

BUENA PARK SCHOOL DISTRICT
Request for Permission to Use School Facilities

To be submitted at least ONE WEEK before date of intended use.

Date: _____

Name of Organization: _____

I, the undersigned, do hereby request permission to use school facilities on behalf of the Organization named herein at the time, place, and for the purpose as hereinafter set forth.

Fill in data completely:

School: _____	Date of requested use: _____												
Auditorium: <input type="checkbox"/> Yes <input type="checkbox"/> No	Time building should be opened: _____												
Other Room: <input type="checkbox"/> Yes <input type="checkbox"/> No	Time meeting/activity to begin and end: _____												
Describe: _____	Estimated attendance: _____												
<p>Check the item(s) which best describe the purpose of the Organization.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Public Agency</td> <td style="width: 33%;"><input type="checkbox"/> Economic</td> <td style="width: 33%;"><input type="checkbox"/> Literary</td> </tr> <tr> <td><input type="checkbox"/> Recreational</td> <td><input type="checkbox"/> Scientific</td> <td><input type="checkbox"/> Political</td> </tr> <tr> <td><input type="checkbox"/> Artistic</td> <td><input type="checkbox"/> Religious</td> <td><input type="checkbox"/> Other (Please describe)</td> </tr> <tr> <td><input type="checkbox"/> Educational</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> Public Agency	<input type="checkbox"/> Economic	<input type="checkbox"/> Literary	<input type="checkbox"/> Recreational	<input type="checkbox"/> Scientific	<input type="checkbox"/> Political	<input type="checkbox"/> Artistic	<input type="checkbox"/> Religious	<input type="checkbox"/> Other (Please describe)	<input type="checkbox"/> Educational		
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<input type="checkbox"/> Educational													
<p>Particular purpose of this meeting and/or activity for which use of school facilities is requested:</p> <p>_____</p> <p>_____</p>													
<p>Please check all appropriate boxes:</p> <p><input type="checkbox"/> An admission fee will be charged.</p> <p><input type="checkbox"/> An admission fee will not be charged.</p> <p><input type="checkbox"/> Monetary contributions have been or will be taken.</p> <p>If an admission fee is charged, or monetary contributions are taken, the total net receipts thereof</p> <p><input type="checkbox"/> will <input type="checkbox"/> will not be expended for the welfare of the pupils of the school district or for charitable purposes.</p>													
<p>Check type of activity to be conducted.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Entertainment program</td> <td style="width: 50%;"><input type="checkbox"/> Speaker</td> </tr> <tr> <td><input type="checkbox"/> Discussion</td> <td><input type="checkbox"/> Other (describe)</td> </tr> </table>		<input type="checkbox"/> Entertainment program	<input type="checkbox"/> Speaker	<input type="checkbox"/> Discussion	<input type="checkbox"/> Other (describe)								
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<p>Check equipment needed:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><input type="checkbox"/> Chairs</td> <td style="width: 10%;"># required</td> <td style="width: 60%;">_____</td> </tr> <tr> <td><input type="checkbox"/> Tables</td> <td># required</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Pupil Desks</td> <td># required</td> <td>_____</td> </tr> </table>		<input type="checkbox"/> Chairs	# required	_____	<input type="checkbox"/> Tables	# required	_____	<input type="checkbox"/> Pupil Desks	# required	_____			
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<input type="checkbox"/> Tables	# required	_____											
<input type="checkbox"/> Pupil Desks	# required	_____											
<p>NOTE: Do not move any piano or other piece of heavy equipment. If any particular arrangement of tables and chairs is desired, please describe arrangement on a chart or additional sheet of paper attached to this request.</p>													

Request for Permission to Use School Facilities (continued)

Check the general age level of the participants in the meeting and/or activity.

- Adults Teenage Elementary school age Children under 5 years old

Name(s) of individual(s) who will be in charge of this meeting and/or activity. The individual(s) must be present during the entire time the school facilities are being used by the Organization.

