



Date Received: _____

**FACILITY REQUEST
APPLICATION FOR USE OF RICHLAND SCHOOL DISTRICT FACILITIES**

The Richland School District (RSD) requires that all users of Richland School District facilities shall insure against liability arising from their operations at or in RSD facilities.

A CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION

Organization Name: _____

Renter's Name: _____ Non-Profit: Yes ___ No ___

Billing Address: _____ City/State/Zip: _____

Contact Person (print): _____ Phone Number: _____

Describe nature of use: _____

Estimated number of people to attend: _____ Facility requested: _____

Required certification: Applicant hereby agrees to hold the Richland School District, its Board of Education, the individual members thereof, and all RSD officers, agents and employees free and harmless from such loss, damage liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. Applicant further states that he/she has read the rules and regulations on the reverse side of this application and agrees to abide by and enforce same.

Security: Applicant hereby agrees to provide adequate security/supervision for any event held on **Richland School District** properties and assumes all liability for claims and damages arising from such event.

State of Information: 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; that the organization on whose behalf he/she is making the application for use of school property, does not, to the best of his/her knowledge, advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means, and that to the best of his/her knowledge, it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalty of perjury under the law of the State of California.

Special Equipment Requested:

P.A. System: ___ Projector & Screen: ___ Podium: ___ Risers: ___ Other: _____

Facility Requested	Dates to be used	Specific Hours of use	Total hours	Set up time
	to	to		
	to	to		
	to	to		

OFFICIAL USE ONLY

Admin. Approval: _____	Insurance: Yes ___ No ___	Carrier: _____
Deposit: _____	Date: _____	Total Charge: _____
Employee Assigned: _____	Hours: _____	Hourly Rate: _____
Additional Costs: _____	Other: _____	

MAKE CHECK PAYABLE TO RSD



**RULES, REGULATIONS AND POLICIES
OF THE RICHLAND SCHOOL DISTRICT
PERTAINING TO THE USE OF FACILITIES**

FIRE AND SAFETY REGULATIONS

1. At no time shall there be more persons admitted to the CAFETERIA or other FACILITY room than the legal seating capacity will accommodate.
2. Flammable decorations, including stage scenery, shall be fire resistant or flame proofed in accordance with the requirements of the State Health and Safety Code.
3. No device which produces flame, sparks, smoke, or explosions shall be used in the CAFETERIA or other FACILITY room without the approval of the Fire Chief.

GENERAL RULES

1. Use and occupancy of RSD property shall be primarily for public purposes. Any authorized use or occupancy of the property for other than public purposes shall be secondary and subordinate to this primary purpose. Final approval for use of school facilities shall not be granted more than thirty (30) days in advance.
2. Any reservation may be revoked without previous notice where conflicting dates have resulted or where need of the facility for public school purposes has subsequently developed. For the cause, reservations may be revoked at any time upon reasonable notice.
3. RSD furniture or apparatus may not be removed or displaced by any person without permission from and under the supervision of the RSD employee in charge.
4. Where the facility to be used is other than a classroom, full details as to equipment requested must be furnished in advance such as overhead projector & screen, podium, microphone and P.A. system.
5. No additional personnel are furnished by the Board of Trustees other than the person in charge.
6. There shall be no smoking in or about the school buildings and premises, nor shall intoxicants or narcotics be used, nor shall profane language, quarreling or gambling be permitted. Violations of this rule or any other rule on this form during occupancy shall be sufficient cause for denying further use of school premises to the organization.
7. If free use is granted as provided in the Civic Center Act, the meeting shall be non-exclusive and shall be open to the public.
8. The program offered in or during the use of any school premises shall at no time contain matter which might tend to cause a breach of the peace, or which constitutes subversive doctrine or seditious utterances or which agitates for changes in our form of government or social order by violence or unlawful methods.
9. Juvenile organizations must have adequate adult sponsorship.
10. Each organization shall properly supervise their personnel and attendees.
11. Use of the buildings or grounds may be granted for a period not to exceed one year. However, applications are renewable or may be revoked at any time at the discretion of the Board of Trustees.
12. Each organization agrees to reimburse the Board of Trustees for damages to buildings, grounds and/or equipment rising out of the use of these facilities by the organization, normal wear excluded.
13. The school employee in charge shall have the power of a peace officer to carry out the provisions and intents and purposes of this chapter.
14. This reservation is not transferable.
15. The RSD requires that all users of the RSD facilities shall insure against liability arising from their operations at or in RSD facilities. A Certificate of Insurance demonstrating a minimum of \$1,000,000.00 per occurrence must accompany this application.

FINANCIAL ARRANGEMENTS

1. Rental charges, if any, shall be paid upon receipt of invoice to the Richland School District, at the Facilities, Planning & Operations Office located at 308 Poso Ave., Shafter, CA 93263. Checks need to be made to Richland School District.
2. Each organization agrees to reimburse the Board of Trustees for damages to the buildings, grounds and/or equipment rising out of the use of these facilities by the organization, normal wear excluded.

Richland School District

By: _____
Renter's Signature

By: _____
Director of Facilities, Planning, & Operations

Date: _____

Date: _____