

Date: _____

* 2 sided form

REQUEST FOR USE OF SCHOOL FACILITIES

**YOU MUST HAVE YOUR APPROVED FORM WITH YOU WHILE ON OUR SITES
ALL SITES HAVE PRIORITY USE OF THEIR FACILITIES YOU COULD BE BUMPED**

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

555 SINEX AVENUE, PACIFIC GROVE, CA, 93950

Phone: 831-646-6514 Fax: 831-646-6582

Name of Organization _____ Non Profit Organization: yes no

Type of program to be presented _____

Number of participants or audience anticipated _____

Admission fees or contributions solicited? No Yes Amount

Date(s) requested _____ Day(s): _____

Time(s) requested From: _____ To: _____

Facility: School: _____ (1st choice) _____ (2nd choice)

Special Arrangements _____

As stated in California Education Code Section 38134(i), I understand that I hold the Pacific Grove Unified School District, its officers, agents and employees, harmless from any and all liability or claims, which may arise out of or in connection with said use of the District's facilities. I also understand that I may be required to provide a certificate of insurance covering this request.

*** I understand that no food or drink is allowed in our facilities without prior approval and the cost of the repair of any damage caused by this activity will be the responsibility of the applicant _____ (Initials required) (over)**

Applicant _____
Signature _____ Printed Name _____

Contact person (if different) _____

Phone # _____ Address _____

Fax # _____

To be completed by District Personnel: _____ Sect'y _____

() Recommend approval
Room or area assignment _____

() Recommend disapproval
Explanation _____

Date _____ Principal _____

District Approval _____

Fee \$ _____ per hour/event @ _____ hours Total \$ _____ one time () monthly ()

_____ Custodian Required Fee \$ _____ per hour @ _____ hours Total \$ _____ **Total Fee \$ _____**

_____ **Proof of Liability Insurance is required. \$1,000,000.00 minimum**

Rev 7/06

STATEMENT OF INFORMATION (EC 38136)

The undersigned state that, to the best of his or 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 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 on whose behalf he or she is making application for use of school property, does not, to the best of his or 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 or her knowledge, is not a Communist action 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.

Signature

Date

PGMS Auditorium Use

DO NOT:

- Access crawl spaces above auditorium nor change electrical system in any way.
- Change the configuration of the lighting or sound equipment without a district-approved technician doing the work.
- Add any sound and/or lighting equipment without express permission [from principal or designee](#)
- Allow any food, beverages, or gum in the auditorium.
- Paint projects inside the building.
- Put tape of any kind on any surface including the floor.
- Move curtains from their tracks without express permission [from principal or designee](#).
- Put any nails, screws, or other fastening device into any walls, floors, curtains, etc.
- Allow any spectators to use the balcony without express permission [from principal or designee](#).
- Allow students, adults, or audience members to use any parts of the school that are not expressly requested [and approved](#) in the facilities use permit.

DO:

- Consult with Head of Maintenance for specific electrical needs well in advance of your event.
- Coordinate stage use with [principal or designee](#).
- Stage must be cleared after [each](#) use in accordance with conference with custodian [and principal or designee](#)
- Remember that the stage area is used daily for a classroom for PGMS music students.
- Make sure that all of your special needs are requested in the [facility](#) use permit.
- Clean all areas in auditorium of trash, programs, sets, props, etc. after the show.
- Store props, sets, etc. only in the area designated by the custodian.
- [Remove](#) the set totally after the [final](#) show.
- Leave pianos, seats, music stands and curtains where they were before you came.
- Make note of any problems that you encounter before the show and report it to the district [before](#) you start your program.

*Signature of person requesting use of the Auditorium.

Date

*A signature acknowledging Auditorium Rules for Use is **required** of the person who is requesting use of the Auditorium before site access will be granted.