Contact School of your Choice: Contact the school of your choice before filling out the “Request for Use” form. Upon confirmation of date(s) and time(s) of your event with the school, then proceed to fax your request with the school contact information to our office. We will verify the date(s) with the school site, and contact you either by mail or telephone to review any costs.

Application for use: The application is to be made to the Civic Center Office, 4600 N. Brawley, Fresno, CA 93722, at least 10 working days prior to use. Phone number is 457-3263 – FAX 457-3060.

Cancellation Procedures: A written notice of cancellation must be received by the Civic Center Office at least 5 days before the event. If not, a cancellation fee of $50.00 plus any District expenses will be charged.

Certificate of Insurance: Without limiting Applicant’s indemnification, it is agreed that Applicant shall secure and maintain in force during the term of this Agreement a Commercial General Liability policy (Contractual liability included) utilizing an occurrence policy form, with limits of not less than one million ($1,000,000) dollars per occurrence, two million ($2,000,000) annual aggregate limit. Business automobile Liability Insurance shall be maintained for owned, scheduled, non-owned or hired automobiles with a combined single limit not less than one million ($1,000,000) dollars per occurrence. The District shall be named as an additional insured on the policies by separate endorsement. A Certificate of Insurance and endorsements shall be attached to the Agreement as proof of insurance. The Applicants policy shall provide that it is primary such that insurance maintained by the District, if any, shall be excess and not co-primary. Applicant shall produce the policy for District, upon request.

Billing: Set-up and clean-up time will be added to the actual activity time. All charges are due prior to use of District facility.

FUSD Personnel on Duty: A FUSD employee must be on duty whenever a school facility is utilized under this policy. Custodial, food service, and grounds personnel will be paid on an overtime basis beyond regular school hours or if they are required to provide services beyond their normal work schedules.

Prohibited Activities: The following activities are prohibited on school grounds unless prior written authorization has been obtained: animals, motorized vehicles or cycles, skateboards, go-carts, rockets, powered airplane models, skateboards, roller blades and golf practice.

Alcohol and Controlled Substances: To possess, use or be under the influence of any controlled substance as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind is prohibited on school District property.

Tobacco: The use of tobacco is prohibited in all District facilities and on all District property.

Food and/or Drink: No food or drinks shall be consumed in any auditorium, gymnasium or classroom, without prior written approval.

A copy of these rules and regulations along with a copy of the approved request form must be in the possession of the applicant during time of FUSD facilities use.

Applicant shall conform to the rules and regulations set forth and which are incorporated herein by reference.

I hereby certify that I have read the Rules and Regulations of the Governing Board of FUSD and agree that I will abide by all rules, regulations and conditions set forth therein and will conform to all applicable provisions of the Constitution and laws of California and to all rules and regulations of the Board of Education and ordinances of the City of Fresno. We agree to conform to all the Rules and Regulations of the Fresno Unified School District governing “The Use of Facilities” as printed above.

STATEMENT OF INFORMATION

The undersigned states that to the best of his/her knowledge, the property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement of which the purpose is to overthrow the government of the United States by force, violence, or other unlawful means. That this organization on whose behalf he/she is making application for use of property/facility does not to the best of his/her knowledge advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means.

** Applicant will confirm its intent to use Facilities seven (7) days prior thereto with the Civic Center Office and confirm arrangements for any requested custodial, staff or other services at that time. If use if not confirmed prior to seven (7) days of event, the applicant will no longer have priority of use. In addition, the District has the right to notify applicant a minimum of 30 days prior to the use to cancel in the event a District activity requires the facility.”