

LONG BEACH UNIFIED SCHOOL DISTRICT • Office of Community Use of School Facilities  
2201 E. Market Street, Long Beach, CA 90805 • Telephone: (562) 663-3028 Fax: (562) 634-5013

# Application for Permit to use School Facilities

Completed application must be submitted **AT LEAST 30 DAYS** prior to date of use.

PERMIT NO. _____
Cleared _____
Fee _____
Board Action _____
Granted Facilities-Use Office _____ Date _____

SCHOOL DESIRED \_\_\_\_\_

ORGANIZATION OR GROUP NAME \_\_\_\_\_

TYPE OF PROGRAM OR EVENT \_\_\_\_\_  
(Attach an additional sheet to fully describe permit activity if necessary)

NUMBER EXPECTED \_\_\_\_\_  
(Minimum of 15 required)

FACILITIES TO BE USED:

	DAY OF WEEK	DATES	HOURS	
			From	To
Auditorium <input type="checkbox"/> Full Stage <input type="checkbox"/> Dressing Rms. <input type="checkbox"/>				
Rehearsal .....				
Performance .....				
Cafeteria Dining Room .....				
Cafeteria Kitchen .....				
Faculty Dining Room .....				
Classroom/Bungalow Number(s) .....				
Gymnasium .....				
Other .....				

(Libraries, Faculty Dining Rooms, and Student Lounges are not available for use by non-district groups)

Light refreshments (limited to drink and one item such as a cookie or doughnut) may be served ONLY in Cafeteria facilities or in social rooms in gymnasiums.

When the kitchen is used, a Cafeteria worker normally will be employed (to protect the interest of the District) for the time the kitchen is used, or a minimum of 3 hours. This employee will assist in use of equipment, dishes, silverware, and closing of cafeteria, but the applicant will make all necessary arrangements for serving, dishwashing, and general clean-up. Additional charges will be made for breakage, soap and similar items, and mopping if required. The Cafeteria **MUST BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND.**

Do you need any Cafeteria equipment in addition to that in cafeteria? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, attach list of items and quantities needed.

If you desire use of any equipment, or installation or relocation of facilities or equipment, please give detailed information: \_\_\_\_\_

(Use of equipment by school connected groups only. All others must provide their own equipment, ie., TV, VCR, etc.)

Open to public? Yes\_\_\_\_\_ No\_\_\_\_\_ Free of charge? Yes\_\_\_\_\_ No\_\_\_\_\_ If no, will funds be contributed to LBUSD? Yes\_\_\_\_\_ No\_\_\_\_\_

Name and address of person to be billed (if different from below): \_\_\_\_\_

**NO BUILDING WILL BE OPENED UNTIL RENTAL IS PAID AND LIABILITY INSURANCE PROVIDED. PAYMENT IS DUE ONE WEEK IN ADVANCE OF USE, BY MONEY ORDER, CASH, CERTIFIED OR CASHIER'S CHECK ONLY.**

**TOBACCO AND ALCOHOL USE ARE PROHIBITED ON ALL LBUSD PROPERTY. NO BARBECUING ALLOWED ON LBUSD PROPERTY!**

1. Applicant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individuals thereof, and all officers, agents, employees, representatives, and volunteers from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation attorneys fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to, death) to any person or property, including, but not limited to injury, damage or loss to District employees, students, visitors, and properties, arising from or in connection with the use of District Facilities. Applicant further agrees to waive all rights of subrogation against the District.
2. Applicant further states that he/she has read the rules and regulations on the reverse side of this application and agrees to abide by and enforce the same.
3. The undersigned states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act which is prohibited by law.
4. Applicant hereby agrees and understands that the Long Beach Unified School District does not sponsor or endorse the subject activity. Applicant further agrees that any promotional literature or media shall include the following disclaimer language, presented in a manner that is clearly and obviously visible and/or audible: "This activity is neither sponsored nor endorsed by the Long Beach Unified School District or any of its schools."

