



# Application and Permit for Use of Facilities

Palo Alto Unified School District

Applicant / Permit Holder \_\_\_\_\_ Date of Application \_\_\_\_\_  
*Organization, Group, Individual*

Address of Applicant \_\_\_\_\_  
*Street City Zip*

Name of Representative \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Facilities Requested \_\_\_\_\_  
*Location / Address*

Building / Room / Grounds / Other \_\_\_\_\_

Purpose / Activity \_\_\_\_\_ Estimated Attendees \_\_\_\_\_

Equipment Needs \_\_\_\_\_

DAY OF WEEK	DATE(S) OF USE	HOURS OF USE	TIME IN	TIME OUT	ESTIMATED FEES	
					Facility	\$
					Custodial / Staff	\$
					Other	\$
					TOTAL	\$

**INSURANCE:** \$ 1 Million insurance coverage is required. Liability (Property Damage and Bodily Injury) policy shall be evidenced by a Certificate of Insurance with a separate, attached Endorsement to the policy, naming the Palo Alto Unified School District (PAUSD) as an ADDITIONAL INSURED and guarantying PAUSD 30 days' notice prior to change or cancellation of policy. Use of facilities are not permitted unless a valid Certificate of Insurance has been received in the Risk Management office no less than (14) working days prior to first use date.

**FEES:** Fees shall be made to offset any damages sustained by or on the property, facility, furniture or equipment of PAUSD or anyone else, occurring through the issuance of this permit, including the occupancy of use of the above-reference room or facility by the applicant/permit holder. Custodial charges will be made if facility is not left in a clean condition as determined by the site Supervisor, or if staff overtime is required. Payment is required in full at time of application.

**HOLD HARMLESS & INDEMNIFICATION AGREEMENT:** Applicant/Permit holder agrees to defend, indemnify and hold harmless the PAUSD, its Board of Trustees, Agents and Employees, Individually and Collectively, from and against all costs, losses, claims, actions and judgments arising from personal injuries, property damage or otherwise, regardless of cause, that may arise in anyway from or be alleged to be caused by the undersigned's use or occupancy of district property.

**CANCELLATIONS OR CHANGES** must be provided in written notice at least 30 days advance prior to the use date to the school site Administrator and Risk Management or the user will be charged according to the permit.

**OTHER AGREEMENTS:** I, the undersigned, hereby certify that I am an authorized agent of the applicant/permit holder and am duly authorized to bind the applicant/permit holder under this application and permit. I further certify PAUSD property, for use of which application is hereby made, will NOT be used for the commission of any unlawful act or for any activity which may promote or aggrandize the use of ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, and/or CONTROLLED SUBSTANCES or be allowed in/on PAUSD property, fields or buildings. I further certify that I have received, read and understand that I and the applicant which I represent, will abide that District's facilities and grounds shall be used in compliance with all Policies and Regulations of PAUSD and the Education Code of the State of California. The undersigned, further understands that this permit may be revoked by the School District upon (30) days notice in order to reclaim the facilities for PAUSD; that the applicant/permit holder shall pay within (30) days following date of invoice; that all permits expire at the end of each school year and that this document is a legally binding contractual agreement when executed by both parties.

Check # Received \_\_\_\_\_ Check Amount Received \_\_\_\_\_

Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of PAUSD Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

Signature of PAUSD Risk Manager, Business Services \_\_\_\_\_ Permit for Use Granted on \_\_\_\_\_ 20 \_\_\_\_\_

## Facility Rental Addendum for Energy Conservation and Waste Management

Palo Alto Unified School District (PAUSD) has an ongoing energy conservation program and an interest in saving money and being conscientious about energy use as well as waste management. Energy conservation (electricity, natural gas, and water) and waste management (recycling and composting) are fundamental values for PAUSD.

Please initial each clause below after you have read and understand each one.

\_\_\_\_\_ To save energy, all HVAC units will be scheduled off for after-hours programs unless requested on by renter.

\_\_\_\_\_ PAUSD reserves the right to consolidate activities in district buildings in the interest of energy conservation.

\_\_\_\_\_ If applicable, any group or individual using the pool shall be responsible for properly installing the pool cover at the conclusion of their use.

\_\_\_\_\_ All garbage, recycling, and compost must be properly sorted and placed in the appropriate waste receptacles.

\_\_\_\_\_ PAUSD strongly encourages facility users to choose reusable, recyclable, or compostable items when using a district site for an event. Please note that as of July 1, 2013, the use of Styrofoam at PAUSD sites is prohibited.

\_\_\_\_\_ If additional garbage pickup service must be scheduled by the site as a result of improper waste sorting (i.e. recycling and/or composting is placed in garbage receptacle) the renter will be charged for the cost of the additional service.

\_\_\_\_\_ I have read, received, understood, and will abide by the "Facility Rental Addendum for Energy Conservation and Waste Management," and/or the "Energy Conservation and Waste Management Guidelines for Classroom Rentals."

\_\_\_\_\_ All sites are audited regularly by PAUSD personnel to check for compliance with district energy conservation and waste management policies. Evidence that the renter has made every effort to comply with the items listed in this addendum must be apparent during the audit, or the renter will receive a warning from PAUSD. A renter who receives an excess of two warnings risks losing the privilege of continuing in a rental agreement with PAUSD.

## Energy Conservation and Waste Management Guidelines for Classroom Rentals

We ask all facility users to work together with PAUSD to be conscientious about the energy they use. Please be mindful of these steps:

- 1) Keep the porch lights of portable classrooms turned off during the day.
- 2) Turn off lights when exiting a room.
- 3) If applicable, turn off all electronic equipment when not in use. Please do not turn off anything that you have not turned on. In no cases should networked printers be turned off.
- 4) Keep doors and windows shut while the heat or air conditioning is on.
- 5) Before you leave for the day, please double check your room to make sure you have turned everything off.
- 6) Properly sort your waste. The following is a list of materials that are accepted in Palo Alto's recycling or composting collection program. A complete list of acceptable recyclable and compostable materials is available at [www.greenwaste.com/paloalto](http://www.greenwaste.com/paloalto).

### *Recycling*

- Metal cans/foil
- Glass jars and bottles
- Plastic bottles, cups, and containers
- Film plastic (wraps and bags – must be separately bagged and knotted closed)
- Paper (cardboard, mixed paper, newspaper, magazines)

### *Compostable*

- Food scraps (vegetables, fruits, grains, meat, coffee grounds, tea bags, etc.)
- Food soiled paper (waxed cardboard, paper towels, paper napkins, paper cups, paper plates)
- Yard trimmings (grass/plant clippings, prunings, flowers)
- Compostable plastics (utensils, cups, and bags)