Reed Union School District
277 – A Karen Way
Tiburon, CA 94920

(415) 924-8050 (phone)
(415) 924-8678 (fax)
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Facility Use Application / Permit

School Site Requested: *(circle one)* Reed Bel Aire Del Mar Granada

Activity / Event:
Group Name _____ Name of Event _____ # in Attendance_____
Contact Person_____ Phone_____ Cell Phone _____
Address_____ City_____ State_____ Zip Code_____
Will an admission/donation/tuition be charged? Yes_____ No_____
If so, what is the amount and purpose? _____

Billing: (*mandatory information – application will be rejected if this information is not included)*
Billing Address_____ City_____ State_____ Zip Code_____
Contact person_____ Phone_____ Cell Phone_____
Email_____

Facility you are Requesting:
(Please check one)

- ☐ Multipurpose Room / Gym
- ☐ Art/Music Room
- ☐ Classroom
- ☐ Kitchen
- ☐ Soccer field
- ☐ Baseball field
- ☐ Track
- ☐ Blacktop area
- ☐ Parking Lot
- ☐ Other:_____

Equipment Needed:

- ☐ Chairs _____
- ☐ Tables _____
- ☐ Overhead Projector
- ☐ Projection Screen
- ☐ Speaker Podium
- ☐
- ☐ P/A System *
- ☐ Lighting System *
- ☐ TV / VCR
- ☐ Other:_____

* *Require District Personnel*

Series of Dates and Times:
Note: See attached school calendar. *When requesting a series of dates, please consider school holidays.* If you do not specify that, you want to omit a date (for example, a date occurring during the School Winter break) then it will be assumed that you are requesting these dates and will be billed accordingly.

Range of Dates		Day of the Week *(please circle)*	Times	
From:	To:	**S M T W Th F Sa**	From:	To:
From:	To:	**S M T W Th F Sa**	From:	To:
From:	To:	**S M T W Th F Sa**	From:	To:
From:	To:	**S M T W Th F Sa**	From:	To:
From:	To:	**S M T W Th F Sa**	From:	To:
From:	To:	**S M T W Th F Sa**	From:	To:
From:	To:	**S M T W Th F Sa**	From:	To:

Terms and Conditions of this Application:

1. I understand it is necessary to provide a **certificate of insurance** for $_____ which names the Reed Union School District, it's agents, employees, officers and members of the Board, as additional insured. I further understand that this request will become null and void if proof of such insurance is not obtained **prior** to event(s) being requested.
2. I agree that in the event our group cancels the permit that I may be charged the current rate of room and custodian fees, unless *the School District receives written notice of cancellation at least five business days in advance.*
3. I understand that unforeseen circumstances may arise requiring the District to rescind this permit. Unexpected need for facilities by RUSD functions may constitute such circumstances. If cancellation is necessary, the District will attempt to provide a minimum five-business day notice and a replacement location for the applicant.
4. The above organization does hereby agree to indemnify, defend, save and hold harmless the Reed Union School District, it's agents, employees, officers, and members of it's Board, against any claim, demand, loss, cost, suit or expense (including reasonable attorney's fees) of whatsoever nature and kind arising from damage to person or property as a consequence of the use of the above-mentioned school property.
5. I state, as a duly authorized representative of the above organization, that, to the best of my knowledge, the above-mentioned property will not be used for the commission of any crime, any act which is prohibited by law, or 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. I also state that the organization on whose behalf I am making application for use of school property does not, to the best of my knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that to the best of my knowledge, it is not a Communist action organization of Communist front organization required by law to be registered with the Attorney General of the United States. I further declare the above organization upholds and defends the Constitution of the United States and the State of California. These statements are made under the penalties of perjury.
6. In executing this declaration, I certify under penalty of perjury that the foregoing is true and correct.

I have received a copy of the facilities handbook, and have reviewed the appropriate sections and special instructions associated with this use of Reed Union School District facilities.

_____ _____

Applicant's Signature & Title Date

For District Use Only

Application Coordination & Approval:

School Administrator Coordination: yes____ no____ Date:_____

Comments:_____

Director of Maintenance and Operations: yes____ no___ Date:_____

Comments:_____

Total Fee: $_____ Insurance amount: $_____

REED UNION SCHOOL DISTRICT **By:**_____

Authorized Signature