

## Site Instructions for Use of Facilities Application (Non District Sponsored Event)

1. All facility use outside the normal school day is subject to a Use of Facilities Application. Approval by the site and by the business office must be granted **prior** to the event taking place. The site should provide a non-district use of facilities application packet to applicants. The application and related documents are also available on the district's website, (see **Instructions for Downloading Use of Facility forms from District's Website**). The form is interactive and can be filled out on line and then printed.
2. Applicant is to complete an application and submit it to the school site. Applications must be filled out **completely** including authorizing signatures from site administrators/authorized agent. A certificate of insurance must be attached with all applications to be accepted by the site. **Incomplete applications will be returned to the site.** The application will either be approved or denied by the site administrator based on the availability and appropriate use of the facility requested. **District sponsored events will take precedence over outside agencies.**
3. The Use of Facilities Application and Agreement Regulations (Board Policy 1330 and Administration AR 1330) must be attached to the application form. The two-page document defines the applicant's responsibility, restrictions of use, categories of use and fees that may be charged to applicant.
4. Administrator/authorized agent signs form and secretary completes the School Completion section. Please enter the site location number, i.e. 121 (Central) and assign the site tracking number. Please start with the number one and the year, i.e. 01/09. The next application would be number two, etc.
5. All **original** applications for facility use should be sent to the Business Office for final approval via district mail **only** (please do not email or fax), ATTN: Sandi Khodadadi. Fees, if any, will be determined by the Business Office. If costs are to be incurred by the applicant, an invoice will be created.
6. If the applicant is requesting use of a kitchen or MPR, the Business Office will forward it to the Director of Nutrition Services for approval.
7. If the applicant is requesting use of a sports venue, the Business Office will forward it to the Director of Maintenance, Operations & Transportation for approval.
8. Once approved by the Interim Assistant Superintendent of Business, copies will be distributed to the applicant, School Site, MOT, and Nutrition Services. It is the school site's responsibility to assign a custodian when required to work the event. The school sites and MOT will work together to determine set-up responsibilities.
9. Applicants must be able to produce an approved copy of the application if requested by the site on the day of the event.
10. Questions should be directed to Sandi Khodadadi at 922-0211.

## Applicant Instructions for Use of Facilities Application (Non District Sponsored Event)

1. All facility use outside the normal school day is subject to a Use of Facilities Application. Approval by the site and by the business office must be granted **prior** to the event taking place. Application packets are available at the site. The application and related documents are also available on the district's website, (see **Instructions for Downloading Use of Facility forms from District's Website**). The form is interactive and can be filled out on line and then printed.
  
2. Applicant is to complete an application and submit it to the school site. Applications must be filled out **completely** including authorizing signatures from site administrators/authorized agent. **A certificate of insurance must be attached with all applications to be accepted by the site. Incomplete applications will be returned to the site.** The application will either be approved or denied by the site administrator based on the availability and appropriate use of the facility requested. **District sponsored events will take precedence over outside agencies.**
  
3. All applications for facility use should be submitted to the site. The site will send the completed application to the Business Office for final approval, ATTN: Sandi Khodadadi. Fees, if any, will be determined by the Business Office. If costs are to be incurred, an invoice will be created.
  
4. Once approved by the Interim Assistant Superintendent of Business, an **approved** copy will be sent to the applicant.
  
5. Applicants must be able to produce an approved copy of the application, if requested by the site on the day of the event.
  
6. Please allow a minimum of **15 business days** for the process to be completed.
  
7. If you have any questions please contact the site or Sandi Khodadadi at (951) 922-0211.

### **Instructions for Downloading Use of Facility forms from District's Website:**

1. **Go to Banning Unified School District's web site: <http://banning.k12.ca.us> and click on District Departments.**
  
2. **Next click on Business Services to expand the list.**
  
3. **Click on "Use of Facilities" and you will see page 1 of 3, and pages 2 & 3 of 3, separately. Fill out the application (1 of 3) online and print. Print pages 2 & 3, read carefully, and submit all three pages to the applicable site for processing.**

## Site Instructions for Use of Facilities Application (District Sponsored Event)

1. District sponsored events outside the normal school day requiring use of a site facility are subject to a Use of Facilities Application. Approval by the site and by the business office must be granted **prior** to the event taking place. The site should provide a district use of facilities application packet to applicants. The application and related documents are also available on the district's website, (see **Instructions for Downloading Use of Facility forms from District's Website**). The form is interactive and can be filled out on line and then printed.
2. Applicant is to complete an application and submit it to the school site. Applications must be filled out **completely** including authorizing signatures from site administrators. **Incomplete applications will be returned to the site**. The application will either be approved or denied by the site administrator based on the availability and appropriate use of the facility requested.
3. The Use of Facilities Application and Agreement Regulations (Board Policy 1330 and Administration AR 1330) must be attached to the application form. The two page document defines the applicant's responsibility, restrictions of use, categories of use and fees that may be charged to applicant.
4. Administrator/authorized agent signs form and secretary completes the School Completion section. Please enter the site location number, i.e. 121 (Central) and assign the site tracking number. Please start with the number one and the year, i.e. 01/09. The next application would be number two, etc.
5. All **original** applications for facility use should be sent to the Business Office for final approval via district mail **only** (please do not email or fax), ATTN: Sandi Khodadadi.
6. If the applicant is requesting use of a kitchen or MPR, the Business Office will forward it to the Director of Nutrition Services for approval prior.
7. If the applicant is requesting use of a sports venue, the Business Office will forward it to the Director of Maintenance, Operations & Transportation for approval prior.
8. Once approved by the Interim Assistant Superintendent of Business, copies will be distributed to the applicant, School Site, MOT, and Nutrition Services. It is the school site's responsibility to assign a custodian when required to work the event. The school sites and MOT will work together to determine set-up responsibilities.
9. Applicants must be able to produce an approved copy of the application if requested by the site on the day of the event.
10. Questions should be directed to Sandi Khodadadi at 922-0211.

## Applicant Instructions for Use of Facilities Application (District Sponsored Event)

1. District sponsored events outside the normal school day requiring use of a site facility are subject to a Use of Facilities Application. Approval by the site and by the business office must be granted **prior** to the event taking place. Application packets are available at the site. The application and related documents are also available on the district's website, (see **Instructions for Downloading Use of Facility forms from District's Website**). The form is interactive and can be filled out on line and then printed.
2. Applicant is to complete an application and submit it to the school site. Applications must be filled out **completely** including authorizing signatures from site administrators/authorized agent. **Incomplete applications will be returned to the site.** The application will either be approved or denied by the site administrator based on the availability and appropriate use of the facility requested.
3. All applications for facility use should be submitted to the site. The site will send the completed application to the Business Office for final approval, ATTN: Sandi Khodadadi.
4. Once approved by the Interim Assistant Superintendent of Business, an **approved** copy will be sent to the applicant.
5. Applicants must be able to produce an approved copy of the application, if requested by the site on the day of the event.
6. Please allow a minimum of 15 business days for the process to be completed.
7. If you have any questions please contact the site or Sandi Khodadadi at 922-0211.

### **Instructions for Downloading Use of Facility forms from District's Website:**

1. **Go to Banning Unified School District's web site: <http://banning.k12.ca.us> and click on District Departments.**
2. **Next click on Business Services to expand the list.**
3. **Click on "Use of Facilities" and you will see page 1 of 3, and pages 2 & 3 of 3, separately. Fill out the application (1 of 3) online and print. Print pages 2 & 3, read carefully, and submit all three pages to the applicable site for processing.**