

**CHICO UNIFIED SCHOOL DISTRICT**

**Maintenance and Operations**

1163 East Seventh Street  
Chico, California 95928  
(530) 891-3166

**W0809** \_\_\_\_\_

Estimate of Charges \$ \_\_\_\_\_

*APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES*

- Application must be submitted at least **14** days in advance of date(s) requested.
- All groups and organizations shall provide the District with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include Chico Unified School District as an additional insured on their insurance policies for claims arising out of the negligence of the group.
- This office must be notified of CANCELLATION of this reservation at least **24** hours in advance of the scheduled event or you will be charged facility rental and custodial fees. Requests for MODIFICATION of this application must be received at least 72 hours in advance to allow staff time to accommodate your requested change.
- Facility will be furnished "as is." Only tables and chairs which are normally in the facility will be furnished with approval of the principal.
- Arrangements for the use of kitchen facilities must be made with the supervisor of nutrition services at 891-3022. Use of the kitchen facilities require staff provided by Nutrition Services. Any charges for labor supplied by the Nutrition Services Department will be estimated and billed separately by that department. [For CUSD-sponsored events, use account # \_\_\_\_\_.]
- The undersigned hereby requests permission to use the following school premises on dates and times indicated below:

School Name: Select Site Name

- Multipurpose Room     Library     Classroom No. \_\_\_\_\_     Kitchen     Other \_\_\_\_\_

Equipment needed -

MONTH	SPECIFIC DATE(S)	FROM	TO	EXPECTED ATTENDANCE	MONTH	SPECIFIC DATE(S)	FROM	TO	EXPECTED ATTENDANCE
JULY		Start Time	End Time		JANUARY		Start Time	End Time	
AUGUST		Start Time	End Time		FEBRUARY		Start Time	End Time	
SEPTEMBER		Start Time	End Time		MARCH		Start Time	End Time	
OCTOBER		Start Time	End Time		APRIL		Start Time	End Time	
NOVEMBER		Start Time	End Time		MAY		Start Time	End Time	
DECEMBER		Start Time	End Time		JUNE		Start Time	End Time	

**ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED**

- For what purpose will the facility be used?  Fundraiser     Other - Please explain: \_\_\_\_\_
- CUSD Student Group     CUSD Adult Group     Other    If CUSD group, explain affiliation \_\_\_\_\_
- Will admission, fees or donations be collected?  Yes     No    If yes, for what will the proceeds be used? \_\_\_\_\_

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture, or equipment, because of the occupancy of said premises by our organization. We agree to defend, indemnify and hold harmless the District, its officers, employees and agents from any and all injuries, losses or damage, including damage to District property, regardless of cause, which may result from or arise in any way out of our use of the facilities.

Name of Organization \_\_\_\_\_ Name of Representative or Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

The undersigned states that, to the best of his or her 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 program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means; That \_\_\_\_\_, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it 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. (Education Code Section 38136)

Date of Application 8/16/11 Signature \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Approval of School Principal \_\_\_\_\_ Date \_\_\_\_\_

Date Received by M/O Office \_\_\_\_\_ Date Mailed to Applicant \_\_\_\_\_ By \_\_\_\_\_

Fee Determination: \_\_\_\_\_ Exempt    \_\_\_\_\_ Community Expense Fee  
    \_\_\_\_\_ Custodian    \_\_\_\_\_ Commercial Fee    \_\_\_\_\_ Tax Supported Educational Institutions Rate

DISTRIBUTION: Facilities Office – Original

