



Enter to Learn...  
Leave to **Achieve**

## FACILITY USE PROCEDURES

1. Complete Facility Use Schedule Application and submit to site/facility requested or to the Linden Unified School District Office.
2. Application is reviewed by site/facility requested and either approved or denied by principal, administrator, department director, theatre director, or athletic director (as case may be) as to availability of site and/or facility.
3. Application is then forwarded to the District Office. If application was approved by requested site/facility, the District Office then collects the \$250 security deposit (an additional deposit is required if Performing Arts Center is requested). Along with a security deposit, a certificate of liability insurance is also required before facility use request is processed.
4. Once application is complete (i.e., approval by principal, administrator, department director, theatre director, or athletic director, payment of security deposit, and Certificate of Liability provided), it is then forwarded to the Superintendent for final review and approval. Applicant is then notified of any fees to be charged for use of requested site/facility.
5. Upon final approval of Superintendent, copies are sent to the applicant, to the site/facility requested, and to the Maintenance and Operations Department.
6. Upon conclusion of event, the Maintenance and Operations Department and/or the site or facility used, will notify Linden Unified School District Office as to condition of the site/facility and authorize return of the security deposit if no damage is found to site/facility. Applicant is then invoiced for use of site/facility.
7. Security deposit will be refunded upon receipt of payment of invoice for use of site/facility. If no fees were charged for use of site/facility, the security deposit will be refunded with a two-week period.