

**GLENDALE UNIFIED SCHOOL DISTRICT**  
**School Site Facility Usage Requirements**

1. All applications for use of facilities should be completed at least four weeks in advance of the requested usage.
2. Only applications originating with established organizations will be considered. Individuals must have sponsorship by a qualifying organization.
3. A cover letter, on the organization's official letterhead, with detailed information regarding the event, and signed by a duly authorized representative of the organization should accompany the application form.
4. The organization requesting the facility must be the primary party responsible for the event. All correspondence, telephonic communications, and meetings will only be held between the District and an official representative of the requesting organization.
5. Organizations requesting use of facilities may be required to provide identifying credentials, such as a charter or constitution and bylaws in order to establish the type of organization, (non-profit, commercial).
6. If the requesting organization is a corporation, the legal name of the corporation shall be set forth on the reverse side of this form together with the signature of authorized officer or agent and the document shall bear the corporate seal; if the requesting organization is not a corporation, the true name of the organization shall be specified together with the signature of the employees and/or member authorized to sign contracts on behalf of the organization.
7. The requesting organization shall have the duty and responsibility of ascertaining and securing all necessary approvals, licenses or permits which may be required by State, County, City, or all other public authorities in connection with the requested use of the property or facilities.
8. All fees are due and payable 72 hours prior to use. All payments received by the District, unless otherwise stipulated in the permit documents, must be issued by the requesting organization. No personal checks will be accepted.
9. If the application for facility use is approved, the requesting organization must provide an ORIGINAL CERTIFICATE OF INSURANCE, in the minimum amount of \$1 million, AND A SEPARATE SPECIFIC ENDORSEMENT which names the Glendale Unified School District as additional insured on the organization's liability insurance policy. (For additional information about available insurance programs when using school facilities, please contact Facility Use Permits.)
10. A Hold Harmless Agreement and a Rules and Regulations acceptance document must be completed and signed by a duly authorized representative of the organization and received by the District prior to facility use, including school or District parking lots.
11. The events and activities on the "Red Light" list are prohibited on school sites, whether the activity is school-sponsored or from an outside organization.
12. All equipment and facilities to be used must be listed on the application form. Only trained District personnel shall operate equipment deemed by the District to require skilled operators. The user is responsible for these salaries in addition to the basic rental and other applicable fees.
13. Approved auditorium applications require the following non-refundable, non-transferable deposit before a Facility Use Permit will be issued:

<u>\$200 for Middle School Auditoriums</u>	<u>\$500 for High School Auditoriums</u>
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14. The following information must be included on the application form and in the accompanying letter:
  - Type of program (theatrical play, dance, orchestra, choir, film, lecture presentation, meeting, etc.)
  - Number of participants in the program
  - Approximate age of participants in the program (elementary age, high school age, or adult)
  - Program starting and ending times
  - A listing of the program's technical requirements (sound, lighting, and stage requirements)
  - For musical programs, a list of all instrumentation
  - For theatrical presentations or filming, a copy of the script
15. Completing and submitting the "Application for Use of Facilities" does not insure the facility use will be granted.