



Pasadena Unified School District  
740 West Woodbury Road  
Pasadena, California 91103  
626-396-5850 x 89188  
FAX 626-808-9742

_____	Roster
_____	Insurance
_____	Indemnification
_____	Flyer
_____	501(c)3

### APPLICATION FOR USE OF SCHOOL PROPERTY

#### CONTACT INFORMATION

ORGANIZATION'S NAME \_\_\_\_\_ Non-Profit (Yes/No) \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

#### FACILITY INFORMATION

SCHOOL REQUESTED \_\_\_\_\_ FACILITY NEEDED \_\_\_\_\_

DAY AND DATES NEEDED \_\_\_\_\_

HOURS NEEDED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PERFORMANCE TIME FROM: \_\_\_\_\_ TO \_\_\_\_\_

REHEARSAL TIME FROM: \_\_\_\_\_ TO \_\_\_\_\_

#### EVENT INFORMATION

PURPOSE FOR WHICH PROPERTY REQUESTED \_\_\_\_\_

IT IS ESTIMATED THAT \_\_\_\_\_ PEOPLE WILL BE ON OR IN THE PREMISES.

NUMBER OF PARTICIPANTS \_\_\_\_\_ FEES CHARGED TO EACH PARTICIPANT \$ \_\_\_\_\_

ADMISSION CHARGES OR DONATIONS ACCEPTED? \_\_\_\_\_

IF YES, WHAT WILL NET PROCEEDS BE USE FOR \_\_\_\_\_

SPECIAL FURNITURE ARRANGEMENTS, EQUIPMENT, OR SERVICES NEEDED:

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1. PUSD reserves the right to modify permitted dates due to unforeseen circumstances or needs of the school or District.
  2. PUSD reserves the right to cancel or modify permitted dates due to use by a production studio. The production studio is responsible for securing and for all costs associated with securing an alternate location suitable to the original permittee.
  3. Non profit groups organized for general character building or charity purposes would be charged the non-commercial rate. All others will be charged the commercial rate.
  4. Non-school district groups of 10 or more, you are hereby notified that you are to furnish the District with a Certificate of Insurance for General Liability in the amount of \$1,000,000 and property damage in the amount of \$50,000, naming the Pasadena Unified School District as Certificate Holder. Certificate is to cover dates, and time of use.
  5. Applicant hereby agrees, if permit is granted it will hold the Pasadena Board of Education harmless for any loss or liability arising out of this use, and will pay all costs for damages, and that it shall obey all laws of the state. The Undersigned states that, to the best his knowledge, the District property for which application is hereby made will not be used for commission of any crime including, but not limited to, the crimes specified in Section 11400 & 11401 of the California Penal Code. I certify (or declare) under penalty of perjury that the forgoing is true and correct.
  6. The application contains a new section which requests number of participants, participant fees, and/or spectator fees. If a flyer is being distributed for the activity, it should be attached to the application. Rosters for youth organizations indicating the residency of the participants will be required. These items will be in addition to the current requirement to supply non-profit documentation and insurance.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_