

**RIALTO UNIFIED SCHOOL DISTRICT** # \_\_\_\_\_  
**REQUEST AND AGREEMENT FOR USE OF SCHOOL FACILITIES**  
**\*\*MUST BE FILED FOUR (4) WEEKS IN ADVANCE OF REQUESTED DATE\*\***

SITE REQUESTED \_\_\_\_\_ NUMBER EXPECTED TO ATTEND \_\_\_\_\_  
 Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
 Days of the Week: S M T W T F S (circle days)

STATE SPECIFICALLY WHAT AREAS OF THE SITE YOU WISH TO USE: \_\_\_\_\_  
 \_\_\_\_\_

SET-UP \_\_\_\_\_ AM PM TO \_\_\_\_\_ AM PM  
 TAKE DOWN \_\_\_\_\_ AM PM TO \_\_\_\_\_ AM PM  
**TIME OF EVENT \_\_\_\_\_ AM PM TO \_\_\_\_\_ AM PM**  
**Do not attempt to change your dates or times through Safety/Security Office.**

ACTIVITY/PURPOSE: \_\_\_\_\_  
**If Safety/Security is required to open for you, you are required to contact them not less than 24 hours prior when you cancel a scheduled event. Safety/Security: (909) 820-6892.**

\_\_\_\_\_  
 Name of Organization \_\_\_\_\_ Organization's Address (Street, City, Zip) \_\_\_\_\_  
 \_\_\_\_\_  
 Print Name or Organization Representative \_\_\_\_\_ Representative's Position with Organization \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Organization Representative \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 \_\_\_\_\_  
 Home Address of Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

**(Outside entities involved in the activity, which charge or volunteer their services, must provide proof of liability insurance)**

Will admission fees or collection of funds be taken? YES <input type="checkbox"/> NO <input type="checkbox"/>	Expected Gross Revenues \$ _____
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Proceeds will be used for what purpose? \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: THIS IS FOR USE BY DISTRICT PERSONNEL ONLY**

APPROVED  DENIED  REASON: \_\_\_\_\_

APPROVAL SIGNATURES:	No. Staff	No. Hours	Date
Site Administrator _____	_____	_____	_____
Safety/Security _____	_____	_____	_____
Custodian _____	_____	_____	_____
Facilities Planning Office _____	_____	_____	_____

\_\_\_\_\_  
 Deposits and Insurance \_\_\_\_\_ Deposit Amount \_\_\_\_\_  Insurance Coverage Exp. Date \_\_\_\_\_

STATEMENT OF INFORMATION: The undersigned states that, to the best of his/her knowledge, 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 of the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means:

That the organization/individual on whose behalf he/she is making application for use of school property does not, to the best of his/her knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence or other unlawful means; and that, to the best of his/her knowledge, it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Organization's Designee \_\_\_\_\_ Signature \_\_\_\_\_

I have read and understand the "Use of Facilities Policy, Regulations & Fees" Brochure Signature \_\_\_\_\_

Distribution: Original - Facilities Planning Office; Copy - School Site; Copy - Applicant (Mailed after all approvals); Copy - Maintenance/Operations; Copy - Safety/Security.

# Available Facilities

## HIGH SCHOOL/MIDDLE SCHOOL

- Theater\* (Carter High - 841 seats)  
(Non-production events)
- Theater\* (Rialto High - 412 seats)  
(Non-production events)
- Multi-purpose Room
- Classroom (How many? \_\_\_\_\_)
- Gymnasium (CHS \_\_\_\_\_, EHS. \_\_\_\_\_, RHS \_\_\_\_\_)
- Gymnasium (Jehue \_\_\_\_\_, Kucera \_\_\_\_\_)
- Swimming Pool
- Stadium  with lights  without lights
- Football Field (CHS \_\_\_\_\_, EHS. \_\_\_\_\_, RHS \_\_\_\_\_)
- Baseball Fields/Soccer Fields
- Tennis Courts
- Outdoor Basketball Courts
- Parking Lots
- Outdoor Stage
- Other \_\_\_\_\_ (if available)

**Must schedule walk through prior to use of Theater or Gymnasium.**

## ELEMENTARY SCHOOL FACILITIES

- Classroom (How many? \_\_\_\_\_)
- Cafeteria or multipurpose room
- Parking Lots
- Playgrounds
- Restrooms
- Outdoor Stage

## EQUIPMENT REQUESTED

- Chairs (# \_\_\_\_\_)
- Overhead Projectors (# \_\_\_\_\_) Screen (# \_\_\_\_\_)
- Podium (1) Microphone (1) for lectures
- Risers-choral (# \_\_\_\_\_)
- Tables (include setting up) (# \_\_\_\_\_)
- Television (# \_\_\_\_\_) VCR (# \_\_\_\_\_)
- Other (if available)

*Personnel services which are required or mandated by District policy will be charged at the hourly overtime rate because individuals will have completed their work day or be required to stay overtime to complete their regular work schedule.*

- Audio/Visual Technician(s)
- Custodians (Staff to be determined by site)
- Grounds Personnel
- Life Guards
- Lighting Technician (Auditorium/Stadium)
- Safety/Security (Staff to be determined by Safety/Security Department)
- Scoreboard Technician (Stadium/Gymnasium)

## **NOT AVAILABLE**

- ✓ Athletic Equipment
- ✓ Food Supplies
- ✓ District Vehicles
- ✓ Golf Carts
- ✓ Medical Staff
- ✓ Weight Room
- ✓ Tablecloths
- ✓ Two-way radios
- ✓ Restrooms for outdoor events other than stadium
- ✓ Laptops
- ✓ LCD Projectors
- ✓ Extension Cords
- ✓ No keys available to applicants

**IF YOU DO NOT REQUEST A FACILITY, WE DO NOT KNOW THAT IT IS NEEDED. THE FACILITY WILL NOT BE AVAILABLE THE DAY OR YOUR EVENTS, REGARDLESS OF HOW IT AFFECTS YOUR EVENT. DO NOT ASK STAFF TO OPEN OR UNLOCK FACILITIES FOR WHICH YOU DID NOT SUBMIT A REQUEST. THEY ARE NOT AUTHORIZED TO DO SO.**

**HOLD HARMLESS:** The undersigned hereby agrees to be personally responsible, on behalf of the herein named organization, for any damage sustained by the school building or appurtenances thereto accruing through the occupancy of said building by said organization, and further agrees to conform to all the Rules and Regulations of the Board of Education of the Rialto Unified School District governing the use of School Facilities.

The undersigned hereby agrees to hold the Rialto 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.

Organization's Designee \_\_\_\_\_

Signature \_\_\_\_\_

# **RIALTO UNIFIED SCHOOL DISTRICT**

Facilities Planning Department  
625 W. Rialto Avenue, Rialto, CA 92376  
Telephone: 909/421-7555 Fax: 909/820-0824

**CERTIFICATE OF GENERAL LIABILITY INSURANCE (\$1,000,000 PER OCCURRENCE) NAMING THE RIALTO UNIFIED SCHOOL DISTRICT AS AN ADDITIONAL INSURED AND ENDORSEMENT PAGE , MUST BE ATTACHED TO THIS APPLICATION UNLESS AN UP-TO-DATE CERTIFICATE IS ALREADY ON FILE IN THE FACILITIES DEPARTMENT. THE CERTIFICATE MUST BE RECEIVED IN THE FACILITIES OFFICE ONE WEEK PRIOR TO THE EVENT.**

Event coverage can be obtained by calling: **KEENAN & ASSOCIATES**  
TULIP Policy  
1-800-247-1734 xt 308