



## NCJUSD Facility Use Application and Agreement

Submit completed application to NCJUSD District Office for review.  
Incomplete applications will not be considered.

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

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

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

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

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

### Mark All That Apply

Facilities Requested: ☐ Gym ☐ Ausaymus Room ☐ Athletic Fields

Additional Requested Areas/Items: \_\_\_\_\_

### Organization Types

Class A	Class B	Class C
NCJUSD Sponsored Groups Educational/Charitable Events	Adult Recreational Groups Community Youth Groups Non-Profit Civic Groups (i.e. YMCA) Educational/Charitable Events	Any Commercial Event Conventions Reunions/Family Gatherings Receptions Business/Sales Meetings

### Select One

Organization Type: ☐ Class A ☐ Class B ☐ Class C

**- Continue On Reverse -**

☐ Completed Application ☐ Signed Rules & Regulations ☐ Proof of Insurance ☐ \$250 Deposit\* ☐ Proof of Security\*

FOR DISTRICT USE ONLY

\*if necessary

## NCJUSD Facility Use Rules and Regulations

Initial each row indicating you've read and understand the terms.

\_\_\_\_\_ **A cancellation notice of at least 24 hours is required, otherwise, you will be charged for the reserved services.**

\_\_\_\_\_ 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, vaping, alcoholic beverages, drugs, gambling, fights or firearms are allowed on school property.

\_\_\_\_\_ All decorations must be approved by the Administration.

\_\_\_\_\_ Unconventional requests may incur additional charges at the Administration's discretion, assessed on a case-by-case basis.

\_\_\_\_\_ The permit holder is responsible for cleaning and restoring the facility to its original condition immediately after use or an additional fee will be charged.

\_\_\_\_\_ Security personnel are required for activities involving more than 100 people and/or activities that are determined to be high risk. If security personnel are required a 10% surcharge will be added.

\_\_\_\_\_ 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, as a condition of use, agrees to be held financially responsible for any loss or damage to district property, including but not limited to buildings, furniture, equipment and/or grounds.

\_\_\_\_\_ Additional charges will apply if the facility is used beyond the originally requested duration.

\_\_\_\_\_ 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 NCJUSD's discretion. Any organization causing damage or vandalism of district 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.

**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.

I hereby certify that I have received and read the rules, regulations, conditions and terms 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

## ***KEEP FOR YOUR REFERENCE***

### **NCJUSD Facility Use Fee Schedule**

<b>Facility Charges</b>			
<b>Facilities Available</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>
Athletic Fields	No Charge	No Charge	\$75.00/day
Ausaymus Room	No Charge	\$35.00/hr.	\$60.00/hr.
Gym	No Charge	\$35.00/hr.	\$60.00/hr.
<i>A \$250 security deposit will be collected for events with more than 25 attendees.</i>			

<b>Personnel Charges</b> <i>(min. 3 hours charged per event/per day)</i>		
<b>Type</b>	<b>Regular Time</b>	<b>Overtime</b>
Custodial Services	\$50.00/hr.	\$75.00/hr.
For events with over 25 people, a custodian will be required on-site. <i>*Personnel fees cover open/closing facility, restroom access and cleaning.</i>		

Event quote based on the minimum number of hours and personnel requested. After the event, the District will bill the group based on the actual number of hours the facility and personnel were used.

### **Copy of Facility Rules and Regulations**

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