



TAMALPAIS UNION HIGH SCHOOL DISTRICT APPLICATION AND PERMIT FOR FACILITY USE

Complete application and submit to Facility Coordinator, Community Education via
FAX (415) 945-1023 or EMAIL facilityuse@tamdistrict.org

Date of Application: _____, 201_____

Name of Applying Organization: _____

Name of Applicant: _____ Phone: _____ Fax: _____

Email: _____ Address: _____

a) Applicant's status: _____ Individual; _____ Partnership; _____ Corporation; _____ Other (specify)_____

b) _____ Non-Profit; _____ For-Profit (Please include non-profit ID # _____)

Facility: a) (Circle One) **Drake High School** **Redwood High School** **Tamalpais High School** **Red Hill**

c) Desired Facility (Please be specific.)_____

d) Equipment/Services Needed _____

Date(s) of Desired Use: _____

Hour(s) of Desired Use (Include set up/breakdown time):_____

Nature of Activity: _____

Estimated Attendance: _____ Adults + _____ Teens + _____ Children = _____

Will an admission fee be charged? _____ Yes; _____ No If yes, specify amount: _____.

Additional Information

- Checks or money orders can be made out to Tamalpais Union High School District and sent to:
Facility Coordinator
PO Box 605
Larkspur, CA 94977
- Once preliminary approval has been granted, final confirmation follows submittal of a non-refundable 50% deposit and receipt of insurance.
- Full payment is due 1-week prior to the start of the first day of scheduled use.
- In the event your use is canceled by the district due to inclement weather, you will either be credited for the missed time on your final invoice or be granted future use as deemed available by the Facilities Coordinator.
- No refunds will be given for any event that is missed or canceled by user.
- There will be a \$25 processing fee for each use application submitted
- Non-profit groups will receive a 25% discount per use for the 10th through 30th use of the same facility (except fields & pools) in a school year if multiple use (i.e. 1st through 30th use) is requested in a single application and approved.

Rules and Conditions of Use

Applicant shall comply with all applicable District policies, rules and regulations including, without limitation, policies prohibiting the use of tobacco, drugs and alcohol on District property. **Violation of District policies, rules and regulations may result in immediate termination of Applicant's activity, closure of the facility and denial of future use permits.** Applicant shall announce the District's alcohol, tobacco and drug-free policy at the commencement of activities held on District property.

Applicant shall abide by the hours stipulated in the permit. All persons participating in or attending Applicant's activity shall be vacated from the facility at the expiration of the authorized use period.

Applicant shall exercise appropriate care to maintain the facility during use and to restore the facility to its condition prior to use. If Applicant fails to abide by this rule, Applicant will be charged for services necessary to clean and restore the facility. In such event, Applicant's permit will be suspended, and no other permit will be issued to Applicant until full payment is received.

Applicant shall have the use permit available for inspection at all times during the authorized use period.

The permit may be suspended without prior notice when a conflicting District or public school need to use the facility arises after issuance of the permit.

Prior to use of any facility Applicant shall pay the fee specified in the permit. To reserve the use of any facility, we require a 50% non-refundable deposit.

Prior to use of any facility Applicant shall submit a certificate of comprehensive general liability insurance, covering personal injuries, wrongful death, and claims for property damage, with a combined single limit of not less than \$1,000,000.00 per occurrence. The policy shall be in force, at Applicant's expense, at all times during approved use periods, be issued by a company acceptable to District, name District, its board of trustees, officers, agents and employees as additional insured, and provide for at least thirty (30) days advance written notice to District prior to cancellation, material change or non-renewal.

Applicant shall indemnify, defend, and hold District, its board of trustees, agents, officers and employees, harmless from any claim, demand, suit, and action, equitable or otherwise, and any cost, damage, loss, injury, fine, penalty, and attorney's fee arising out of injury or death of any person or damage to any property caused by, connected with, or attributable to Applicant's acts or omissions during use of any District facility.

I certify that I am the Applicant or authorized representative of Applicant and that the information I provided above is true and correct. Applicant agrees to the Rules and Conditions of Use. If requested, I will provide identification and/or proof of authorization to act on behalf of Applicant.

Applicant's Signature

Date

Education Code section 38136 requires that individuals and organizations desiring to use school facilities execute, under penalty of perjury, the following Statement of Information.

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.

Applicant's Signature



Tamalpais Union High School District Adult and Community Education

Please review the information below regarding our rules and expectations for those using TUHSD facilities. To complete your Use Application, please sign below acknowledging your understanding and enforcement of the rules and conditions set forth.

General Rules:

- User must carry permit at all times.
- Adult supervision required at all times.
- Designate an adult to be in charge of monitoring the facility to ensure adherence to the rules.
- User is liable for property damage as well as negligent injuries.
- No dogs or other animals permitted
- Applicant shall exercise appropriate care to maintain the facility during use and to restore the facility to its condition prior to use. Additional custodial time may be billed to groups when necessary to clean trash and debris from facility from event.
- **Violation of rules and regulations may result in immediate termination of Applicant's activity, closure of the facility and denial of future use permits.**

Synthetic Track & Fields:

- **Field Use Times:**
 - o **Mon-Saturday** - 8:00am-8:00pm (or dark)
 - o **Sunday**– 8:30am–6:30pm (field may be accessed at 8:00am ONLY for event set up and preparation—No games, loud noises, warming up or announcing.
- Amplified sound will only be allowed with prior approval from the Facilities Coordinator between the hours of 9:00am-5:00pm and will be kept at the preset decibel level.
- Only the sound system provided by the school site shall be used with the speakers in their fixed position directed towards the field.
- No lighting of the fields without written permission from the Office of the Superintendent, TUHSD.
- No strollers, tricycles, skateboards, bikes or motorized vehicles.
- **NO DOGS**
- No drinks other than water.
- No food including sunflower seeds, gum and candy.
- Only rubber soled flat athletic shoes on track and ¼' spikes or less on field.
- No fires, BBQ's, or golf playing.
- Joggers, walkers use lanes 5-8 only.

Pools:

- Designated person(s) in charge (person whose CPR/Red Cross Certifications on file with TUHSD) must be present and assume responsibility for facility and participants for duration of event.
- **No food or drink** other than water in the pool area. All food must be kept in the designated eating areas outside of the pool gates.
- No animals in the pool facility
- No gum chewing in the pool area.
- No alcohol or smoking in the pool area.
- No glass containers in the pool area.

Grass Athletic Fields & Baseball/Softball Fields:

- Check the field hotline (415-945-3607) to ensure your field has not been closed if there has been rain within 24 hours of your use.
- Return the field to original condition which includes dragging of the infield and repair of the mound and batters box. Tools are provided at each site.

Gymnasiums:

- Rubber soled athletic shoes only.
- No sunflower seeds.

I understand and agree to enforce the rules and conditions outlined above:

Applicant's Signature

Date