



Request for the Use of Facilities of the Clovis Unified School District

Form 9 OP

Name of School Site or District Facility*	List ALL Facilities Desired <i>Attach a separate sheet if needed</i>	Beginning Date	Ending Date	Start Time <i>Include set-up time</i>	End Time <i>Include clean-up time</i>
*Submit a separate facility request for each site					

Actual Event Time: _____ to _____

List ALL Equipment and Set-Up Needed: _____

Purpose of Event/Meeting: _____

Admission Charge: Yes No If Yes, Amount \$: _____ Expected Attendance: _____

Submission of Facility Request: The application process should be started as early as possible, no later than ten (10) working days prior to the first date a school site or district facility is being requested. (Administrative Regulation No. 5301)

Cancellation Notice: A written notice of cancellation must be received by the Facility Services Department at least seven (7) days before the event. If not, a cancellation fee of \$50.00 plus any District expenses will be charged. (Administrative Regulation No. 5301)

Kitchen Use: District Policy requires that a District kitchen staff member be employed and on duty whenever kitchen equipment is to be used by any organization. Labor for school kitchen staff will be determined on basis of necessary labor provided by the organization and the number of meals to be served. A minimum of two hours labor will be charged.

Equipment: If an organization brings any equipment onto District property and maintains ownership of this equipment, the organization is responsible to properly maintain the equipment and shall cooperate with the District to enter District property to maintain, move or remove the equipment.

Liability Insurance: We hereby certify that we shall be personally responsible on behalf of our organization for any damage sustained on the school premises or to furniture or equipment because of the occupancy of said premises by our organization. We agree to abide by and to enforce the rules, regulations and policies of Clovis Unified School District governing the use of school facilities (refer to Use of District Facilities, Board Policy 5301), including the District's "Behavior Expectations of Individuals and Groups Using CUSD Athletic Facilities." Comprehensive or commercial form minimum limits Each Occurrence \$1,000,000, General Aggregate \$2,000,000. Higher limits may be required due to the nature of the event or the number of people in attendance. The certificate must be accompanied by a separate Endorsement to the policy naming **the Clovis Unified School District (District) and their employees, officers, agents, and assigns** as additional insureds. Name the District as Certificate Holder as Clovis Unified School District, 1450 Herndon Avenue, Clovis, CA 93611.

Name of Organization: _____ Non Profit Tax ID No.: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Mailing/Billing Address: _____
Address City Zip

SIGNATURE: _____ Date: _____

>>> For School Site Use ONLY <<<

Custodial Overtime Hours: _____ Kitchen Use: Yes No If Yes, notify Campus Catering
Grounds Overtime Hours: _____ Stadium Snack Bar: Yes No If Yes, notify Campus Catering
Material Fees: _____ Security Officer(s): Yes No If Yes, how many? _____
EMS Reservation No.: _____

SCHOOL SITE APPROVAL / SIGNATURE: _____ Date: _____

>>> For District Office Use ONLY <<<

Certificate of Liability Insurance Received: Yes No Comments: _____

DISTRICT APPROVAL / SIGNATURE: _____ Date: _____

Behavior Expectations of Individuals or Groups Using CUSD Athletic Facilities

Clovis Unified believes that every student should be an active participant in his or her neighborhood school. Our philosophy of developing the “Mind, Body, and Spirit” is a key reason for our continued success and we believe that our community expects nothing less from our district.

Listed below are the CUSD expectations when providing facilities to outside organizations. All outside organizations are to follow Board Policy and Administrative Regulation 5301 when using CUSD facilities.

1. No inappropriate language.
2. No abuse of officials, coaches or athletes.
3. No driving on school grounds other than areas designated for vehicles.
4. No defacing of District equipment or facilities.
5. No use, possession or sales of tobacco, alcohol or drugs.
6. Outside organizations will only use fields that are assigned to them.
7. No unsportsmanlike conduct.
8. There must be a recognized coach or adult representative of the organization in attendance at the event or practice.
9. No events may start before 7:00 a.m. or last past 10:30 p.m.
10. At the end of the event, the requesting organization assumes the responsibility for cleaning the entire facility used.
11. Spectators and players shall respect the privacy and property of the homeowners around the facilities including parking, fences, proper use of the restroom facilities, trash, and observance of traffic laws.
12. Outside organizations may only use school names, colors, or mascots when representing their organization with approval from CUSD.
13. Outside organizations will keep the safety of the students playing on our facilities as the number one priority. Outside organizations will need to monitor such things as air quality, heat index, limiting practice time, coaches training, concussion training, etc. *Failure to follow reasonable expectations in regards to student safety will result in a denial of the use of CUSD facilities:*

Current practices and examples of reasonable expectations:

- a. Currently our teams range from 1 to 2 hour practices per day depending on the age and level for grades 4-8.
 - b. CIF has recently passed a no contact rule for summer activities. No teams are allowed to have full contact during the summer months.
 - c. All other recommendations from CIF and/or the CIF Sports Medicine Advisory Committee should be followed.
14. Always send the message to players, coaches, and parents that **Character Counts!**

Violations of any of these expectations will result in the individual's or group's facilities use privilege being revoked.