



# IRVINE UNIFIED SCHOOL DISTRICT

I.D. # \_\_\_\_\_

INTRA DISTRICT APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

OFFICE USE ONLY

MAINTENANCE & OPERATIONS, 100 NIGHTMIST, IRVINE, CA 92618

Email: facilitiesuse@iusd.org | Phone: 949-936-5335 | Fax: 949-936-5309

## APPLICANT INFORMATION

Staff Applicant \_\_\_\_\_ Department \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Applicant Worksite \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_ \*Budget # \_\_\_\_\_

## RESERVATION REQUEST

Site \_\_\_\_\_ Rooms/Areas \_\_\_\_\_

PLEASE COMPLETE INDIVIDUAL APPLICATIONS FOR EACH LOCATION. REQUESTS MAY BE SUBMITTED FOR DATES UP TO ONE YEAR IN ADVANCE.

Title of Event \_\_\_\_\_ Details \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Additional Needs/Comments \_\_\_\_\_

Custodial Needs \_\_\_\_\_

Date(s)	Day of Week	Start-End Time (w/ setup & cleanup)	# of Hrs	Person in Charge (during event)	Cell Phone	Total # of People

Intra District application is for official IUSD business only.

Your signature below indicates you have read the entire application with rules of use and confirms that you fully understand and agree.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Signature of Approver \_\_\_\_\_

IUSD personnel authorized to approve Intra District requests:  
Principal, Assistant Principal, or Athletic Director.

### FACILITIES USE OFFICE ONLY

PERMIT GRANTED BY \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

\*Sites/Departments are responsible for receiving and processing any stipends related to the event.

YOU MUST CARRY A COPY OF APPROVED PERMIT WITH YOU WHEN USING SCHOOL FACILITY

DAY OF EVENT CONTACT: Custodian on Duty

1. Ismail Yusuff 949-337-5201 | 2. Art Rivera 949-337-5198 | 3. Weekend Rover 949-979-0337

For security matters, please contact Campus Safety Services 949-337-5196

**INTRA DISTRICT REGULATIONS AND POLICIES REGARDING COMMUNITY USE OF SCHOOL BUILDINGS AND GROUNDS****APPLICATION PROCESS**

1. Intra District Requests along with signed Regulations and Policies must be emailed to [facilitiesuse@iusd.org](mailto:facilitiesuse@iusd.org).
  - a. Requests being submitted by school sites must be signed off by the Principal, Assistant Principal or Athletic Director.
2. Applications are to be submitted at least 5 business days prior to event.
3. All requested use is strictly for IUSD School/District events and not personal use.
4. Applications may be submitted for dates up to one year in advance.
5. Applications received during Summer and Holiday periods may be delayed in processing.

**CHANGES AND CANCELLATIONS**

1. Changes (such as dates/times/etc.) to applications that have already been approved by the site must be emailed to [Facilitiesuse@iusd.org](mailto:Facilitiesuse@iusd.org). User Groups may not contact School staff directly.
2. Use of Facilities must receive written cancellation notice by 12pm two business days prior to permit event date.

**FEES AND BILLING**

1. Site/Department will be required to pay custodial and theater tech fees if necessary. Use of Facilities will let you know if custodial or theater tech fees will be incurred. (The fee schedule is available on the [iusd.org/useoffacilities](http://iusd.org/useoffacilities) website.)
  - a. If internal transfer, must provide a budget number prior to approval.
2. Charges may be amended based on actual use.
3. Payments can be made via check or money order and payable to Irvine Unified School District.  
Mail to: M&O Use of Facilities 100 Nightmist, Irvine, CA 92618. (DO NOT SEND TO THE SITE USED).
4. Invoices are due within 30 days of receipt.

