



**MORGAN HILL UNIFIED SCHOOL DISTRICT  
APPLICATION AND AGREEMENT FOR USE OF SCHOOL PROPERTY**

(Must be submitted to the school at least 2 weeks prior to requested use)

Organization (Full Name) _____	Representative _____
_____	Title _____
_____	_____
Street Address _____	Street Address _____
Mailing Address _____	Mailing Address _____
City _____ Zip _____	City _____ Zip _____
Organization Phone _____	Home Phone _____
Email contact _____	Business Phone _____

**PROFIT OR NON-PROFIT STATUS**

This determination is to be based upon the status of your group as reflected in the rules/regulations of the Internal Revenue Service (IRS).

**Check only one of the following:**

- We are a Non-Profit Group/Organization operating for the benefit of the youth of the Community and Community members.
- We are a Profit-Making Group/Organization

**Facility Desired: School** \_\_\_\_\_

_____ Multi-Purpose Room	Other: Please Specify
_____ Gymnasium (Britton, Murphy, Live Oak)	_____
_____ Small Gymnasium (Live Oak)	_____
_____ Regular Classroom	_____
_____ Classroom # _____	
_____ Specialized Classroom	Purpose of Use: _____
_____ Classroom # _____	_____
_____ Library	_____
_____ Kitchen	_____
_____ Little Theater (Live Oak)	_____
_____ Stage Lighting (Live Oak)	_____
_____ Swimming Pool	
_____ Football Field	Expected Attendance: _____
_____ Soccer Field	_____
_____ Baseball Field	
_____ Track	Additional Set Up: _____
_____ Restroom <input type="checkbox"/> Boys <input type="checkbox"/> Girls	_____
_____ Locker Room <input type="checkbox"/> Boys <input type="checkbox"/> Girls	_____
_____ Tennis Courts	_____
_____ Field Lights	_____
_____ Time Clock <input type="checkbox"/> Field <input type="checkbox"/> Gym	
_____ Score Board <input type="checkbox"/> Field <input type="checkbox"/> Gym	No. of Tables _____
_____ PA System <input type="checkbox"/> Field <input type="checkbox"/> Inside	No. of Chairs _____



**HOLD HARMLESS AGREEMENT**

I hereby certify that I shall be responsible on behalf of our organization for any damage or abuse of school buildings, grounds or equipment growing out of the occupancy or use of said premises or equipment by our organization. We agree to abide by all rules and regulations governing the use of buildings, grounds and equipment, and hold Morgan Hill Unified School District harmless from all claims resulting from this use. I regulations, and is aware that all Morgan Hill Unified School District buildings and properties are drug, alcohol and tobacco free. The representative agrees to uphold this policy (BP 3513.3).

Date: \_\_\_\_\_  
Signature of Representative\*

**STATEMENT OF INFORMATION**

The undersigned states that, to the best of his/her knowledge, the school property for use of which applications 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, and that the organization on who behalf he/she is making application for use school property, does not, to the best of his/her knowledge, advocate the overflow of the government of the Unites States or of the State of California by force, violence, or other unlawful means, and that, to the best of his/her knowledge, it is not a Communist action organization 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.

Date: \_\_\_\_\_  
Signature of Representative\*

**AGREEMENT AND CERTIFICATION**

The undersigned states, to the best of his/her knowledge, the information entered on this application is accurate. Further, the undersigned agrees to the terms and conditions of this application, District Policy #1330 and all other applicable policies, rules and regulations.

Date: \_\_\_\_\_  
Signature of Representative\*

**INSURANCE AGREEMENT**

Users of district facilities will be required to furnish proof of liability and/or other insurance for a minimum limit of two million (\$ 2,000,000.) for the protection of the public and the District.

\_\_\_\_\_ covenants that they have in effect a policy of liability  
(Full name of organization)  
insurance in the amount of \$ 2,000,000. \_\_\_\_\_ Combined Single Limits  
with **MORGAN HILL UNIFIED SCHOOL DISTRICT** as an **ADDITIONAL NAMED INSURED**.

Date: \_\_\_\_\_  
Signature of Representative\*

\*Any person applying for the use of school property on behalf of any society, group or organization shall be a member of the applicant group and unless he/she is an office of the group, must present written authorization from the applicant group to make the application.

**THIS SECTION WILL BE COMPLETED BY SCHOOL ADMINISTRATOR:**

The aforementioned facilities \_\_\_\_\_ [ ] are available [ ] are not available

The aforementioned facilities \_\_\_\_\_ [ ] are available [ ] are not available

The aforementioned facilities \_\_\_\_\_ [ ] are available [ ] are not available

**Additional Personnel Required:** [ ] Requires Regular Custodian [ ] Requires Sub Custodian

[ ] Requires call-back: [ ] Open and/or [ ] Close [ ] Requires Food Service Personnel

[ ] Requires Lighting Tech (School Staff Only) [ ] Other \_\_\_\_\_

**Assignment of Personnel:**

Name of Person \_\_\_\_\_ Title \_\_\_\_\_ Stat Time \_\_\_\_\_

Name of Person \_\_\_\_\_ Title \_\_\_\_\_ Stat Time \_\_\_\_\_

Name of Person \_\_\_\_\_ Title \_\_\_\_\_ Stat Time \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature-School Administrator

**THIS SECTION WILL BE COMPLETED BY THE DISTRICT OFFICE**

The following is the estimated cost of your fee for this use request:

Filing Fee \$ \_\_\_\_\_ Hourly Rate \$ \_\_\_\_\_

Custodial Fee \$ \_\_\_\_\_ Food Service Fee \$ \_\_\_\_\_

Additional Costs \$ \_\_\_\_\_

Final charges will be determined, when you are billed. User may be charged an additional fee if extra expense is incurred by the District to return premises or equipment to original condition.

You will be charged for any costs incurred due to cancellation, if school is not contacted 48 hours prior to activity.

Date: \_\_\_\_\_

Authorized Signature-District

**THIS SECTION TO BE COMPLETED BY THE BUSINESS OFFICE**

[ ] Filing fee paid Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Final Distribution: White-District Office Yellow-School Pink-User Goldenrod-Facilities