FACILITY USE APPLICATION

PART I: GENERAL INFORMATION

This application form and all other required documentation must be submitted to the site (Los Gatos High School, Saratoga High School or District office) requested at least 30 days prior to use of facilities.

REQUIRED DOCUMENTATION (Site certify):

 Verification of nonprofit status of non-governmental organizations (IRS Tax Exempt Letter) Certificate of Insurance (all applicants) 	Attached Received
CANCELLATION POLICY: Cancellation of reservations must be received in writing not less than seven calendar days prior to use in order to receive a refund or credit for the dates cancelled. An approved Facility Use Agreement may be revoked if a school group needs the facility. Every effort will be made to avoid changes.	
RAIN DAYS: Rain days will be credited to the user or rescheduled at no charge if possible at the discretion of site staff.	
PART II: EVENT INFORMATION	
Use of (Name of Facility/Room):at (Site): Sacatega #5 Permit	No.: ** 8 4
Use Dates: Feb 25, 2006 Date Permit Issu	ued: 1-23-06
Preparation Time: 12:30 to 1:00 Actual Program Time: 1:00 to 3:15 Clean-Up Time: 3	:15 to 3:30
Type of Program or Event: Meet Bestimated # of Attended	dance: 100 - 150
Special Requirements / Type of Set-up Needed/Comments: Need hathoun by Track open	
Name and title of District employee designated in charge of facility:	
PART III: APPLICANT INFORMATION	
NAME OF "INSURED" ORGANIZATION: (Example: US Tennis Assoc.)	
APPLICANT: (Example: Club name)	
Name of Organization: BACAA	
Responsible Representative: Hank Lawson	
Mailing Address: 12375 Face Ranch Rd Sacatega CA 95070	ming of the
Street/PO Box City State	Zip Code
Home Phone: 408 446-9063 Work Phone: Cell Phone: 409	460-6185
Fax: 484 446-9060 Email: HANKLAW@ IX. NETCOM. COM	
APPLICANT STATEMENT OF ACCEPTANCE: I have reviewed all forms provided; I understand all terms and conditions for the use of facilities at the Los Gatos-Saratoga High School District; all members of the applicant organization will comply with all District rules, regulations, and restrictions, including Board Policy, Administrative Regulations 7040 and the General Rules on the reverse side of this request. I hereby certify that the organization does not intend to use school premises to commit unlawful acts.	
Signature: Henrief Famison Date: 1/20/	66
PART IV: FEES	
Cafeteria Supervisor Required: (\$38/HR.) Custodian Fee: (Set up, open/close (\$40/HR.) USE OF FACILITY FEE: (hourly rate) Damage I Application Fee	e: (\$40)
Authorized by School Representative:	06
Pey 4/19/05 White - School Admin Canary-Rusiness Office Pink-Facility User (Soldenrod-Custodian