

**MILL VALLEY ELEMENTARY SCHOOL DISTRICT
APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES**

Date: _____

Organization Requesting Facility: _____

Site/Facility being requested for use: _____

<u>Dates Of Use</u> (attach separate schedule if necessary)	<u>Hours of Use</u>	<u>Dates of Use</u>	<u>Hours of Use</u>
_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____

Purpose of facility use: _____

The applicant will have the following person(s) present to supervise the activity: _____

Admission fees to be collected: No Yes Use of fees: _____

Rules and Regulations for Use

1. Applicant shall provide a certificate of insurance prior to actual facility use. This certificate shall show that they are properly insured (\$1,000,000 general liability with combined single-limit or bodily injury and property damage). In addition, this certificate shall name the Mill Valley School District as an "additional named insured", without obligation for payment of premium payments. The applicant agrees that at all times the school facilities remain under the control of the agents of the governing board of the Mill Valley School District.
2. The applicant agrees that they will be financially responsible for any damages or losses sustained to the school building, furniture, equipment or grounds, accruing through the occupancy or use of said facilities by the applicant.
3. The applicant certifies that they have been informed that the MVSD maintains a tobacco-free environment and the applicant agrees to announce the District's tobacco-free policy at events being held by their group on MVSD property.
4. No alcoholic beverages, intoxicant or controlled substance in any form shall be brought onto the property of the District. Violation of this regulation shall be justification for immediate termination of the event, closing of the facility and denial of future use requests.
5. The applicant agrees to abide by the hours stipulated in this permit and will be expected to have all individuals participating in the activity out of the building at the expiration of the time authorized in this permit.
6. Any permit for the use of the school facilities may be revoked without prior notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed.
7. The undersigned states that 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 whose purpose is to accomplish the overthrow of the Government of the United States by force, violence, or other unlawful means; and that, to the best of their knowledge, the applicant group is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States.
8. Permit must be available for inspection upon request at the event.
9. Applicant agrees to maintain use of facilities and restore them to the condition prior to the event. If conditions warrant the school district to clean up or restore the facility to the condition prior to the event the applicant will be charged for the services rendered by the district and the permit will then be suspended until payment is received.
10. In the case of a schedule conflict first priority will be given the school function and will suspend the permit of the holder.

HOLD HARMLESS & IDEMNIFICATION AGREEMENT

The undersigned agrees to defend, indemnify and hold harmless the Mill Valley School District, its Board of Trustees, agents and employees, individually and collectively, from and against all costs, losses, claims, actions and judgments arising from personal injuries, property damage or otherwise, regardless of cause, that may arise in anyway from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment.

I certify that I have been duly authorized by the organization to act on its behalf in making application for use of facilities. I also certify that I have read the above rules and regulations, conditions, and terms of this application; and that I, and the organization which I represent, will abide by them and to all other rules and regulations which are communicated to us by the Mill Valley School District Board of Trustees and its authorized agents. I understand that rental fees and charges (if applicable) are due and payable upon receipt of an invoice from the district.

Signature of Applicant Representative: _____ Telephone: _____

Date: _____ Printed Name: _____

Address: _____ E-Mail: _____

Street (or P.O. Box)/City/State/Zip

For completion by District Administration

District Office Action: Approved Site Principal District Denied/Reason: _____

Date Entered on Calendar: _____ by _____

Additional requirements: Fee Schedule Approved Keys Issued Insurance Certificate

Distribution: Original - District Office Copies to: Site / Applicant