**Signature of applicant below must be officer of group, or present written authority from organization making this application.**

Print Name \_\_\_\_\_ Manual Signature \_\_\_\_\_

Name of Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Residence Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_ Date \_\_\_\_\_

**Approved permit will be provided to Applicant.**

DISTRIBUTE TO: Comm. Use of Fac Principal Custodian Applicant (School Safety) (Stage Tech)

# Rules, Regulations, and Policies of the Long Beach Unified School District

## Regarding the Use of School Facilities

### SECTION I - Fire and Safety Regulation

1. At no time shall there be more persons admitted to the auditorium, other assembly room or facility than the legal seating capacity will accommodate.
2. District representative may permit use of auditorium or other assembly room only if applicant shows certificate of flame-proofing of decorations and flammable scenery, as required by the State Health and Safety Code.
3. No device which produces flame, sparks, smoke, or explosions shall be used in the auditorium or other assembly room without the approval of the Fire Chief and the District.

### SECTION II - General Rules

4. Sections 38130-38139 of the Education Code of California are the basis for these rules and are hereby incorporated in this application, even though not herein duplicated.
5. No use may legally be granted if school facilities are needed for school purposes. Final approval for use of school facilities shall normally not be granted more than six (6) months in advance, nor for more than a 6-month period.
6. Any permit may be revoked where conflicting dates have resulted or where the need of the property for public school purposes has subsequently developed. The district shall incur no liability for such action.
7. There shall be no use of tobacco of any kind on any school premises, no use of intoxicants or narcotics; nor shall profane language, quarreling, or gambling be permitted. Violations of this rule or any other rule set forth herein during occupancy shall be sufficient cause of denying further use of school premises to the organization.
8. The program offered in or during the use of any school premises shall at no time contain matter which might tend to cause breach of the peace.
9. "The governing board - - may appoint a person who shall have charge of the grounds, preserve order and protect the school property." (Ed. Code Sec. 38133(b)).
10. Unless special permission to extend the closing hour has been granted by the permit-issuing office, all activities will terminate by 10:00 p.m.
11. All groups including, juvenile organizations, must have adequate adult sponsorship and supervision.
12. School furniture or apparatus may not be removed or displaced by any permittee without permission from and under the supervision of the school district employee in charge.
13. Where the stage is to be used, full details of equipment and District personnel required must be furnished in advance. Attach a list showing lights needed, curtains, number of dressing rooms, use of box office, number of stage hands, electricians, ushers, etc. It is further understood that no personnel are furnished by the District except one (1) representative in charge, and that all stage hands and others used by the organization in staging its show are to be paid by the organization.

14. The school principal has full responsibility for supervision and management of all property of that school during school hours which extend generally from early morning to late afternoon.
15. The Chief Business and Financial Officer of the school district or his designated representative, is authorized to issue all permits for use and occupancy of school property during non-school hours by authorized individuals, groups, or organizations; and during school hours by all individuals, groups, or organizations other than those named in the foregoing paragraph. Such permits will be issued at the Office of Community Use of School Facilities.
16. All permits granted under this application are in accordance with the laws of the State of California and under the authority of the Board of Education.

17. This permit is not transferable.

### SECTION III - Financial Arrangements

18. If a rental charge and/or deposit is required, it shall be paid in advance to the Office of Community Use of School Facilities, 2201 E. Market St., Long Beach, California 90805. Opening of the building or facility for use shall be contingent upon the showing of an approved permit by the user to the person in charge.

### SECTION IV - Liability Insurance

19. Prior to use of facilities, Applicant shall procure a Commercial General Liability Insurance (CGL) with a combined single limit of not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate at Applicant's own cost and expense for the duration of the Permit. Such insurance is to be placed with insurers admitted in the State of California with a current A.M. Best's rating of no less than A:FSC VIII unless otherwise approved by the District.

Each insurance required by this Permit shall be endorsed to state that "except for non-payment of premium, in which case ten (10) days notice of cancellation shall be given, coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail return receipt requested, has been given to District in accordance with the notice provisions of this Agreement.

The liability policy shall be endorsed to name the District, its officers, officials, employees, and volunteers as additional insureds and to waive all right of subrogation against District, its officers, officials employees, and volunteers for losses arising from or in connection with the use of District Facilities.

Applicant shall furnish District with original certificates and amendatory endorsements effecting coverage required by this Permit. The certificates and endorsements for each policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The District reserves the right to require complete, certified copies of all required insurance policies at any time, including endorsements affecting the coverage required by these specifications.

Signature \_\_\_\_\_

Date \_\_\_\_\_