Harwood Unified Union School District (HUUSD)
Facility Use Application

RETURN FORM DIRECTLY to the administrative assistant at the building site you are requesting:

Please note that this is not a contract. Submission of this request does not guarantee approval. A contract will be provided upon approval of your event/request.

- Please read and complete the entire application, sign and return at least 10 working days prior to your event.
- Additional documents (certificate of insurance, Hold Harmless statement, non-profit status) may be required; you will be notified of required documents after submitting this initial request.
- Public events with anticipated attendance of 100 or more may require user securing security services.

Requestor/Representative:	Phone #
Business or Organization:	Fax #
Address	Email
City, State, Zip	Category:
Contact Person:	Phone #
Participants: Non-Profit? Yes ☐ No ☐	Guest Speaker:
Is your organization charging a participant/admission fee? Yes ☐ No ☐ If yes, amount?	
Event Type/Description:	

Date(s):	Who will be participating? Youth ☐ Adults ☐
Estimated Attendance:	If youth, will this activity serve HUUSD students? Yes ☐ No ☐
Event Beginning Time:	
Ending Time:	
Setup Completion Date:	If adults, will this serve HUUSD staff? Yes ☐ No ☐
Time:	or community members? Yes ☐ No ☐ ?
Building/School requested:	Room(s) requested:

Services Required (check appropriate boxes)

☐ Audio Visual Set-up /Sound Systems – Please explain: (Microphone, Podium, Presentation, etc.)
☐ Facilities Setup Required – Please explain: (Workshop, Conference, Classroom, etc.)
☐ Kitchen – May require hiring food service staff
☐ Sheriff – May require for attendance of 100 or more
Notes/additional comments:

Signature of Requestor:	Title:	Date:

****** FOR OFFICE USE ONLY *******

Certificate of Insurance required:Yes ☐ No ☐ received: Yes ☐ No ☐	Staff Hours required:
Hold Harmless Agreement required:Yes ☐ No ☐received: Yes ☐ No ☐	Date of Completion:

Facility Fee:	Equipment Fee:	Other:	Work Performed by:
Approval:			Date:
Facilities Management's Approval:			Date: