DAVIS JOINT UNIFIED SCHOOL DISTRICT
Facility Use Permit

#_____

APPLICANT INFORMATION

Name: _____ Application Date: _____

Organization: _____ Event: _____

Address, City, Zip: _____ Phone (Home): _____ (Work):_____

Email address: _____

Please check all that apply:

- ☐ Open to Public?
- ☐ Profit/Commercial Organization?
- ☐ Admission Charged?
- ☐ Non-Profit? State of California number ?_____
- ☐ Contribution Asked?
- ☐ Youth Service Organization?
- ☐ Performers Paid?
- ☐ DJUSD Student Organization

FACILITIES INFORMATION

Requested Facility: _____ Date(s): _____ to _____

Room: _____ Time (include setup/cleanup): _____to_____

Expected Attendance: _____ Requested # of tables:_____ Requested # of chairs: _____

Fees for Services	Rate	Units	Total
Application Fee			
Facility Use Fee (for all facilities requested)			
Staff (if applicable)			
Staff (if applicable)			
Energy Use Fee (if applicable)			
Cleaning Deposit			
Other:			
TOTAL FEES	----------	----------	
BALANCE DUE	----------	----------	

For Office Use only

FACILITY RESERVED (Circle one)	APPROVED BY	DATE
YES NO		

Please include permit number on all payment and make checks payable to: **Davis Joint Unified School District** remit all payments to:
Facilities Use Department
1919 5th Street
Davis, CA 95616
Fax: 530-757-5321

Notes: _____

DAVIS JOINT UNIFIED SCHOOL DISTRICT
APPLICATION FOR USE OF FACILITIES

APPLICANTS: READ THE FOLLOWING CONDITIONS AND INITIAL IN THE APPROPRIATE BOXES.

Initials	Policy and Administrative Procedure Summary
	Alcohol and Tobacco products are prohibited on school district property. Board Policy 2.10-10 prohibits the use of tobacco products on school district property. This includes any facilities, grounds, or parking areas. Alcoholic beverages are also prohibited by law. Failure to observe the no smoking and/or no alcoholic beverage law is sufficient cause to revoke all future use of school facilities.
	The permit holder agrees to assume financial responsibility for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by permit holder.
	The permit holder agrees to indemnify and hold harmless the Davis Joint Unified School District, its officers, agents and employees against any and all loss, damage and/or liability that may be suffered or incurred by the School District, its officers, agents and employees, and against any and all claims, demands and causes of action that may be or is brought against the school district, its officers, agents and employees, caused by, arising out of, or in any way connected with the use of permit holder of the Davis Joint Unified School District facility or the exercise of the privilege granted.
	Applicants must provide the District with a certificate of insurance indicating that they have $1 million in general liability insurance for any single incident that may result from its activities. All applicants, must name the District as an additional insured on their certificates of insurance and must also secure from their insurance carrier a notice stating how many days' notice the insurer must provide the insured (i.e., the applicant) before the insurer may cancel the insurance policy. (Date Certificate Received by Office: _____)
	In the event of cancellation, District staff will contact the applicant and make reasonable efforts to help the applicant identify other locations for the event. Outside use permits should not be canceled within the last two weeks prior to the scheduled event. Administrative Procedure 8.2-1 outlines appropriate cancellation fees and returns of the deposit.
	The District may require additional deposits from groups or activities causing property damages and reserves the right to deny such groups further use of school facilities. Unexpected and incidental charges will be computed if the total charges exceed the deposit, and facility users will be invoiced accordingly. If the facility user fails to pay the invoice, future applications may be denied.
	Other:

By signing this document, the permit holder certifies that the foregoing information is correct and information regarding use of district facilities is understood and agreed to.

By signing this document, permit holder attests that the organization utilizing school district property upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

By signing this document, the permit holder certifies that the school property for use which application is hereby made with will not be used of the commission any act intended to further 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.

X_____ _____
Signature of Authorized Group Representative Date

_____
Printed Name