

Cutler-Orosi Joint Unified School District

Application Procedures and Regulations for a Facility Use Permit

1. **Forms and regulations.** Organizations interested in obtaining a Facilities Use Permit should either download the forms, regulations and policies from the District website (www.cojusd.org) or pick them up from the District Office, Facilities Department. It is recommended that after reviewing the forms and regulations, a representative make an appointment with the Director of Facilities to review the requirements and documentation needed. An estimation of fees and insurance requirements should also be discussed.
2. **Eligibility.** The Director of Facilities will determine if the permit applicant is eligible for a Facility Use Permit, determine the classification of the requesting group, the level of insurance required and an estimate of the fees to be charged.
 - A. **Non-profit organizations** must submit proof of non-profit status in the form of a letter issued by the state where the organization filed recording documentation or the confirmation letter issued by the Internal Revenue Service.
 - B. Facility Use Permits may NOT be granted for personal or individual use.
3. **School Site Approval.** An authorized representative must go to the school site that they are interested in using and obtain the site Administrator's approval and signature on the form to insure that there are no conflicting scheduled school events. School events take precedence over outside requests. It is the responsibility of the organization to obtain the appropriate signature(s).
4. **Permit Use.** Permits must conclude 30 minutes prior to the end of a regular employee's shift. Facility users are responsible for any overtime charges incurred in relation to the Facility Use Permit. No permit shall be issued for a period longer than the fiscal year (July 1 - June 30). Use of facilities beyond 11:00 p.m. is prohibited. No cars or trucks may be parked on the school grounds except in the parking lots.
5. **Fees.** There is a \$10 non-refundable application fee. All users will be charged an amount as listed on the Facilities Fee Form approved by the School Board. Applicants must be in good standing and not have any unpaid fees with the District. **Fees must be paid in advance of actual facility use.**
6. **Insurance.** Insurance documentation must be completed and submitted with the application and payment of the estimated fees. Insurance Requirements: Applicant's insurance policy shall be at a minimum, Comprehensive General Liability, with limits no less than \$1 million on a per occurrence basis and \$2 million in the aggregate. Cutler-Orosi Joint Unified School District shall be listed as an Additional Insured endorsed to said policy and such insurance shall be primary. Insurance shall be evidenced by a Certificate of Insurance, with the Additional Insured endorsement attached.
7. **Responsibility.** The applicant/organization is responsible for the safety and conduct of its participants and spectators. The school administrator and/or Director of Facilities are authorized to insist upon appropriate security and supervision of all activities held in or on District facilities.
8. **Timelines.** All permit applications are due to the Director of Facilities **no less than ten (10) days in advance of the first scheduled event.**
9. **Permit Approval.** The Facility Use Permit is not valid until approved by the Director of Facilities. Approval will not be given without the original signed application, the required insurance documentation and fee payment. An authorized copy of the permit will be given to the applicant upon final approval. Incomplete applications will not be accepted or scheduled. The site administrator's signature on the application indicates space is available.
10. **Admission to Facility.** School keys must remain in the possession of an authorized District employee. Buildings will be opened (only when given evidence of approved permit), attended and closed by an authorized employee of the District. The District employee will be on the premises at all times during the rental period to assist the user and for facility security. All participants and spectators must remain in the area assigned.
11. **Valid Permit.** All activities including practices must have a valid approved Facilities Use Permit. The use of District facilities without a permit may result in the denial of any future permit.
12. **Cleanup/Damages.** Users are responsible for the condition in which they leave the facility and agree to pay for any damage beyond normal wear and/or loss of District equipment. Any repairs or costs related to cleanup, loss of district property or trash removal will be charged to the applicant. Costs will be determined by the Facilities/Maintenance/Custodial staff needed for the event and the amount of time the facilities will be used for. Failure to promptly pay for such cleanup or damage is grounds for denial of future school facility use.
13. **Sub-leases are prohibited.**