

**TWAIN HARTE SCHOOL DISTRICT**  
18815 Manzanita Drive, Twain Harte, CA 95383  
SCHOOL PH: 586-3266, FAX: 586-3975  
DISTRICT OFFICE PH: 586-3772, FAX: 586-9938  
**FACILITIES USE FORM**

Name of Applicant/Organization: \_\_\_\_\_

Address of Applicant/Organization: \_\_\_\_\_

Representative(s): \_\_\_\_\_

Facilities Location Requested at Twain Harte School:

Cafeteria     Gym     Kitchen     Sport Field     Study Hall (Internal School Groups Only w/Supt. Approval)

**(Note: The kitchen facilities cannot be used without a certified ServSafe cafeteria employee present. There will be an additional charge for the employee's time.)**

Hours/Date of use: **Starting Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_:\_\_\_\_ **Ending Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_:\_\_\_\_

Description of Activity: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**DECLARATION OF APPLICANT**

**NOTE: Due to the nature of the event there may be a service charge for personnel to complete custodial, kitchen and security duties. Personnel in charge will determine the cost. A separate form will be presented to the representative with cost(s).**

1. Applicant has received or will receive for the activities herein listed contributions, cash collections, fees, admission fees, tuition, donations, or other receipts estimated in the amount of \$ \_\_\_\_\_. If no receipts are anticipated for activities check here ( )
2. Receipts set forth in item 1 above will be used for: \_\_\_\_\_.
3. 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 occurring through the occupancy or use of said building and/or grounds by the applicant, normal wear and tear expected.
4. I hereby certify that I have received and read the Rules, Regulations, and Conditions and that I and the applicant which I represent will abide by them and will conform to the applicable provisions of the Constitution and Laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
5. It is agreed that in the event this permit is canceled by the applicant no refund will be made and that changes in the date or extension of time shall be made only as specified by the rules governing use of school facilities.
6. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in their behalf in making application for use of said facilities.
7. 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 to the best of his/her knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.
8. The undersigned, as the duly authorized representative for the herein set forth applicant, 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 crime or act which is prohibited by law.
9. The undersigned further declares that the herein set forth applicant, the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

**HOLD HARMLESS AND IDEMNIFICATION AGREEMENT**

The undersigned agrees to defend, indemnify and hold harmless the district, its Governing Board, agents and employees, individually and collectively from and against all costs, losses, claims, actions and judgments arising from personal injuries, property damage or otherwise, however caused, that may arise from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment. **THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGE SATISFACTORY TO THE DISTRICT.**

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**OFFICE USE ONLY**

**Signature(s) of Approval:**

Twain Harte School Office (Event added to calendar.): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

MOT Director: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TWAIN HARTE SCHOOL DISTRICT  
Facility Use Rules, Regulations and Conditions**

1. **NO ALCOHOL OR DRUGS.**
2. **NO SMOKING.**
3. Cars are to be parked in designated parking areas only.
4. Discard all litter and trash in plastic garbage bags. Place the garbage bags in the dumpster at the back of the school.
5. Leave restrooms and grounds clean.
6. Lock restrooms and doors at the end of your event.
7. Return keys to the school office by the next working day.
8. Twain Harte School District is not responsible for lost or stolen items.
9. All facilities, grounds, and equipment are used at your own risk.
10. Twain Harte School District is held harmless for any personal accident, personal injury and the theft or vandalism of your property while using the facilities.
11. The applicant is held responsible for any and all theft, personal injury and property damage while using the facilities.
12. In the event this permit is canceled by the applicant with 24 hour notice, due to inclement weather or acts of nature, a refund will be made and changes in the date or extension of time shall be determined by the Superintendent and space availability.

**Regulations For An After-School Food Event**

1. An after-school food event cannot be substituted for any school meal service. Breakfast and lunch must be served at regular school time. A lapse of two hours after lunch service is required before the start of an after-school food event.
2. No storage of cooked or uncooked food is permitted in the school cafeteria in the area where cafeteria food is stored.
3. No preparation of food for an after-school event may take place during school hours.
4. Preparations of food using any school equipment will require a ServSafe certified employee to sanitize the area.
5. Clean-up of the cafeteria will be the responsibility of the event coordinator.
6. There will be a charge of no less than two hours for the ServSafe employee.

**I agree to the Rules, Regulations and Conditions stated above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TWAIN HARTE SCHOOL DISTRICT  
USE OF FACILITIES SCHEDULE OF FEES  
*FOR NON-PROFIT ORGANIZATIONS***

	<b>3 Hours or less</b>	<b>Daily Rate (Not to Exceed 8 Hours)</b>
Cafeteria	\$80.00	\$150.00
Gym	\$90.00	\$180.00
Kitchen	\$80.00	\$150.00
Sport Field	\$40.00	\$60.00
Study Hall (Internal School Groups Only w/ Superintendent Approval.)	\$80.00	\$150.00

- All rates are in addition to custodial or cafeteria employee charges. When use requires a custodian, or if additional labor is required for specialized work and/or clean up, the charge will be based on \$30.00 per hour.
- Add 25% to facility fee for use during non-school hours for heating and air conditioning.
- A security deposit of 50% of the direct cost including utilities is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY  
RECOMMENDATIONS/APPROVALS**

1. **TERMS** – 50% of fee payable with application. Balance due seven days prior to use. Failure to comply with the terms will be cause to deny permission.
2. **Insurance Required:** Applicant must provide a General Liability Certificate of Insurance naming “Twain Harte School District, its elected or appointed officers, agents, employees and volunteers” as additional insured for an amount not less than \$1,000,000 Property Liability. Certificate must state date(s) of event, purpose of event, approximate number of attendees, and facility name being used. The Certificate of Insurance and endorsement must be received by Twain Harte School District prior to issuance of a key for the event.
3. Fee: \$ \_\_\_\_\_  
 Deposit: \$ \_\_\_\_\_  
 Balance: \$ \_\_\_\_\_