

**APPLICATION FOR USE OF FORTUNA UNION HIGH SCHOOL DISTRICT FACILITIES  
NON-STAFF USE**

Organization or Sponsor: \_\_\_\_\_ Nonprofit?  Yes  No

Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Residence Phone: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Will materials be sold?  Yes  No

---

**Date Requested:** \_\_\_\_\_ **Event Hours:** From: \_\_\_\_\_  AM  PM To: \_\_\_\_\_  AM  PM  
(Time of actual event)

**Actual Hours of Reservation:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_  
(Please include set-up/break-down time) Rate: \$ \_\_\_\_\_

From: \_\_\_\_\_  AM  PM To: \_\_\_\_\_  AM  PM **Est. Fee:** \$ \_\_\_\_\_

**Facility/Facilities Requested:**

Damon Gym  Logan Gym  Library  Cafeteria  Kitchen  Theater  Husky Field

Track  Classroom # \_\_\_\_\_  Snack Shack  Key(s)  other \_\_\_\_\_

**Special Requests:**

Projector  Computer Cart  Podium  Microphone  Sound System  Score Board

Chairs # \_\_\_\_\_  Tables # \_\_\_\_\_  other \_\_\_\_\_

**INSTRUCTIONS REGARDING USE OF FACILITIES**

**\*PLEASE INITIAL EACH ITEM SIGNIFYING YOU UNDERSTAND INSTRUCTIONS\***

- \_\_\_\_\_ Applicant agrees to pay a **\$100 key deposit** (separate check) which will be returned to the applicant when the key is returned. (NOTE: keys are to be returned the first work day following the event.)
- \_\_\_\_\_ Applicant agrees to pay a **\$200 cleaning deposit** (separate check) which will be returned to the applicant the following day after the facilities have been checked to make sure they are clean and in proper order.
- \_\_\_\_\_ Applicant agrees to pay an additional **\$100.00/hour** if FUHSD's staff is left to clean up after event.
- \_\_\_\_\_ Applicant agrees to return tables, chairs, etc., to their respective locations, as staff is not provided to reset the facility after you leave.
- \_\_\_\_\_ Applicant agrees to take garbage with them or be charged a disposal fee.
- \_\_\_\_\_ If you have checked out equipment, you are responsible for returning it to the appropriate person or department.
- Do not leave it behind for our staff to return it.**
- \_\_\_\_\_ Applicant agrees to supply their own food, beverages, cleaning supplies, storage containers/supplies, and paper products.
- \_\_\_\_\_ You or your group are responsible for securing your assigned space including but not limited to latching windows, closing blinds, turning off lights (including restroom), and locking doors.
- \_\_\_\_\_ Applicant agrees to complete checklist for requested facility.
- \_\_\_\_\_ Applicant understands that FUHSD staff is not responsible for setting up for event.

**Please Submit COMPLETE application via email or mail to:**  
**Jennifer Wagner**  
 District Secretary/Personnel  
 379 12<sup>th</sup> Street  
 Fortuna, CA 95540  
 jwagner@fuhsdistrict.net  
 707-725-4461 ext. 3011  
**Return of this application does not confirm your reservation. You will receive a confirmation e-mail or phone call. Incomplete forms will not be approved.**

# RULES AND REGULATIONS FOR USE OF FACILITES

1. The applicant shall provide a certificate of insurance with the additional insured endorsement prior to actual facility use. This certificate shall show that they are insured (\$1,000,000 general liability with combined single-limit or bodily injury and property damage). In addition, this certificate shall name the **Fortuna Union High School District, 379 12th Street, Fortuna, CA 95540**, its officials, agents and employees as additional insured, without obligation or payment of premium payments.
2. The applicant/organization agrees to hold the Fortuna Union High School District, its Governing Board, Board Member and officers, agents and employees harmless from all claims made for liability, loss, damage or expense caused by any act or omission of the applicant/organization or the agents, guests, invitees, persons in attendance, participant or employees.
3. The applicant/organization understands and agrees that at all times the school facilities remain under the control of the agents of Fortuna Union High School District.
4. The applicant/organization will be responsible for any damages sustained to the building, furniture, equipment or grounds/environment accruing through the occupancy or use of said facilities by the applicant.
5. School furniture, equipment or apparatus may not be used, removed or displaced by any user without permission from the school district. If it is necessary to remove or displace any furniture, equipment or apparatus it must be replaced immediately following use to its original location. This includes chairs, tables, mats, nets, bleachers, etc. School facilities shall be left in the condition in which they were found.
6. There will be no smoking within any building or in any other place on the school site.
7. The following are prohibited: the use of profane language, possession of or use of intoxicating liquors or narcotics, quarreling or fighting. No activity shall be conducted which constitutes a violation of any federal law or district policies and regulations.
8. Any permission for the use of school facilities may be revoked without previous notice when conflicting dates have resulted, the facilities are need for school purposes or weather/field conditions prohibit the use of the fields.
9. Any group using school facilities shall be required to have adequate supervision of all facilities used, including lavatories.
10. No use of any power equipment requiring gas, diesel or kerosene unless prior written authorization and insurance coverage is obtained.
11. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, penal and safety laws and regulations.
12. If an earthquake occurs during the use of school facilities, participants are to "drop, cover and hold on" until the earthquake ends. After the shaking stops participants are to assemble outside on the football field. If there is damage to the building (broken windows, cracks in interior or exterior walls) then the applicant/organization will not permit participants to re-enter the school facility.

**Any future use by this applicant will be DENIED up to two (2) years for violating FUHSD Rules and Regulations.**

**I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for payment of all charges assessed for use of the above premises and for any damages sustained by the building, furniture, equipment, or grounds occurring through the occupancy of use of said building and/or grounds by the applicant.**

**NOTE:** The person submitting this application and signing the statement above must be a member of the sponsoring organization; if the person signing is not an officer of the organization for whom the application is made, they must present written authorization from the applicant group to sign the foregoing application.

**\* The person signing this form is responsible for picking up the key(s) in person (if applicable)**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Please print name: \_\_\_\_\_

Position or Title in Organization: \_\_\_\_\_

**To be completed by Fortuna Union High School District:**

Application for use of facilities is  Approved  Denied  
 If denied, reason: \_\_\_\_\_

Proof of insurance required  Yes  No

\_\_\_\_\_  
 Superintendent's Approval Date

Facility Fee	\$ _____	
Utility Fee	\$ _____	
Custodian/Food Service Worker/		<input type="checkbox"/>
Groundskeeper Fee	\$ _____	<b>NO CHARGE</b>
Key Deposit	\$ _____	
Cleaning Deposit	\$ _____	
<b>TOTAL FEE</b>	<b>\$ _____</b>	