**GENERAL RULES OF USE**

1. Although it is not our goal to cancel your use once permitted, a site event does get priority and could mean that your permit may be canceled.
2. The official permit issued by Use of Facilities via email, MUST always be with you during the event.
3. Under no circumstances may an event take place without an authorized permit from Use of Facilities.
4. All use shall comply with all State and local fire, health and safety laws and regulations.
5. The subject matter of any intended use shall remain within recreational, educational, scientific, literary, economic, political, artistic or moral interests of the community, or for discussions of matter of general or public interest. \*  
*\*Use of IUSD facilities for protests/rallies of any nature will be reviewed on a case by case basis and will need approval from the Superintendent's office.*
6. All Irvine City ordinances will apply as well as laws of the State against the use of school property regarding business and charitable solicitations as well as subversive groups for denominational or sectarian purposes. The meetings may not be immoral, offensive or harmful. No group regardless of character may monopolize the use of school property or interfere with the educational program of the school.
7. Parking for events must be confined to school parking lot following all appropriate signs and parking rules.
8. A user group is required to leave an area in same condition as it was upon receipt.
9. The following is NOT allowed (unless authorized by the Director of Operations):
  - a. Soliciting flyers or posting of any signage at school sites
  - b. Trespassing on properties without a permit
  - c. Cars parked or driven in any area except designated parking lot
  - d. Rearranging of furniture
  - e. Removal of wall postings
  - f. Permanent structures to be erected
  - g. Storage of any items
  - h. Live animals of any type
  - i. Straw, hay or any readily combustible or hazardous materials
  - j. Extraordinary electrical, mechanical or other equipment on premises
  - k. Alcoholic beverages
  - l. Gambling
  - m. Use of narcotics, steroids or drugs other than current prescriptions prescribed by medical doctor
  - n. Smoking
  - o. Fighting, quarreling, abusive language or noise of any kind which is offensive to other activities or neighborhood
  - p. Anti-government/communist programs or events
  - q. Vendors or vendor sales without pre-approval from Use of Facilities
  - r. Cooking or cooking equipment without pre-approval from Use of Facilities
  - s. Food or drinks inside any buildings
10. User Groups must endeavor to notify Use of Facilities regarding any conflicts, issues and other pertinent information ASAP.
11. Groups are to remain within the areas listed and approved on their permit.

**FIELD USE**

1. All sports equipment is to be provided by and is the responsibility of the User Group.
2. In some cases, a temporary chalking of fields may be allowed; however, it must be pre-approved by Use of Facilities.
3. All users **MUST** adhere to the closures of any fields as stated on the MUDDLline [website](#) or by calling (949) 724-6833.
4. User Groups may not use additional fields beyond what the permit states.

**SYNTHETIC (TURF) FIELDS**

1. Synthetic fields are not subject to closures due to weather.
2. In addition to what is listed under General Rules of Use, the following is prohibited:
  - a. Drinks (except water) and Food including Sunflower Seeds or Gum
  - b. Metal cleats
  - c. Painting, chalking, or other adhesive materials for marking
  - d. Stakes, spikes or other pointed materials for anchoring

**THEATER USE**

1. All theater use requires a Theater Technician to oversee equipment.
2. Use of Facilities will determine additional required staff depending on needs for event.
3. For any risers, tables, and chairs needed, a request must be emailed to [facilitiesuse@iusd.org](mailto:facilitiesuse@iusd.org) at least 3 business days prior to event date.

**ADMINISTRATIVE REGULATIONS**

1. IUSD will either have staff at permitted event or have staff on-call and will ensure obligations/requirements are being satisfied.

**NONDISCRIMINATION IN ACTIVITIES AND PROGRAMS**

1. The District does not discriminate in enrollment or access to any activity and programs available.
2. All programs, organizations and activities using district facilities shall be free from discrimination per the Notice of Nondiscrimination posted on the district's web site.

**INSURANCE**

IUSD approved events should be covered under IUSD insurance. If you are unsure whether an event is covered under IUSD insurance, please email [facilitiesuse@iusd.org](mailto:facilitiesuse@iusd.org). Events that are not covered by IUSD insurance must be submitted as an outside use request. (NOTE: If an event involves a third-party, the third-party must submit an outside use request and provide insurance.)

**DECLARATION OF APPLICANT**

1. Applicant certifies that use of the school property will be in an appropriate manner as described in the allowed activities in this application.
2. Applicant certifies that he/she is aware of the estimated costs for this event and will promptly pay all invoices according to the IUSD policy as stated herein this application.
3. Applicant certifies that all State and local fire, health and safety laws and regulations will be honored.

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Print Applicant Name

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Applicant Signature

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Date

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Permit #  
(Office Use Only)