1. School district employees on duty at the time of use of school facilities are employees of the school district only. They are on duty for the purpose of operating school district equipment and they are to be in charge of the facilities being used. Any service in addition to the foregoing which they render to the Organization/individual using the facility is entirely voluntary. Orderly termination of use is the responsibility of persons using the facilities.

2. If any activity results in the destruction or damage of school district property or facilities, then the Organization agrees to pay for full replacement and/or repair of the school district property or facilities that were destroyed or damaged and agrees that further use of school district facilities may be denied.

3. Any use, by any individual, society, group or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence, or other unlawful means is prohibited. The undersigned states that, to the best of his or her knowledge, the school facilities/property for use of which request is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence or other unlawful means.

4. Furthermore, the undersigned on behalf of the Organization agrees to and does hereby indemnify and hold harmless the Buena Park School District, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of any injury to or death of any person (s) or damage, loss or theft of any property, caused by any negligent act or willful misconduct by the Organization or any individual employed by Organization, either directly or indirectly, arising out of, or in any way connected with the use of school facilities as set forth herein. The Organization agrees to provide evidence of insurance required by the District prior to the use of school facilities.

5. The use of tobacco or alcohol products is prohibited in/on school facilities or in vehicles on school district property.

APPROVED **DENIED** **BY:**

School Site _____

District Office _____

I have read and fully understand the Buena Park School District policies and procedures related to this Request for Permission to Use School Facilities. I am a member and officer of the Organization with full authority to bind the Organization as set forth herein. I have read, fully understand and agree to all the terms and conditions set forth in this Request for Use of School Facilities, and certify that all statements made herein are true and correct and are made under penalty of perjury.

Signature of Individual submitting request on behalf of Organization

Name of Organization

Print Name

Address

Title

Telephone Number

Date



BUENA PARK SCHOOL DISTRICT

6885 ORANGETHORPE AVE. · BUENA PARK, CA 90620-1398 · (714) 522-8412 · FAX (714) 994-1506

Dear Facility User:

The Buena Park School District Governing Board's tobacco-free policy, effective December 25, 1994, states: "...all individuals are prohibited from using tobacco products on district property or in district vehicles."

In the interest of public health, the Buena Park School District has become a tobacco-free school district. Smoking had previously been prohibited for students. Now all tobacco use (including smokeless tobacco) is prohibited for students, employees, and visitors to the district at all times. This includes evenings and weekends and all locations—parking lots, vehicles, athletic fields, and buildings.

The District has a responsibility to demonstrate and teach acceptable health principles to students, as well as safeguard the health and safety of students, employees, and the general public. Further, the District has a legislative mandate to alleviate the hazards of the presence and use of tobacco products in the educational environment, in public buildings, and at school events.

As a person responsible for a group or groups using Buena Park School District property, you are requested to responsibly enforce this policy. The policy is referred to in the Request for Permission to Use School Facilities. (Form #1104)

Enclosed you will find an announcement card to be read at all events. If you have a newsletter and wish to announce the policy in it, you may use any of the information in this letter.

Groups failing to enforce this or any other district policy run the risk of losing their facility use permit.

Sincerely,

Greg Magnuson
Superintendent

Enclosures

#1104(a)

**IT IS REQUESTED THE FOLLOWING ANNOUNCEMENT BE
READ AT THE BEGINNING OF ALL PUBLIC EVENTS HELD ON
BPSD PROPERTY:**

**IN THE INTEREST OF PUBLIC HEALTH,
THE BUENA PARK SCHOOL DISTRICT
IS PROUD TO PROVIDE A HEALTHY, TOBACCO-FREE
ENVIRONMENT AND REQUESTS PEOPLE REFRAIN
FROM USING ANY TOBACCO PRODUCTS
ON SCHOOL DISTRICT PROPERTY.**

THANK YOU FOR YOUR COOPERATION.