Franklin-McKinley School District

645 Wool Creek Drive

San Jose, CA 95112

(408)283-6020

Date

Application and Permit for Use of Facility

Application must be submitted at least 3 weeks prior to event.

Name of Organization _____ Name of Authorized Agent _____

Business Address _____ City _____ Zip _____ Cell Phone _____

Non-Profit Tax ID/503(c) no. _____ Email Address _____ Work Phone _____

Type of Event _____ Purpose of Event _____ Estimated Attendance _____

Site Requesting _____ Facility Requesting _____

Note: If requesting District Board Room, you must bring all of your own equipment, including microphone, screen, projector, etc. No food is allowed in Board Room or Atrium.

Equipment Required (For site use only.) _____

Will admission fees be charged? _____ If yes, how much will be charged? _____

Will food be served? _____ If yes, what kind of food will be served? _____

Day of the Week	Date(s)	Start Time	End Time		Office Use Only
					Custodial/Facility Fee: _____ No. Hours __
					Total: _____ Paid: _____
					Property & Liability Insurance: _____

Note: Attach a separate spread sheet if event is longer than 3 days.

HOLD HARMLESS: Applicant/Permit holder agrees to defend, indemnify and hold harmless the FMSD, its Board of Trustees, agents, and employees, individually and collectively, from and against all costs, losses, claims, actions and judgments arising from personal injuries, property damage or otherwise, regardless of cause, that may arise in anyway from or be alleged to be caused by the undersigned's use or occupancy of district property.

The undersigned _____ , is duly authorized by _____(*name of organization*) , to act on its behalf in requesting the use of school facilities, including, but not limited to, executing any agreement or undertaking required by law and district policy and regulations governing the use of the facilities. The organization shall comply with all restrictions placed on the use of the school facilities by law or district policy or regulations. The organization recognizes that, in accordance with Education Code 38134, it is liable for any damage to the school facilities or for any injury to any person due to the organization's negligence in using the school facilities and has agreed to follow all rules set forth on Page 2 of this application.

_____ Signature of Applicant/Date

_____ Organization

_____ Site Principal Approval/Date

_____ Facilities Use Manager Approval /Date

Revised: 10/14

Use of School Property for Public Purposes. Use is subject to the following section of the Education Code and Board of Education Policies.

The governing board of a school district may grant the use of school buildings, grounds, and equipment of the district, or any of them, to carry out the purposes of this chapter, or may grant the use of any building, grounds, or equipment of the district to any other public authority for the purposes, whenever the use of the buildings, grounds, or equipment for community recreational purposes will not interfere with use of the buildings, grounds, and equipment for any other purpose of the public school system. Nothing in this section is intended to repeal any provision of, or to restrict or otherwise affect the use of school buildings under Sections Ed Code 40040 to 40058, inclusive. (Repealed. Similar provisions added to Education Code 38130-38139).

Use of tobacco or alcohol is prohibited anywhere on district property.

Facility Use Permits will not be granted for personal use.

No use shall interfere with the regular conduct of school work.

No use shall be granted in a manner as to constitute a monopoly for the benefit of any person or organization.

All permits automatically expire at the end of the scheduled event. If a program is scheduled for an entire school year, application expires June 30 of each fiscal year.

Requests for use of school buildings and facilities shall be made in advance and in writing on forms provided by the district. Permission to use school buildings and school grounds require approval of principal and final approval by Business Services.

Use of facilities requires the presence of district personnel. When the use of kitchen facilities is required, district cafeteria personnel shall be present to supervise use. Fees for personnel will be charged to organization and payment is required two weeks before scheduled event. A minimum of four hours is required when district personnel must be present.

Any person applying for the use of school property on behalf of an organization must be a member of that group.

The organization shall be responsible for control and supervision of the event and shall take proper care as to no damage shall result in any school property.

Property and liability insurance is required for all organizations in the amount of $1,000,000/$2,000,000 for general liability and $1,000,000/$3,000,000 for sexual abuse or molestation. Certificate of insurance must list Franklin-McKinley School District as an additional insured. **Endorsement must be submitted with certificate.**