

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

11645 RIDGE ROAD, GRASS VALLEY, CA 95945 PHONE: (530) 273-3351 FAX: (530) 273-3372

www.njuhsd.com

IN-HOUSE FACILITY USE APPLICATION

For Use of a School Facility at:		Today's Date:	Approved and booked:		
Event:		Organization & Contact Person's Name: _____			
Run Through ASB? <input type="checkbox"/> YES <input type="checkbox"/> NO	ASB Form on file? <input type="checkbox"/> YES <input type="checkbox"/> NO	Contact Email & Phone #			
Type of Activity:					
Do you need TECH help? <input type="checkbox"/> Yes <input type="checkbox"/> No					
What type of TECH help?					
1st Facility Requested:					
Date(s) of Activity:					
Set Up Time:		Hours of Activity:			
2nd Facility Requested:					
Date(s) of Activity:					
Set Up Time:		Hours of Activity:			
Equipment Needed:					
Fill in the section for Student Events, Student Name and ID#:					
Name of Teacher Sponsor/Mentor:			Senior Project: <input type="checkbox"/> Yes <input type="checkbox"/> No		
CPR/Lifeguard: <input type="checkbox"/> Yes <input type="checkbox"/> No			Waiver for participants on file: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Information:					
*CUSTODIAL FEE MAY APPLY FOR EVENTS INVOLVING PUBLIC ATTENDEES, WEEKEND USE OR MAX-OCCUPATION					
Open to the Public: <input type="checkbox"/> YES <input type="checkbox"/> NO	Are Fees Involved?: <input type="checkbox"/> YES <input type="checkbox"/> NO	Admission Charge: <input type="checkbox"/> YES <input type="checkbox"/> NO	\$	Concessions: <input type="checkbox"/> YES <input type="checkbox"/> NO	Using a Snack Shack? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> By checking the box you agree to NJUHSd rules & regulations of facility use as outlined the Rules & Regulation Page					
Printed Name of Authorized Representative		Signature Name of Authorized Representative		Date	
*****FOR OFFICE ONLY*****					
Received Flyer: <input type="checkbox"/> Y / <input type="checkbox"/> N	Date: _____	Insurance Approved: <input type="checkbox"/> Y / <input type="checkbox"/> N	CC to Tech Help: <input type="checkbox"/> Y / <input type="checkbox"/> N		
Notes:					
Custodial Fee: <input type="checkbox"/> Y / <input type="checkbox"/> N	Hours:	Estimated Costs:	Assigned To:		
Kitchen Fee: \$ <input type="checkbox"/> Y / <input type="checkbox"/> N	Hours:	Estimated Costs:	Assigned To:		
Theater Fee: \$ <input type="checkbox"/> Y / <input type="checkbox"/> N	Hours:	Estimated Costs:	Assigned To:		
Applicable Staff Approval:					
Administration					
Operations Manager					
Athletic Director					
Theater Manager					
Dir. Of Nutritional Serv.					

RULES AND REGULATIONS

Please read and check the appropriate box on the front page of this In-House Application, stating that you have read/agree to: and agree to the following:

1. All outside user groups requesting must present a copy of a certificate of insurance indicating comprehensive general liability coverage of \$1,000,000. Also an additional separate endorsement page naming Nevada Joint Union High School district as additional insured.
2. Facilities must be under supervision of at least one "responsible adult" who is 21 years of age or older. The designated responsible adult(s) shall be solely responsible for the supervision of the activity and all the participants in the activity. The District shall have no responsibility whatsoever for supervision of the activity or participants in the activity. Presence of a high school student worker or a school official during the activity shall in no way be seen as undertaking a supervisory role over the activity or participants in the activity.
3. Having a custodian on duty for an in-house function will be the discretion of the site administrator. If it is decided that a custodian needs to be present it will be the site administrator's decision to set the start and finish times. The custodian will be paid a minimum of four hours if call back is necessary.
4. This is a **NO TOBACCO USE** campus. Tobacco use is not allowed anywhere on this campus.
5. **NO ALCOHOL** allowed on school campus.
6. **Parking Regulations** are strictly enforced at all times. Attendees/visitors are subject to ticketing for all violations including but not limited to fire lanes, no parking areas, bus parking, loading zones, unauthorized handicapped parking, and any unmarked stall areas that impede emergency vehicle response.
7. Gym shoes are required of all people using the gym floor; shoes are not allowed on the wrestling mats.
8. Service of food is restricted to the multi-purpose room (MPR). There is no food or drink allowed in the gyms. When using the kitchen, a cafeteria worker must be present at a specified rate.
Events with significant impact on traffic and parking will be charged a four hour minimum at the prevailing rate, for two staff members. Staff members must be available and willing to work for event approval.
9. Use is confined to the area(s) named on this application with appropriate corridor and lavatory facilities.
10. School equipment will not be used unless specifically authorized.
11. The using group agrees to assume financial responsibility for all damages and personnel services required.
12. The using group will return the facility to its original arrangement and condition before leaving. The school custodian will perform normal clean up.
13. The adult in charge must be present during the entire period of use and enforce the rules, including room capacity limits.
14. The high school assumes NO responsibility for lost or stolen items, which owners have brought to campus.
15. An authorized staff member must be present during the use of the gym (or gyms).
16. The group using the facility shall provide a copy of the flyer (if they have one) advertising their event upon submitting application.

RESTRICTIONS

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use of school facilities or grounds, which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense.
4. Any use, which involves the possession, consumption, or sale of alcoholic beverages, or any restricted substances on school property.
5. Advertising on school grounds or in school buildings are prohibited, except by groups whose activities are directly related to the district's educational program.
6. Use of the school for **public** social dances will not be permitted. Square dancing and folk dancing are permitted.
7. Any use, which may violate the normal accepted standards of good morals, manners or taste, shall not be granted.
8. The Nevada Joint Union High School District and school site administration reserves the right to deny permission to use any facility if they deem necessary.

The Signee of this application states that, to the best of her/his knowledge, the school property will not be used for the commission of any act intended to further any program or movement whose purpose is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means. The Signee is responsible to enforce room capacity limits.

The Signee who is in charge of this activity, is twenty-one years of age or older. She/he agrees that she/he will be responsible to the Board of Education for the use and care of school property. She/he further agrees that the character of entertainment will conform with that stated in the application. She/he agrees to indemnify agents and employees, against any and all loss, damage, and/or liability that may be suffered or incurred by the district, its officers, agents and employees, and against any and all claims, demands, and causes of action that may be made or brought against the school district, its officers, agents and employees, caused by, arising out of, or in any way connected with the Signee of the Nevada Joint Union High School District facility or the exercise of the privilege herein granted. The Signee also agrees to abide by all the rules and regulations stated herein.

General Billing Policy: Some events will require a deposit. Bills will be mailed by the 30th of following month in which the facility is used.

Bills are payable to the Nevada Joint Union High School District, and are due within 30 days of receipt.