



JACOBY CREEK PANTHERS

1617 Old Arcata Road
Bayside, CA 95524
(707) 822-4896
Timothy Parisi Superintendent
Principal Melanie Nannizzi

Application and Permit for Use of School Facilities

Date: _____

Organization Requesting Facility: _____

Facility Being Requested: _____

Responsible Party for Organization Requesting Facilities Use:

Name: _____ Phone Number: _____

Email: _____

Dates/Hours of Use (Please attach schedule if necessary):

Approximate number of Participants: _____

Purpose of Facility Use: _____

Admission fees to be collected: _____ Yes _____ No

For District Office Completion:

Rental fee: _____ Check Number: _____ Date Received: _____

Use approved by: _____ Reviewed by AD: _____

Date: _____ Code/Key Issued: _____ Yes _____ No

FEE SCHEDULE

FACILITY	FIRST HOUR	ADDITIONAL HOURS
Multi-Purpose Rooms	\$20.00	\$10.00
Classrooms	\$10.00	\$5.00
Play Fields	\$10.00	\$5.00

Jacoby Creek School District Use of Facilities shall be granted to officially recognized Jacoby Creek School students and staff groups, parent club organizations, and school community advisory. Civic organizations, such as Camp Fire Girls, Boy Scouts, and Girl Scouts will be included in this group.

Charge will be 50% of above fee schedule. Groups who reside in the JCS boundaries and do not require cleaning services may have their fees waived.

I certify that I have been duly authorized by the organization to act on its behalf in making application for use of facilities.

I certify that I have read and understand the attached Rules and Regulations for Use, conditions and terms of this application and that I, and the organization which I represent, will abide them and to all other rules and regulation which are communicated to us by the Jacoby Creek School District Board of Trustees and its authorized agents.

I understand that rental fees and charges are due at the time when the Use of School Facilities is approved.

I understand that codes/keys are issued to individuals and shall not be shared with any other members of an organization.

Signature of Applicant Representative: _____

Telephone Number: _____

Mailing Address: _____

Issued Key/Code Number _____

Facility Requested: _____

Special Needs: _____ Bleachers for Seating

_____ # of Chairs Set Up

_____ PA System

_____ Podium

_____ Tables

Other Equipment:

RULES AND REGULATIONS FOR USE OF JACOBY CREEK SCHOOL FACILITIES

1. The Superintendent or designee shall be responsible for the coordination and interpretation of Board policy regarding the use of District facilities. In addition, the Superintendent or designee shall determine fees to be charged, where applicable.
2. Requests for use of District facilities shall be made in advance and in writing on forms provided by the District. Permission to use facilities shall be granted by the school principal or designee, subject to approval of the Superintendent or designee.
3. When custodial services are not required beyond normally scheduled duties, the following groups may use the District facilities without charge for meetings, recreational activities and fund-raising activities which benefit the youth or schools of the District:

PTA's

Girl Scouts

School Clubs

Boy Scouts

Camp Fire Girls

Recognized Employee Associations School Related Parent Groups

4. All user Groups (I & II) shall provide a certificate of insurance showing that they are properly insured for their own negligent acts. (\$1,000,000 general liability with combined single limit or bodily injury and property damage. The amount of this insurance will be based on insurance carrier recommendations.)

Group I - Free Use

Jacoby Creek School District Use of facilities shall be granted without charge to officially recognized Jacoby Creek School Students and staff groups, parent club organizations, and school community advisory. Civic organizations, such as Camp Fire Girls, Boy Scouts, and Girl Scouts will be included in this group.

The District shall establish charges for services (clean up, lock up) required or requested beyond that normally furnished in the day-to day business of the district. These fees shall cover District additional costs to cover extra personnel services as determined necessary by the Superintendent or designee. Special events held by community organization included in Group I will be charged fifty percent (50%) of the adopted facility fee schedule.

Group II—Fair Rental Value

Entertainments or meetings, including those sponsored by Group I, where admission fees are charged or contributions solicited and the net proceeds are not expended for the welfare of District pupils shall be charged fair rental value in accordance with the adopted fee schedule.

5. The use of school district facilities by user Groups shall be conditioned upon the user agreeing to hold the Jacoby Creek School District, its Board of Trustees and individual members thereof and all District officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise out of or be caused in any way by such use or occupancy of school property; and shall also provide an "additional named insured" endorsement, without obligation for premium payments, naming the School District. Users of

District facilities shall furnish such liability or other insurance for protection of the public and the School District as the Assistant Superintendent for Business may require. Groups covered by the Civic Center Act are exempt from naming the District as "Additional Named Insured."

