

Date: _____

LA HABRA CITY SCHOOL DISTRICT
500 N. Walnut St. La Habra, CA 90631
(562) 690-2310

REQUEST FOR USE OF SCHOOL FACILITY

Person responsible for this request:

Name: _____ Email: _____ Telephone: (____) _____

Address: _____ Cell Phone: (____) _____

Name, phone number & email of second organization contact person to phone in case school is forced to cancel request:

Name: _____ Email: _____ Telephone: (____) _____

Address: _____ Cell Phone: (____) _____

For what purpose do you wish the use of this property? _____

School: _____ Facility: _____ Estimated Attendance: _____

DATE	DAY OF WEEK	TIME	DATE	DAY OF WEEK	TIME
	To			To	
	To			To	
	To			To	
	To			To	

BUILDING USE FEE:

The fee for the use of the school's facilities, which includes access to the projector, screen, podium, and restrooms, is **\$75.00 / hour**. Any other equipment request can be listed below and LHCS D will try to accommodate your requisition. Please note that it is required to have a custodian one hour before, during, and one hour after the event hours at any school facility.

EQUIPMENT REQUESTS:

Number of chairs: _____

Number of tables: _____

Other equipment request: _____

The School District Business Office will make request for payments. Signature of organization representative acknowledges fee and information printed on reverse and has signed the Disclaimer #17.

Organization Representative

Responsible Person in Attendance
(Sign #17 on reverse side)

Personnel Assigned: _____

School Principal: _____

Date: _____

Approved: _____

Date: _____

Denied: _____

Date: _____

Per Board Policy and Government Regulation, the use of tobacco products is prohibited on school property at any time.

Rev. 1/2024

LA HABRA CITY SCHOOL DISTRICT
RULES AND REGULATIONS GOVERNING THE USE OF BUILDING, GROUNDS AND EQUIPMENT FOR NON-SCHOOL PURPOSES

- 1- Each school principal has the authority for, and responsibility of, approving the use of facilities in his/her respective school, provided such use is in compliance with all state laws, city ordinances and regulations of the Board of Trustees. All approvals for use by school principals shall be subject to review by the District Office.
- 2- All applications from outside organizations or groups for the use of school premises shall be made on official forms provided by the La Habra City School District.
- 3- These forms shall be obtained at the school where the facilities to be used are located and shall be filled out with the aid of the district employee immediately in charge of the school facility requested.
- 4- Completed forms shall be left with the building principal, who in turn will forward them to the office of the district Administrator responsible for approved procedure.
- 5- Applications must be filed at least three weeks in advance of the time the use of the premises is desired.
- 6- School premises shall not be available on such occasions or during such hours as to interfere with the regular functions of the school.
- 7- An employee of the school district shall be on duty at all times during public use of buildings. Keys will not be issued to individuals or groups.
- 8- Pursuant to section 51500 of the Education Code, no public meeting or entertainment held on the school property will be permitted to promote a discriminatory bias on the basis of race, or ethnicity, gender, religion, disability, nationality, or sexual orientation.
- 9- Applications for uses or by users not covered in the Civic Center Act shall be approved only upon specific authorization of the Board of Trustees acting in accord with Education Code Section 16551, etc.
- 10- The use of tobacco is prohibited on school property.
- 11- School furniture or apparatus may not be removed or displaced by any group without permission from and under the supervision of the school district employee in charge.
- 12- Any breakage, damage, or loss of District property, shall be paid for by the using organization even though such breakage, damage, or loss is caused by spectators or observers who are not official members of the organization.
- 13- Organizations granted the use of school buildings or grounds under the Civic Center Act may be permitted, at the discretion of the principals, to use equipment that needs an operator, provided they agree to pay all costs, including labor, to which the District may be subjected by reason of such use. Only District personnel shall be allowed to operate District equipment.
- 14- No vehicles are allowed in grassed, black top or recreational areas. All vehicles must use designated parking only.
- 15- Where a rental charge is made, it shall be in conformance with the schedule adopted by the Board of Trustees. The schedule is subject to change at the will of the Board. All fees shall be paid directly to the Business Office.
- 16- ***A Certificate of Liability Insurance with a minimum of \$1,000,000 is required with the submittal of the application listing the District and its Board of Education as additional insureds. Please send a copy of this information to the District. Certificate of Liability Insurance must be submitted 2 weeks prior to event. If not received, event will be cancelled. Use of facilities will be suspended upon expiration of current insurance coverage unless renewed prior the expiration date.***
- 17- **Disclaimer:** "Applicant hereby agrees to hold the La Habra City School District, its Board of Education, the individual members thereof, and all District Officers, Agents, and Employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property except for losses resulting from the active negligence of a district employee. The applicant agrees to furnish such liability or other insurance for the protection of the public and the District as the District may require."

Signed: _____

Date: _____

SCHOOL TELEPHONE:

Arbolita School	(562) 690-2352		
El Cerrito School	(562) 690-2340	Las Positas School	(562)690-2356
Imperial Middle School	(562) 690-2344	Sierra Vista School	(562)690-2359
Ladera Palma School	(562) 690-2348	Walnut School	(562)690-2369
Las Lomas School	(562) 690-2353	Washington Middle School	(562) 690-2374