

# IN HOUSE Application

For Use of a School Facility at \_\_\_\_\_

Nevada Joint Union High School District

11645 Ridge Road, Grass Valley, CA 95945

(530) 273-273-3351

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EVENT		Contact Person		Today's date	
Non Profit Organization		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, Tax Payer ID #	
Type of Activity			Phone Number		
Equipment needed			Received flyer:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Facility Requested			Insurance Needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dates of Activity		Time: From		To:	
Dates of Activity		Time: From		To:	

Facility Requested			Insurance Needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dates of Activity		Time: From		To:	
Dates of Activity		Time: From		To:	

## FOR STAFF/FACULTY EVENTS

Name of Teacher /Staff			Custodial fee \$28.00/Hr	4hr min.
OTHER INFORMATION			Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Kitchen personnel fee: \$22.00/Hr		
		Yes <input type="checkbox"/>		

## FOR STUDENT EVENTS

Name of Teacher Sponsor			Custodial fee \$28.00/Hr	4hr min.
OTHER INFORMATION			Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Kitchen personnel fee: \$22.00/Hr		
		Yes <input type="checkbox"/>		

Is the general public invited?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Custodian Assigned	
Admission Charge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Kitchen Staff Assigned	
Are there Fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Theater Tech Assigned	

The undersigned 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 undersigned is responsible to enforce room capacity limits, (rule 10 listed on back).

The undersigned, 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 use of the undersigned of the Nevada Joint Union High School District facility or the exercise of the privilege herein granted. The undersigned also agrees to abide by all the rules and regulations stated on the back of this form.

**General Billing Policy:** Bills will be mailed by the 30<sup>th</sup> of the 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.

Signature of authorized group representative	Position or Office	Phone Number	Date

Approved by A.D.	Theater Manager	Operations Manager	Kitchen Manager	Approved by (Administration)

**RULES AND REGULATIONS**

*(Please read and sign below)*

*In House Application*

1. All groups requesting use of facilities 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 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 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.
8. Service of food is restricted to the multi-purpose room (MPR). There is no food or drink allowed in the gyms. The presence of food in the Theatre Lobby will require a \$150 carpet-cleaning fee. A cafeteria worker must be present at the rate of **\$22/hour** if you are using the kitchen equipment.
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. Shoes are not allowed on the wrestling mats.
17. 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 school facilities for **public** social dances will not be permitted. Square dancing and folk dancing are permitted.
7. Any use, which may violate the normally accepted standards of good morals, manners or taste, shall not be granted.
8. Fund raising campaigns shall not be permitted except by organized charity groups, i.e., American Heart Association, American Cancer Society, etc.
9. 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 authorized group representative named on the front of this form agrees that these rules and regulations will be complied with in full.*

<b>Signature of authorized group representative</b>	<b>Date</b>