

LA CAÑADA UNIFIED SCHOOL DISTRICT

District Office, 4490 Cornishon Ave., La Cañada Flintridge, CA 91011 (818) 952-4758: FAX (818) 952-8379
 Maintenance Office, 1100 Foothill Blvd., La Cañada Flintridge, CA 91011 (818) 952-8320 FAX (818) 952-8326

FACILITIES USE APPLICATION

****Requires no less than two (2) week approval prior to event.****

Name of Organization: _____ Contact at Event: _____

Name of Event: _____ Non-Profit Organization: Yes No

Telephone: _____ Tax ID#: _____

Email Address: _____ Billing Contact: _____

Billing Address: _____

	Address	City	State	Zip Code	
<p>SITE REQUESTED:</p> <p>___ LCE 818-952-8350 ___ PCR 818-952-8360 ___ PCY 818-952-8340 ___ LCHS 818-952-4205 ___ FIS 818-952-8320</p> <p>Subject to Availability and District Policy</p>	<p>Facilities Requested</p> <p>___ LCUSD Board Room ___ Library, IRC ___ Auditorium ___ Locker Room ___ East Balcony ___ Lunch Shelter ___ West Balcony ___ Multipurpose Room ___ Foyer ___ FIS Amphitheatre ___ Lanterman ___ Parking Lot ___ Cafetorium ___ Pool ___ Classroom ___ Restrooms ___ Field/Black Top ___ Science Center ___ FIS Gym ___ Student Center ___ LCHS North Gym ___ Tennis Courts ___ LCHS South Gym ___ Track ___ **Kitchen Facilities</p> <p>Other: _____</p>		<p>Equipment Needed (Full Description & Diagram)</p> <p>___ Chairs # _____ ___ Tables # _____ ___ Podium ___ Riser* ___ Microphone # _____ ___ Sound Control * ___ Video Projector & Screen* ___ Slide Projector & Screen* ___ Light Control * ___ Follow Spot Light* ___1 or ___2 ___ Dressing Rooms</p>		
<p>Fees shall be paid to the La Cañada School District as follows: Deposit of 50% of estimated costs due when the application is approved; the balance is due fifteen (15) days after the event. Invoice will be sent by the Business Office.</p>					
<p>SPECIAL INSTRUCTIONS FOR SET-UP (attach additional page if more space is needed):</p>					

**Requires no less than 2 week prior approval from Assistant Superintendent of Busi & Admin. Services.

*Additional charges will be assessed for personnel to operate.

*Requested Date	Day of Week	Requested Time From	Requested Time To	Event Start Time	Event End Time

*Requested dates/reservations will not be made more than six months in advance.

Requestor's Signature: _____ Date: _____

LCUSD Approval:

Athletic Director (LCHS Only): _____ Date: _____ Principal: _____ Date: _____

Facilities: _____ Date: _____ Business: _____ Date: _____

Insurance & Endorsement Expire on: _____ Reviewed by: _____ Date: _____

**La Cañada Unified School District
Facility & Equipment Use Rules and Regulations**

This form must be attached to the completed "Facility Use Application" form.

1. THE DISTRICT RESERVES THE RIGHT TO CANCEL ANY APPROVED REQUEST IN THE EVENT THAT A SCHOOL FUNCTION IS LATER SCHEDULED OR IN THE EVENT OF UNFORESEEN CIRCUMSTANCES (NATURAL DISASTER, CONSTRUCTION, UTILITY OUTAGE, ETC.).
2. The user agrees to fully defend and indemnify the La Cañada Unified School District for any claim or lawsuit which arises out of any incident or accident related to the use of the premises by the user, including any such incident or action where negligence is alleged against the La Cañada Unified School District, and will pay all costs and damages.
3. Each user **MUST ATTACH** to this form a certificate of insurance in the amount of \$1,000,000.00 specifying the La Cañada Unified School district as additional insured, prior to approval and use of the facilities.
4. Users must include a La Cañada Unified School District approved disclaimer on all advertisements indicating that the individual or group is not associated with the La Cañada Unified School District or any of its schools.
5. Organizations shall be permitted the use of only those specific facilities and equipment actually designated on the approved request form. The Custodian or District Representative is NOT authorized to extend beyond the facilities and equipment requested and approved.
6. Only District authorized personnel shall operate projectors, lighting panels, dimmers and any other District equipment.
7. Groups or individuals using classrooms will restore these rooms to their original state.
8. Organizations shall not leave the facility at the termination of their rental period without first assuring the presence of either the District Representatives or Custodian.
9. Facilities should never be left unattended for even brief periods of time without first contacting the District Representative or Custodian.
10. All exits and exit lights must be unobstructed and in working order before facilities may be used. Aisle-ways will be kept clear at all times.
11. All electrical systems (including panels, fuses and breakers) are to be left AS IS. Requested changes are to be approved by and accomplished by the Assistant Superintendent. A minimum of five (5) working days notice must be given to the Assistant Superintendent.
12. Prior to any performance, the group using the facility must have all stage props and scenery approved by the Fire Department or District Representative. Contact the Maintenance Office for arrangement of inspection. The use of paper or cardboard props is prohibited.
13. Organizations using school facilities or equipment will be held financially liable for any damage. (Daily inspections of equipment and facilities will be made by District personnel).
14. Subletting is not permitted.
15. All USERS shall clear the buildings and grounds by 11:00 p.m. at which time all facilities will be closed.
16. Those using facilities for the purpose of motion picture or television filming should contact the offices of the City of La Cañada Flintridge at (818)790-8880 regarding appropriate permits.
17. Notice of cancellation or any changes must be made to the site at least 48 hours in advance of scheduled use in order to avoid financial obligation.
18. User shall enforce no alcohol, tobacco use, e-cigarettes or vaping devices on school property, including parking lots, at all times.

Purpose of the event(s) _____

Will an admission fee, collection or solicitation of funds be made? Yes No Estimated Attendance _____

If yes, how will proceeds be used? _____ Number of Participants _____

Fees will be determined by Governing Board Policy BP 1330.

Statement of Responsibility

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage or abuse of school buildings, grounds or equipment growing out of occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations governing the non-school use of buildings, grounds or equipment.

I AGREE TO ABIDE BY ALL RULES AND REGULATIONS

Signature of Organization Representative

Name of Organization

Date