6. The applying entity signing the Application for Use of School Facilities shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to District property.
7. An approved application may be revoked with reasonable notice when school facilities are needed for school purposes.
8. Permission to use District facilities shall neither be granted for a period exceeding one fiscal year, nor so often during any year as to afford any person or organization a real or implied monopoly.
9. Churches, religious groups and sectarian organizations with no suitable meeting place may occasionally use District facilities for religious services. A charge shall be made for each use.
10. All charges for the use of District facilities are payable in advance.
11. Use of District facilities approved under the Civic Center Act at no cost shall be non-exclusive and open to the public.
12. There shall be an employee/designee of the District in charge whose duties shall include the opening and closing of buildings and grounds, the operation of mechanical systems, and the enforcement of regulations and prevention of disturbances. A charge shall be made whenever this requirement results in the District incurring additional expense. This requirement may be waived in the case of playing fields or other facilities not normally secured.
13. Applications shall be made at least fifteen (15) days in advance of the first date of use being requested. Late applications may be denied.
14. Applicants for use of District facilities shall be notified in writing whether the request is approved or denied. If approved, a completed copy of the application with any special requirements shall be made to the applicant.
15. Any person applying for the use of school property on behalf of any group shall be a member of such applicant group.
16. Using organizations shall be responsible for the control and supervision of all persons in attendance during the use of District facilities. The District shall require security as a condition of use whenever it is deemed to be in the District's best interest.
17. School keys/gym codes required to carry out any and all activities shall remain in the possession of authorized School District employees/designee(s) or the person requesting use of the facility. Keys/codes shall not be turned over to any other individuals. Buildings shall be opened, attended and closed by an authorized employee of the District or the person requesting use of the facility. This requirement may be suspended by the Superintendent and/or designee when such suspension would serve the best interest of the District.
18. Groups using District facilities shall be responsible for the condition in which they leave the facilities. Any abuse or misuse of facilities, including playing fields, shall be reported immediately to the Superintendent or designee. When appropriate, a charge for damage or loss of District property will be established by the Business Director in cooperation with the facility administrator. Failure to pay immediately for damage shall be grounds

for denial of future facility requests. Any abuse or misuse of District facilities may also be grounds for refusal of future facility requests.

No person, persons or group shall:

- a) willfully mark, deface, injure, tamper with, displace or remove any buildings, resources, tables, benches, railings, backstops, playground apparatus, bleachers, ball fields, public utilities, waterlines, paving or paving materials, signs, notices, placards, monuments, stakes, posts, boundary markers, or other structures, equipment or facilities whether real or personal.
- b) litter, soil or defile any of the above-mentioned items, areas, buildings or properties (See A. above) whether real or personal.
- c) remove any soil, rock, stones, trees, shrubs, plants or make any excavations by hand, tool, equipment or any other means or agency.
- d) construct or erect any buildings, structures or apparatus of whatever type or kind, whether temporary or permanent or temporary in character without specific written permission from the Jacoby Creek School District and/or its designee(s).

19. No alcoholic beverages, intoxicant or controlled substance in any form shall be brought onto the property of the District. Any person under the influence of intoxicating liquors or substances as defined by State law and California Penal Code shall be denied participation in any activity. Violation of this regulation shall be justification for immediate termination of the event, closing of the facility and denial of future use requests. Possession, use or sale of alcoholic beverages of any type in or on any campus or site owned by the Jacoby Creek School District is strictly prohibited.

20. The use of tobacco products is prohibited at all times on district property and in district vehicles.

21. Use of school playing fields shall not be permitted during periods of rain or when fields remain wet following rain and such use would be harmful to the playing surface. Final determination of field use is to be made by the Jacoby Creek School District and/or its designee.

22. No structures, electrical modifications or mechanical apparatus may be erected or installed on District property without specific written approval by the District representative approving the Application for Use of School Facilities. Persons and organizations granted the use of District facilities shall assume full responsibility for compliance with all applicable State and local fire, health and safety laws and regulations.

23. All draperies, hangings, curtains, drops and all decorative materials used with or upon the District's buildings and grounds shall be made or treated with flame-retardant process approved by the State Fire Marshall.

24. No person, persons or group shall fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of vehicles within School District property and boundaries. In addition, no person, persons or group shall operate motorized vehicles in or on ball fields or other field areas without permission of the Jacoby Creek School District or its designee(s), and then only in specified designated areas.

25. No person, persons or group shall trespass upon any area where prohibited by legible sign or authorization.

26. No person, persons or groups shall dump, deposit or leave any trash, except in proper receptacles, on any site or campus or building.

27. No person, persons or groups shall use vulgarity or conduct themselves in such a manner as to be deemed inappropriate by State and local laws and ordinances.
28. No person, persons or groups shall ride, lead or otherwise have horses on any site or campus of the Jacoby Creek School District without permission of the District and/or its designee(s).
29. No person, persons or groups shall have dogs on any site or campus of the Jacoby Creek School District without permission of the District and/or its designee(s). All dogs permitted on sites and campuses of the District must be on a leash.
30. The Superintendent and/or Board of Trustees shall have the right to revoke permission for use of a school facility at any time when it is deemed in the best interest of the School District.

Adopted: