



APPLICATION FOR USE OF DISTRICT FACILITIES
MUST BE COMPLETED AND SUBMITTED 14 DAYS BEFORE EVENT
KLAMATH TRINITY JOINT UNIFIED SCHOOL DISTRICT

NAME OF ORGANIZATION _____

PERSON MAKING APPLICATION _____ PHONE #'S _____

APPLICANT'S ADDRESS _____

PURPOSE OF THE MEETING _____ IS MEETING OPEN TO THE PUBLIC _____

DATE(S) NEEDED _____ HOURS: FROM _____ AM/PM TO _____ AM/PM

HOW MANY PEOPLE EXPECTED? _____ WILL THERE BE ADMISSION OR DONATION REQUESTED? _____

FOR WHAT PURPOSE WILL THE PROCEEDS BE USED? _____

THE ORGANIZATION WILL BE RESPONSIBLE FOR ANY EXPENSES INCURRED FOR THE USE, CLEANING, OVERTIME SERVICES OF CUSTODIAL/MAINTENANCE STAFF TO OPEN (\$50) CLOSE (\$50) FACILITIES AND REPAIR FACILITY (this includes any equipment lost or broken).
 APPLICANT INITIALS _____

ADDRESS OF ORGANIZATION RESPONSIBLE TO PAY COSTS FOR USE OF FACILITIES:

NAME OF CONTACT PERSON _____ PHONE NUMBER _____

PERMISSION IS HEREBY REQUESTED TO USE THE FOLLOWING FACILITY: **SCHOOL SITE** _____

- | | | | | |
|------------------------------------|--|---|---|--------------------------------------|
| <input type="checkbox"/> GYMNASIUM | <input type="checkbox"/> FOOTBALL FIELD | <input type="checkbox"/> BASEBALL FIELD | <input type="checkbox"/> SOFTBALL FIELD | <input type="checkbox"/> LOCKER ROOM |
| <input type="checkbox"/> CAFETERIA | <input type="checkbox"/> CONCESSION | <input type="checkbox"/> CLASSROOM | <input type="checkbox"/> CONCESSION * | <input type="checkbox"/> KITCHEN * |
| <input type="checkbox"/> OTHER | *MUST HAVE CERTIFIED FOOD HANDLER | | | |

NAME OF CERTIFIED FOOD HANDLER SCHEDULED _____

VERIFICATION SIGNATURE _____, CAFETERIA MGR. DATE _____

NOTE ANY SPECIAL EQUIPMENT NEEDED _____

VERIFICATION SIGNATURE _____, PRINCIPAL DATE _____

HOLD HARMLESS AGREEMENT: The undersigned, as an individual or organization representative, agrees to and does hereby indemnify and hold harmless the District, its 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. **Important Before final approval is granted, the organization must have a "Certificate of Insurance" including an endorsement naming the KTJUSD as an additional insured for a minimum of \$1,000,000 attached with this application.**

APPROVED APPLICATION WILL BE MAILED TO APPLICANT. APPLICANT INITIALS _____

Verification site is available and valid "Certificate of Insurance" is attached:

SITE PRINCIPAL SIGNATURE _____ Date _____

BUSINESS MANAGER SIGNATURE _____ Date _____

APPROVED DISAPPROVED

KLAMATH-TRINITY JOINT UNIFIED SCHOOL DISTRICT

RULES AND REGULATIONS FOR USE OF FACILITIES

In consideration of the undersigned being given permission to use facilities owned by Klamath-Trinity Joint Unified School District, the undersigned agrees:

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 Klamath-Trinity Joint Unified School District, P.O. Box 1308, Hoopa, CA 95546-1308, its officials, agents and employees as additional insured, without obligation or payment of premium payments.
2. The applicant/organization agrees to hold the Klamath-Trinity Joint Unified School District, its Governing Board, Board Members 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 Klamath-Trinity Joint Unified 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, table, 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 the school facilities may be revoked without previous notice when conflicting dates have resulted, the facilities are needed 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. Minors shall be provided with direct adult supervision at all times the facility is in use.
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 in the site's Emergency Assembly Area (see below). 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.

I certify that I have been duly authorized by the organization to act on its behalf in making application for use of facilities. I also certify that I have read the above rules and regulations, conditions, and terms of this application, and that I, and the organization which I represent, will abide by them and to all other rules and regulations which are communicated to use by the Klamath-Trinity Joint Unified School District and its authorized agents.

Date: _____

Applicant Signature

Print Name of Applicant

KTJUSD Emergency Assembly Areas:

Hoopa High School Baseball Field
 Orleans Basketball Court
 Jack Norton Front fence, behind flag pole

Hoopa Elementary Basketball Courts
 Weitchpec Bottom Field
 Trinity Valley Football Field
 Capt. John HS In front of classroom, near road