

Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
650-851-1571 ~ fax: 650-851-5577
www.woodsideschool.us

FACILITY USE APPLICATION

Date _____

Name of Organization _____ Mailing Address _____

Applicant's Name _____ Phone number _____ Fax number _____ E-mail address _____

Type of Activity _____ Estimated attendance _____

Facilities Requested:

- | | | |
|--------------------------|--------------------------|---------------------------|
| _____ Sellman Auditorium | _____ Community Gym | _____ Library |
| _____ Stage | _____ Amphitheater | _____ Classroom (# _____) |
| _____ Stage lights | _____ McCovey Field | _____ TV/VCR |
| _____ Microphones | _____ Soccer field | _____ Projector |
| _____ No. of chairs | _____ Primary field | Other (Specify): _____ |
| _____ No. of tables | _____ Other outside area | _____ |

Date(s) and Time(s) Requested (or attach a separate sheet with detailed information)

Month _____ Day _____ Year _____	Start time: _____ AM/PM	End time: _____ AM/PM
_____ / _____ / _____	Start time: _____ AM/PM	End time: _____ AM/PM
_____ / _____ / _____	Start time: _____ AM/PM	End time: _____ AM/PM

We hereby certify that we shall be personally responsible, on behalf of our organization, for any damage sustained by the school premises, furniture or equipment as a result of the occupancy of said premises by our organization. We agree to abide by and to enforce the rules and policies of the Woodside School District affecting use of school facilities.

Signature of Authorized Agent _____ Date _____

Please send evidence of \$1,000,000 insurance naming WESD as certificate holder.

Permit for use granted this _____ day of _____ 20_____

Fee: \$_____ Custodian required: Yes No Assigned: _____

WOODSIDE ELEMENTARY SCHOOL DISTRICT

BY _____
Steven Frank, Superintendent

Please note that all schedule requests are subject to priority as stated in Board Policy 1330. The District acknowledges the desirability of making certain and specific school facilities available for community use when such does not conflict with District programs and operations. For more information, please email Cathy Stienstra at cathy@woodsideschool.us regarding events and timelines. Thank you for your cooperation and flexibility when scheduling events.

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STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, (*name of organization*) states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that _____ (*name of organization*), the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California

_____	_____
<i>Signature of authorized representative</i>	<i>Date</i>
_____	_____
<i>Printed name of person signing above</i>	

COVID-19: The District cannot prevent individuals from becoming exposed to, contracting, or spreading COVID-19 while participating in or attending activities on District premises. User shall ensure that all activities occurring on District facilities under this agreement comply with applicable COVID-19-related public health orders and guidance from the County of San Mateo Public Health Department, the State of California (including, without limitation industry guidance from the California Department of Public Health), and the Federal Centers for Disease Control and Prevention (CDC). **User shall obtain signed Assumption of Risk and Liability Waivers from all participants or attendees, which release District from any and all liability related to participation or attendance in activities occurring on District facilities under this agreement, prior to allowing such participation or attendance to occur.**

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HOLD HARMLESS AGREEMENT

The _____ (hereinafter referred to as the "User Group") agrees to and does hereby indemnify and hold harmless the Woodside School District, its officers, agents and employees from every claim or demand made, from every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

1. Death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense which may have been sustained by the District or any persons, firm or corporation employed by the District upon or in connection with the activity called for in this Agreement.
2. Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporation arising from any act of neglect, default, omission, negligence or willful misconduct of any person, firm or corporation employed by the User Group, either directly or by independent contract and attributable in connection with the activity covered by this agreement, on or off District property.

The User Group, at its own expense, cost and risk, shall defend any and all actions, suits or other proceedings that may be brought or instituted against the District, its officers, agents or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its officers, agents, or employees in any action, suit or other proceedings as a result of the activity called for in this agreement.

ACTIVITY: _____

FOR THE USER GROUP:

Legal Name: _____
(Please Print)

Authorized Agent: _____
(Signature)

Date: _____

FOR THE WOODSIDE SCHOOL DISTRICT

Authorized Agent: _____

Date: _____

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SAVE HARMLESS AGREEMENT AND COVENANT NOT TO SUE

I, _____ (name of individual or organization), in consideration of being permitted to use facilities of the Woodside School District, in connection with _____ (name of event or activity) between the dates of _____, 20____, and _____, 20____, do hereby covenant and agree that the Woodside School District, their officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any use of the premises of the Woodside School District, or any part thereof, or by any defect in any building, structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its agents, employees, nor shall the above enumerated entities be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents or other persons entering upon or using said premises or any part thereof, or to any property stored or placed thereon.

Notwithstanding anything to the contrary herein contained and irrespective of any insurance carried by the undersigned for the benefit of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not to sue and hold the above enumerated entities and said premises harmless from any and all damages or liabilities of whatsoever nature arising out of or in connection with the Woodside School District or in the use or occupancy of the premises or arising from any state or condition of said premises or any part thereof.

Signature of authorized representative

Date

Printed name of person signing above

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