



# North County Joint Union School District

500 Spring Grove Road • Hollister, CA 95023-9366  
Phone 831.637.5574 • Fax 831.637.0682

## Application and Agreement for Use of School Property

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

**Circle Type of Organization:**      *Non-Profit with NO Admittance Fee*                      *Profit-Making, Religious or Non-Profit with Admittance Fee*

Mark all that apply:

Facilities Requested:  **Gym**    **Ausaymus**    **Kitchen**    **Fields**    **Other**

Date(s) of Use	Time of Event	Person(s) in Charge/ Contact Phone Number	Description of Activity	Estimated Attendance

**Declaration of Applicant:** Applicant hereby agrees to hold the North County Joint Union School District, its Board of Trustees, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or be caused in any way by, such use and/or occupancy of school facilities. Applicant agrees to furnish such liability or other insurance for the protection of the public as the District may require.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds, sustained during the occupancy or use of said building and/or grounds by the applicant, normal wear and tear excepted.

I hereby certify that I have received and read the rules, regulations, conditions and terms including those on the reverse side of this application and that I, and the applicant that I represent, will abide by them and will conform to all applicable provisions of the Constitution and the laws of California and to all other rules and regulations of the Board of Trustees and its agents which may be communicated to the applicant.

In executing this declaration, I certify that I have been duly authorized by the applicant to act on its behalf in making application for use of said facilities.

The undersigned states that, to the best of his/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, and that 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.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

<b>Schedule of Fees</b>			
<b>Facilities Available for Use</b>	<b>NCJUSD Organizations</b>	<b>Non-Profit Organizations</b>	<b>Profit, Religious &amp; Non-Profit* Organizations</b> <i>(*when Admittance Fee charged)</i>
Athletic Fields	No Charge	No Charge	\$40.00/day
Ausaymus Room	No Charge	\$20.00/hr.	\$20.00/hr.
Gymnasium	No Charge	\$25.00/hr.	\$40.00/hr.
Kitchen	No Charge	\$25.00/hr.	\$40.00/hr.
Restrooms will be opened for Ausaymus and Gym rentals only.			

<b>Personnel Rates</b>		
<b>Type</b>	<b>Regular Time</b>	<b>Overtime</b>
Custodial Services	\$30.00/hr.	\$40.00/hr.
Kitchen Services	\$30.00/hr.	\$40.00/hr.
Administrative Fee	\$25.00/hr.	\$50.00/hr.
*When school is not in session Gym open/closing will be a 2-hour Admin. Fee.		
Kitchen cannot be used without Kitchen Personnel on site.		

Event quote based on the minimum number of hours and personnel requested. After the event, the District will bill the organization based on actual number of hours the facility and personnel were used. An additional charge may be added for any damage to property or for excessive trash or spills.

Facility Charge:	\$
Personnel Charge:	\$
Estimate Total:	\$

**Do Not Write Below This Line**

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Fees: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Personnel Required: \_\_\_\_\_

Comments/Exceptions: \_\_\_\_\_

## Rules and Regulations for Use of Spring Grove Property

- School premises will not be available during hours that will interfere with the regular functions of the school. School activities and sporting events have priority over any other use of facilities.
- The gym may not be used for any activity that may harm the floors.
  - i.e. roller skating, bowling, no cleats.
- No food or drinks are allowed in the gym. No smoking, alcoholic beverages, drugs, gambling, fights or firearms are allowed on school property.
- All decorations must be approved by Administration.
- Charges for unusual requests will be made on an individual basis.
- When facilities are used, the permit holder is responsible for cleaning and restoring the facility to its original condition immediately after use. A fee will be charged if cleaning becomes a district responsibility.
- Security personnel are required for activities involving more than 100 people and/or activities that are determined to be high risk. If Security personnel is required a 10% surcharge will be added to Facility Use fees.
- Requesting organization must complete and sign the attached application form. This form must be returned to the District Office and approved by the administration before the event can be scheduled.
- All users shall provide a Certificate of Liability Insurance showing they are properly insured for their own negligent acts and shall also provide an "additional named insured" endorsement naming the North County Joint Union School District. ***This certificate must be presented 14 days prior to event or subject to cancellation.***
- The individual signing the Application for Use of School Property shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to district property.
- All permission for use of facilities will be for the specific dates and times only. It is the responsibility of the organization to arrive and leave on time and to ensure the facility is left clean. Additional charges will be made for longer hours of use than what was requested.
- Schools using the gym for athletic events must provide at least one adult in addition to coaches for supervision.
- Cancellation or denial of facility use may be made at the school's discretion. Any organization causing damage or vandalism of school facilities will not be allowed to use the facilities again. Organizations that do not pay for facility use after being billed will be denied future use of facilities.