

LINCOLN UNIFIED SCHOOL DISTRICT

2010 WEST SWAIN ROAD • STOCKTON, CA 95207- 4055 • (209) 953-8716 • FAX (209) 474-7817

USE OF FACILITIES APPLICATION FOR USE OR RENTAL OF SCHOOL FACILITIES

Name of Organization:		Date(s) Facility Requested:	
Name of Responsible Person in Charge:		Circle Day(s) of the Week:	
Address:		M Tu W Th F Sa Su	
City: Zip:		Hours of Use:	
Day Time Phone Number: E-mail Address:		From : _____ AM or PM To: _____ AM or PM	
		Purpose of Meeting:	
Expected Attendance:	Admission Charge, Collection or Donation from Participants (CHECK ONE) <input type="checkbox"/> WILL BE MADE <input type="checkbox"/> WILL NOT BE MADE		Proceeds to be Used For:

School or Site Requested:

Type of Facility Requested: (check one or more)

- ☐ Classrooms
- ☐ Multi-use Room
- ☐ Restrooms
- ☐ Performing Arts
- ☐ Gymnasium
- ☐ Swimming Pool

- ☐ Kitchen (circle equipment needed) refrigerator, stove
- ☐ P.A. or Score Board
- ☐ Football Stadium
- ☐ Stadium Lights
- ☐ Other: _____
- ☐ _____

Set-up Instructions:

SAMPLE
Please pick up a 5-part NCR form
from your school

Fees: (use of facility fees must be paid in advance) Group I, II, III, IV

Facility Use Fee	\$ _____	hour	X	_____	hours = \$ _____
Custodian	\$ _____	hour	X	_____	hours = \$ _____
Kitchen Supervisor	\$ _____	hour	X	_____	hours = \$ _____
Other:	\$ _____	hour	X	_____	hours = \$ _____
TOTAL \$					

Insurance Requirements:

1. CERTIFICATE OF INSURANCE providing evidence of \$1,000,000 combined single limits. The following must be on the certificate:
LINCOLN UNIFIED SCHOOL DISTRICT IS NAMED AS ADDITIONAL INSURED.
2. ADDITIONAL INSURED ENDORSEMENT adding Lincoln Unified School District directly on your policy for the length of time the facility will be used by your organization.

THE UNDERSIGNED STATES THAT, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any 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; That, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or 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 or 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.

HOLD HARMLESS AGREEMENT: Applicants hereby agree to hold the Lincoln Unified School District, its Governing Board, the individual members thereof, and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such occupancy of school property regardless of cause, including premises liability. The applicant agrees to reimburse the school district for any damage to school property occasioned by or growing out of use herein requested.

Authorized Signature of Applicant _____ Date _____

School or Site Approval _____ Date _____

Business Office Approval _____ Date _____

LINCOLN UNIFIED SCHOOL DISTRICT IS A NO SMOKING - NO TOBACCO PRODUCT DISTRICT (BOARD POLICY 3513)