Current CIF/COVID-19 guidelines must be followed

**Facility Use Request Form**

**Tulare Joint Union High School District**

**426 North Blackstone Street Tulare, CA 93274 (559) 688-2021 / (559) 687-7317 fax**

Facility Use Request Form must be submitted ten (10) days before the first day of facility use.

Sponsoring Organization: Phone # Address:

Primary Contact: Phone #

Address:

Alternate Contact: Address:

Phone #

 ***The Tulare Joint Union High School District neither endorses nor sponsors the organization or activity represented.***

Please complete separate request forms for monthly uses

**Dates requested:**

**Times requested:**

**School Site:**

**Month Day Year a.m./p.m. to a.m./p.m.** Union Mon Western Tue Mission Oak Wed Western Pool Thur Union Pool Fri Adult Sat Other Sun

**Facility Desired:**

***If using cafeteria for the purpose of selling food or drink, please complete page 2. If selling food or drink under any other circumstance, please provide a complete list of all products being sold as an attachment.*** *(The County Department of Health has strict guidelines regarding food safety without a "Food Safe Certified" staff member present. Only prepackaged items can be sold.)*

***Tulare Joint Union High School District activities have first priority. If a conflict arises,***

***the district will do its best to provide advance notice so that alternate arrangements can be made.***

**\* If you need to cancel a facility reservation, please contact the District Office at (559) 688-2021 at least 48 hours prior to scheduled use in order to avoid charges.**

Services requested:

Lights Audio

Heating Fields Marked How many? Cooling Nets Set Up How many? Custodial Chairs/Tables How many?

Facilities will be used for what purpose?

Estimated number of attendees Will food be sold? Will an admission be charged? Will contributions be solicited?

**ALCOHOL, TOBACCO, DRUGS AND WEAPONS ARE PROHIBITED ON SCHOOL PROPERTY**

Proof of Insurance must be attached to this form.

\*\*Insurance Minumum - $1 million dollars liability coverage listing the TJUHSD as additional insured\*\*

 Insurance Certificate submitted: Expiration Date:

Calendared on: Approved Denied Charge

Campus Representative Date Director of Facilities Date

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 ***(To be Completed by District Office Only)***

The estimated charges are based upon the information provided by the requestee

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Sponso | ring Organization |  |  | Date(s) |  | Time(s) |  |
|  |  |  |  |  |  |  |  | **Hold Harmless, Indemnity, and Duty to Defend** |
|  |  |  |  | **Total** |  |  |  | The user of school district facilities agrees to indemnify, hold harmless, and defend in accordance with Civil Code 2778, the Tulare Joint Union High School District, its Board of Trustees, officers, |
| **Use of:** | **Charge**$ | per day |  | **Days** |  | **Total**$ |  | agents, employees, and representatives from all claims, lawsuits or actions of every name, kind and description, brought for, or on account of injuries to or death of any person, including user or |
|  |  |  |  |  |  |  |  | any employee, agent, or invitee of user, or damage to property including intangible property and |
|  **Utilities:**  |  |  |  |  |  |  |  | to whomsoever belonging, where such injuries, death or damages, occurred in, upon, or due to |
| Utilities | $ | per hour |  | Total Hrs. |  | $ |  | user's use of the School District premises or property, provided that this indemnity obligation shall |
| Lights | $ | per hour |  | Total Hrs. |  | $ |  | not apply to injuries for which the School District has been found in a court of competent |
| Heat/Cooling | $ | per hour |  | Total Hrs. |  | $ |  | jurisdiction to be solely liable by reason of its own negligence. |
|  **Labor:**  |  |  |  |  |  |  |  |  |
| Custodial | $ | per hour |  | Total Hrs. |  | $ |  |  |
| Grounds | $ | per hour |  | Total Hrs. |  | $ |  |  |
| Cafeteria Person | $ | per hour |  | Total Hrs. |  | $ |  |  **Statement of Information**  |
|  |  |  |  |  |  |  |  | The undersigned states that, to the best of his/her knowledge, the school property for use of |

***Facility rental subject to minimum four hour call-back charge for all events occurring during non-work days. Please be advised that additional custodial and utility fees may be added if needed.***

 **Security Guards**

Security Guards may be required for large groups. District contracted security will be arranged by the district and billed to the user at the current hourly rate.

**Total Estimate**

which application is made will not be used for the commission of any act intended to further any program or movement for the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence, or other unlawful means. The organization on whose behalf he/she is making the application for use of school property, hereby does not, to the best of his/her knowledge, advocate the overthrow of the Government of the United States or of 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 penalties of perjury.

***\*\*All food and drink must be prepared in cafeteria kitchen. A cafeteria employee with a serve***

**Deposit Required *safe certificate must be present during the preparation of all food and drinks.***

If requesting the following facilities, please mark the boxes if needed:  ***\*Sponsoring Organization must provide list of items to be sold. Only prepackaged items permitted.***

**Stadium: Cafeteria:**

Stadium Area Only Dining Area Only

Track Area Only Kitchen Facilities**\*\***

Announcers Box

Concession Stands**\***

**Applicant's Signature**

**Date**

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