS AND FEES FOR USE OF SCHOOL FACILITIES/FIELDS

Application Directions:

- All applications from outside groups for use of district facilities shall be made on the Facility Use form and **shall be made at least two weeks (14 days) in advance**. Late applications may be denied.
- Any person applying for use of school facilities on behalf of a group or organizations shall be a member of the applicant group and, unless he/she is an officer, must present written authorization to represent the group.
- **Application fees, deposits and use fees must be paid at the time of application.**
- The completed application shall be submitted to district staff for determination of fees, charges and insurance requirements. Any special requests for fee or insurance waivers shall be referred to the Superintendent for approval.
- Special requests, such as use of school equipment, will be referred to the appropriate site administrator for approval.
- District staff will advise the applicant of approval or denial and the need for any additional information. Upon approval, the applicant will be provided a fully approved copy of the application.
- If scheduled use of facilities is altered or canceled, the district must be notified by the responsible user 48 hours in advance to avoid financial obligation. (e-mail to cstevenson@campbellusd.org)
- All applications for use of school facilities expire on June 30th of each school year and must be renegotiated for subsequent use.

The Permittee agrees to comply with regulations of the School District:

1. To observe all laws, signs and regulations applicable to the premises which includes:
 - A. Smoking and the use of tobacco products are **prohibited anywhere** on District property.
 - B. Alcoholic beverages are prohibited anywhere on District property.
 - C. Vehicles are permitted in designated parking spaces only.
 - D. An adult supervisor is required to be present at all times during all activities on school property.
 - E. Skateboarding, roller blading, and bicycle riding are prohibited on school grounds.
 - F. No animals, including dogs, are allowed on school property unless necessary for the reasonable accommodation of disabled persons. (Documentation required.)
 - G. Use of school facilities by any group shall not interfere with school activities.
2. To pay for all damages or loss of property, which occur during the Permittee's use of school facilities.

3. That the Permit is issued for the dates and hours stated above and is revocable at the will of the District.
4. That the activity shall be under the direct supervision of the undersigned Permittee who accepts all responsibilities.
5. To provide a certificate of Insurance of at least \$1,000,000 for bodily injury for each occurrence, \$2,000,000 bodily injury aggregate, \$1,000,000 property damage for each occurrence, and \$2,000,000 for property damage aggregate, with the Campbell Union School District named as additional insured. The underlying insurance shall cover the acts or omissions of the Permittee, in occupying the premises. _____ (initial here)
6. That any violation may lead to the revoking of this permit.
7. To secure the facility at the end of activity and
 - Clean up all areas used by group. Dispose of refuse.
 - Place all tables, chairs and equipment in the location it was prior to use.
 - Lock and secure all windows and doors, turn off lights.
 - Notify custodian or security personal of your departure.
8. That no metal cleated footwear is allowed on the fields.
9. That fees in connection with the permit of facilities use will include:
 - Charges for the use of utilities such as water, gas, and electricity. (If applicable.)
 - The costs of custodial supplies such as toilet paper, soap and paper towels.
 - If the premise is used during the hours when a custodian is off-duty, there will be a charge for his/her services.
 - If use of the kitchen is requested, a Food Service employee shall be assigned and there too, will be a charge for these services.
10. To certify that the group, association, league, organization, person or persons listed below shall not practice discrimination against persons because of race, color, religious creed, national origin, ancestry or sex.
11. To agree to have all employees and volunteers fingerprinted and permit only those whose criminal history is deemed appropriate to work with children the opportunity to participate in any program held on Campbell Union School District property. _____ (initial here)
12. The applicant will read and understand the rules and regulations listed in the School Fields and Facilities Usage Guide.

INDEMNITY AGREEMENT

Facility User agrees to defend, indemnify and save harmless the Campbell Union School District, its officers, members of the governing board, agents and employees, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses and expenses of any nature whatsoever, including without limitation, attorney’s fees and other legal costs, whether for injuries to persons or loss of life or damage to or theft of property occurring on, in or about the Facility, arising out of the Facility User’s use of the Campbell Union School District Facility.

I have read, understand and agree to the conditions required by Campbell Union School District on this form and within the Usage Guide, and the fees included with this request.

Signature: Applicant _____ Date _____

Federal Tax ID Number _____ Date _____

Reviewed with Site Administrator _____ Date _____

(Site Administrator will ensure the availability of the room, assign a room number if necessary and schedule the date(s)/times on site calendar prior to signing and forwarding application.)

Approved by Facilities Director _____ Date _____

Approved by Deputy Superintendent _____ Date _____

FEES WILL APPEAR ON A FEE PRINTOUT

4/27/10