

**ORLAND UNIFIED SCHOOL DISTRICT  
FACILITIES USE APPLICATION**

Notice: Special set-up arrangements for the facilities should be made with the principal at least **five days** prior to the facility use, or attached to this application.

Request is hereby made by the undersigned for the use of school facilities as indicated:

NAME OF ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
Street City State Zip

NAME OF REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

EVENT SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

SCHOOL \_\_\_\_\_ FACILITY \_\_\_\_\_

DATE \_\_\_\_\_ HOURS: From \_\_\_\_\_ To \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_

Kitchen services requested to be paid by Organization at District rate:  No  Yes  
Hours: \_\_\_\_\_ to \_\_\_\_\_

Custodial services requested to be paid by Organization at District rate:  No  Yes  
Hours: \_\_\_\_\_ to \_\_\_\_\_

Usage Fee: \$25.00 per event \_\_\_\_\_ Deposit: \$200.00 per event \_\_\_\_\_

**Refund of deposit may be forfeited dependent upon condition of facilities after aforementioned event.**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_ FEES: \_\_\_\_\_  
District Representative

Please initial acknowledging understanding:

- \_\_\_\_\_ 1. We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school buildings, grounds or equipment growing out of the occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Orland Unified School District governing the non-school use of buildings, grounds and equipment and to pay any charges prescribed by said rules/regulations.
- \_\_\_\_\_ 2. We agree to give the Orland Unified School District notice of cancellation of any meeting at least one working day before the meeting is to take place, and agree to pay all charges levied because of failure to so notify.
- \_\_\_\_\_ 3. The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime. I certify (or declare) under penalty of perjury that the foregoing is true and correct.

**In accordance with Education Code section 38130, et seq., the Organization may use School Facilities. Conditions for use of school facilities are as follows:**

- 1. Groups must have adequate adult supervision at a rate of one (1) adult per twenty (20) students. Organization shall be responsible for providing adequate safety and supervision of its activities conducted on School facilities.
- 2. No intoxicating beverages, tobacco or drugs will be permitted on School Facilities.
- 3. Only plain plastic water bottles will be allowed in gymnasiums. No food or beverages (i.e. soda, sports drinks, candy etc.) will be permitted in gymnasiums.

4. School Facilities will be cleaned and left in an orderly condition by Organization after being used.
5. Standing requests will only be honored for six (6) consecutive weeks.
6. Keys must be returned within 24 hours of the event, or on the first school day following the event, whichever occurs first. It is the responsibility of the Organization for expenses incurred should the key be lost. The Organization is also responsible for any costs should the alarm code be breached or for overtime incurred should a custodian need to be called due to an alarm call.
7. Any expenses due to damage to the School Facilities as a result of an event will be the responsibility of the user Organization. The District shall invoice the use Organization for reasonable expenses and costs for the repair or replacement of School Facilities that are damaged, lost or destroyed as a result of Organization's use of School Facilities and Organization agrees to pay such invoice within thirty (30) days of its receipt.
8. The Organization agrees to indemnify, defend, and hold harmless the District and its directors, officers, administrators, employees, volunteers, and agents against and from any liability, including for damage to property and injury or death of any person, and any claim, action, or proceeding against the District, arising in whole or in part out of any acts or omissions of the Organization unless caused by the sole negligence or willful misconduct of the District. In its sole discretion and at its own cost and expense, the District may participate in the defense of any such claim, action, or proceeding, utilizing legal counsel of its choice. However, such participation shall not relieve the Organization of any obligation imposed. The District shall promptly notify the Organization of any such claim, action, or proceeding and shall cooperate fully in the defense of same.
9. Failure to comply with the provisions of this policy may result in cancellation of current facility use agreements and/or refusal of future requests.
10. The Organization's use of the School Facilities is limited to the Purpose of Use stated above.
11. The Organization shall comply with all federal, state, local law and regulations and District policies applicable to the use of school district property.
12. The Organization shall not have the right to make any changes or alterations or improvements to the School Facilities.

By signing this form, I acknowledge that I have read the above conditions and agree to comply with them.

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
School Site Representative Signature

\_\_\_\_\_  
Date

**If requesting use of facilities on a more than one date, please list each day/hours below.**

Month	Calendar Date	From (time)	To (time)	Month	Calendar Date	From (time)	To (time)	Month	Calendar Date	From (time)	To (time)
July				November				March			
August				December				April			
September				January				May			
October				February				June			

# ORLAND UNIFIED SCHOOL DISTRICT

## FACILITY USE AND ALLOCATION POLICY

### FACILITY USE RULES AND REGULATIONS

1. Groups consisting of ten or more individuals wishing to utilize a field/facility must acquire an application from Orland Unified School District.
2. It is the responsibility of the person in charge identified on the Facilities Use Application regarding the conduct of the group while on permitted facilities.

**These rules include but are not limited to:**

- Use will begin no earlier than 8:00 am – Monday – Saturday and no earlier than 9:00 am on Sunday. Outdoor facility use will end at dusk, unless approved by District Representative.
- Use begins and ends at the times stated on the permit, including set-up and cleanup. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the application.
- Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user’s responsibility to alleviate traffic and parking issues.
- Applicant’s Facilities Use Application must be available during use and presented to any District/City representative upon request.
- Tobacco and Alcoholic beverages are prohibited in fields, schools, or adjacent areas and shall be governed by Board Policy.
- Selling of food or other items is not allowed without District approval and will be noted on your application.
- Amplified sound is not allowed on any field. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
- Field use for soccer events requires goal posts be rotated periodically.
- Balls and any other equipment thrown, batted, kicked, or otherwise land on private property must not be retrieved without the property owner’s permission.
- Property boundary walls, buildings, and fences are not to be used as backstops at any time.
- Other buildings or district property may not be accessed during event stated on Facilities Use Application.
- Portable goals and/or markers are allowed but must be removed daily.
- At the conclusion of games or practice each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The field and any adjoining areas affected by a group’s use must be picked up and cleared of all trash.
- Please leave school and park areas immediately after games and practices safely and quietly, especially after late games. Please practice being good neighbors in our residential neighborhoods.

3. **Wet Field Policy:** Groups may not play on fields closed due to wet field conditions. **It is the responsibility of groups to access field closure information by phoning the District Office at (530) 865-1200 Monday – Friday, 8:00 AM – 4:30 PM.**
4. Organizations that are in non-compliance with any of the rules and regulations will receive a warning. A second violation will result in denial of future facility usage.
5. Non-adherence to any of these rules or City ordinance may result in the retention of a portion or all of the deposit and/or result in the cancellation of current and/or prohibition of future use.

Applicant Name: \_\_\_\_\_  
(Print) (Title)

Approved by  
District Representative: \_\_\_\_\_

(Print/Signature)

(Date & Title)

**ORLAND UNIFIED SCHOOL DISTRICT**

**FACILITY USE AND ALLOCATION POLICY**

**The Orland Unified School District does not assume responsibility of liability for claims, damages, or injuries, of whatever nature, which may arise from use of the fields.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_, District Representative

**I, \_\_\_\_\_ the authorized representative of \_\_\_\_\_ ,**

**do hereby acknowledge that I have read the terms and conditions of this field allocation policy; that the terms and conditions are acceptable and User Group agrees to abide by, comply with, and accept full and complete responsibility therefore.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_, District Representative