

1. Alcohol and Tobacco products are prohibited on school district property. Board Policy 3513.3 prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. 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.
2. 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.
3. 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.
4. 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 (ie., the applicant) before the insurer may cancel the insurance policy.
5. 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 1330 outlines appropriate cancellation fees and returns of the deposit.
6. 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.

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.

###Davis Senior High School All Student Center

####Facilities Use Requirements

The new All Student Center (ASC) at Davis Senior High School is available for community use and dates may be reserved through the Davis Joint Unified School District's Facilities Use Process. Please contact the Facilities Department at 530.759.2182 regarding specific dates and use details.

The following conditions apply for use of the ASC:

1. Facilities

1. No tape, staples, adhesives, nails, tacks, etc. may be used to attach anything to the walls, windows, columns, or floors.
2. All exits must remain unobstructed and no fire alarm devices may be covered or otherwise disabled.
3. No smoke or vapor machines may be used in the ASC or other interior spaces.
4. Occupancy of the ASC shall not exceed 388 persons or other local Fire Marshall maximums.

2. Availability

1. Use is limited to non-school hours.
 1. Non-school hours are Monday-Friday 4:30pm – 10:00pm, and Saturday and Sunday 8:00am – 10:00pm.
 2. The ASC classroom, Career Center, and offices are not available for community use.
 3. The ASC is not available on certain Federal, State, and DJUSD holidays.
 4. A completed Facilities Use application must be received no later than two weeks prior to the scheduled event. User groups are strongly encouraged to submit use applications as early as possible.
 5. Priority use of the ASC is first provided to DJUSD school activities. Scheduled facility use events may be cancelled for DJUSD use.

6. Facility Use applications will be processed in a timely manner. Please allow a minimum of five working days for approval of completed use applications.

3. Custodial Support

1. At least one DJUSD Custodian must be present at all times during use of the ASC. A two-hour minimum custodial fee will be assessed.

2. The specific number of custodial hours will be assigned by the Facilities Department.

3. The Facilities Department reserves the right to adjust the estimated custodial hours, either up or down, based on the specifics of the event.

4. The Facilities Department reserves the right to adjust custodial hours, either up or down, based on custodial time cards received after the event.

5. The current custodial rate is \$34.00 per hour.

4. Audio Visual Technology

1. Use of the ASC sound and projection systems are reserved separately and user groups must have a trained DJUSD staff person to set up the system(s) for their event.

2. The Facility Department is responsible for assigning the appropriate AV support staff for the event.

5. Kitchen

1. The ASC kitchen may be reserved in addition to the main ASC room.

1. Use of the kitchen does not include small wares.

2. Under the supervision of a Student Nutrition Services employee, ovens, grills, and refrigerated drawers may be used.

3. The dishwasher, refrigerators, freezers, and dry storage may not be used.

2. User groups are responsible for meeting all Health Department requirements for training/certification of event participants in the kitchen.

3. A DJUSD Student Nutrition Services employee must be present at all times during use of the kitchen. A two-hour minimum staff fee will be assessed.

4. The current Kitchen Worker rate is \$34.00 per hour.

6. Furniture

1. Facility users may request room set-up of the ASC furniture (tables and table seating only).
 2. Event participants may not supplant the moving of furniture by DJUSD employees.
 3. Additional furniture may be brought into the ASC by event participants only with written prior approval from the Facilities Department.
 4. The ASC soft furniture may not be moved.
 5. ASC furniture may not be moved from the interior to the exterior (for floor protection when the furniture is moved back inside).
 6. Custodial time will be charged for time necessary to return the room to its original condition and furniture configuration.
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7. Facility Cost and Insurance
 1. A deposit of 25% of the Facility Use cost estimate must be received upon approval of permit. The deposit amount will be applied to the final fees.
 2. An additional rental fee will apply to commercial events.
 3. Certificate of Liability Insurance and the applicable fees are due two-weeks prior to the event.

This information is subject to change.