

PLUMAS UNIFIED SCHOOL DISTRICT
1446 East Main St., Quincy, California 95971
Phone: (530) 283-6500

APPLICATION AND PERMIT FOR USE OF SCHOOL DISTRICT PROPERTY (Ref. AR 1330)

Request is hereby made for the use of the following school district property located at _____ (name of site)

Check Facilities Needed:

- Classroom No.:
Library
Shop, Music, or Computer Room
Elementary Multi-purpose without Kitchen
Elementary Multi-purpose with Kitchen
High School Multi-purpose without Kitchen
High School Multi-purpose with Kitchen
Gym or Large Multi-Purpose Room (CRC, Pioneer, Greenville)
Restrooms
Locker Rooms [circle type(s) needed] Boys Girls
Athletic field without Lights
Athletic field with Lights
Kitchen (for the use of kitchen facilities or equipment, arrangements must be made with the Principal)
Other:

Check (Equipment Needed):

- Folding chairs (number:)
Tables
Public Address System
Projection Screen
Piano
Speakers Stand
Stage Facilities
Special Effects Stage Lighting
Including Spot Lights with Operator
Bleachers
Other:

Table with columns: DATES (Month, Day), TIME (From, To)

Organization or Sponsor _____

Is meeting open to the public? Yes No Attendance Expected: _____

Will paid entertainers, speakers, callers, etc. be used? Yes No Will anything be offered for sale? Yes No

Is an admission charge, donation, collection, dues or tuition fee required or solicited? Yes No Amount: _____

Proceeds to be used for: _____

Description of activities to be conducted: _____

I hereby certify that the organization which I represent shall be responsible for any damage sustained on the school premises, or to furniture or equipment because of the occupancy of said premises by our organization. I agree that my organization will abide by and enforce the rules, regulations and policies of the Plumas Unified School District governing the use of school premises or equipment. I agree to the following assurances: that a) the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law, and b) the organization which I represent upholds and defends the Constitutions of the United States and the State of California. (See Board Rules and Regulations for Community Use of School Facilities.) I further certify that the organization I represent will hold the Plumas Unified School District, its Governing Board, the individual members thereof, and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. I certify that I am authorized to sign this application on behalf of the applicant organization. (EC 40045)

I have read the terms and conditions that have been provided to me (AR 1330) and agree to them.

Printed Name: _____ Title of Office Held: _____
Address: _____ Phone: _____
City: _____ Date: _____

Application Review

Principal: Approved Denied Initial: _____ Date: _____ Estimated custodial/kitchen staff hrs required: _____
Business Director: Approved Denied Initial: _____ Date: _____ (to be completed by principal)
Superintendent: Approved Denied Initial: _____ Date: _____
Date site notified by PUSD Business Office of (check one) approval / denial of application: _____

Fee Calculation (for Business Office use Only)

User Class: Class I Class II Class II Youth Organization Class III Class IV
Estimated facility use fee: \$ _____ Estimated custodial/kitchen fee: \$ _____ Fee received: Date _____ Amt: \$ _____
Verification of current liability insurance on file at the District Office - check amount of coverage:
\$ 1,000,000 \$ 2,000,000 \$ 5,000,000 \$ 10,000,000

Supervisors Report

The above organization used the school facilities as listed above and followed the rules regarding their use with this exception:

Date: _____ Reviewed by Principal: _____

Copies: Principal, Superintendent, Applicant, Food Services or Applicable Supervisor