



MOUNTAIN VIEW-LOS ALTOS  
UNION HIGH SCHOOL DISTRICT  
1299 Bryant Avenue, Mountain View, CA 94040

## FACILITY USE APPLICATION

***This application form and all other required documentation must be submitted to the appropriate site at least 30 days prior to use of facilities.***

### REQUIRED DOCUMENTATION:

1. Facility Use Applicant Information Form (all applicants)
2. Signed verification of compliance with Senate Bill 722 (pool rental applicants)
3. Verification of nonprofit status of non-governmental organizations (IRS Tax Exempt Letter)
4. Certificate of Insurance (all applicants)
5. Payment in advance of all fees based on dates, times, and number of facilities requested.

**CANCELLATION POLICY:** Cancellation of reservations must be received in writing not less than 30 calendar days prior to use in order to receive a refund or credit for the dates cancelled.

**RAIN DAYS:** Rain days will be credited to the user or rescheduled at no charge ***if possible at the discretion of site staff.*** Facilities cannot be "held" at no charge to cover the possibility of rain dates.

### PART 1: APPLICANT INFORMATION

**NAME OF "INSURED" ORGANIZATION:** (Example: US Tennis Assoc.) \_\_\_\_\_

**APPLICANT:** (Example: Team name, pack number)

Name of organization: \_\_\_\_\_

Person submitting application: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street/PO Box City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT STATEMENT OF ACCEPTANCE:

**I have reviewed all forms provided; I understand all terms and conditions for the use of facilities of the Mountain View-Los Altos Union High School District; all members of the applicant organization will comply with all rules, regulations, and restrictions.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### Site Approval:

- ☐ Applicant Information Form is complete
- ☐ Calendar sheet is complete and accurate
- ☐ Certificate of Insurance is attached/on file
- ☐ Facilities have been reserved
- ☐ Additional charges are noted

### District Office Approval:

- ☐ Certificate of Insurance is approved
- ☐ Payment in advance of \_\_\_\_\_ was received on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ in cash or check # \_\_\_\_\_.
- ☐ Approval forwarded to site

\_\_\_\_\_  
AP Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Facilities Rental Policy

Mountain View-Los Altos Union High School District facility use policies are designed to assist groups desiring to use school facilities for approved activities while preserving order in school buildings and on school grounds, protecting school facilities, and ensuring that use of facilities/grounds does not conflict with their use for school purposes or interfere with the regular conduct of school work and activities.

Any person applying for use of school property on behalf of any society, group, or organization must present written authorization from the group to make the application.

The school principal or assistant principal is responsible for scheduling facility use, subject to availability and conformance to district policies and procedures. Please submit your completed application packet to [georgina.davila@mvla.net](mailto:georgina.davila@mvla.net) (Los Altos High School) or [patricia.ruvalcaba@mvla.net](mailto:patricia.ruvalcaba@mvla.net) (Mountain View High School).

In granting permission for use of facilities, the district shall consider the impact on the surrounding neighborhood and may include conditions that minimize neighborhood impact.

**While school fields and other outdoor athletic facilities are generally open to all citizens, only groups with an approved use permit have exclusive and reserved use of school property. All organized groups, teams, or activities (including private lessons) are required to obtain approval for facility use.**

**POOL USE:** Per Senate Bill 722, "Pool renters must have at least one adult with a valid certification of cardiopulmonary resuscitation training to be present throughout the duration of the event." Renters must sign and submit the confirmation form (application page 2) with their facility rental application packet.

**PAYMENT IN ADVANCE:** Payment of all fees due must be made at least 30 days in advance of the first use of facilities.

**CANCELLATION POLICY:** Cancellation of reservations must be received in writing no less than 30 calendar days prior to the earliest date canceled in order to receive a refund or credit for the dates canceled.

**RAIN DAYS:** Rain days will be credited to the user or rescheduled at no charge if possible at the discretion of site staff. Facilities cannot be "held" at no charge to cover the possibility of rain dates.

## **Restrictions**

School facilities will not be used:

- By any individual or group for the commission of a crime or any act prohibited by law.
- For any activity that conflicts with their use for school purposes or which interferes with the regular conduct of school activities.
- For any activity that unlawfully discriminates against an individual or group of individuals.

- For any activity that involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.
- For any activity that may violate the canons of good morals, manners, or taste, or be injurious to persons, buildings, grounds, or equipment.

The **use of district facilities for fee-based activities** such as tutoring, private music lessons, athletic coaching, or other commercial activities, whether for district students or others, requires an approved Facility Use Application, evidence of insurance, and payment of facility use fees. This applies to coaches and other part-time employees of the district as well as outside parties. Individuals coming onto school property to work with students are subject to fingerprinting requirements.

**Use of school facilities should not result in costs to the district.** A refundable security deposit may be required for use of district facilities and equipment. No staff member has the authority to authorize free use of district facilities without a Facility Use Application approved by the facility's principal or designated assistant principal.

Groups or persons using school facilities are liable for any **property damages** caused by the activity or its participants. The Board of Trustees may charge the amount necessary to repair the damages and may deny the group/person further use of school facilities. Certain facilities (such as offices, computer rooms, or science labs) may be excluded from community use for safety, security, or liability reasons.

**Community use of district facilities shall require the presence of authorized district personnel on site.** A district employee generally will not be required for use of outdoor school grounds.

**Specialized facilities and equipment**, including but not limited to theater and kitchen areas, will be approved for use only when district staff who are qualified to operate such equipment are present.

User groups will be charged for the cost of any set-up, take-down, field marking, or other **special preparations** provided by district staff. Prior approval is required for a community group to line the fields.

**Custodial Charges Policy:** For all facility rentals occurring outside of regular operating hours, custodial overtime charges will apply for the full duration of the event. This includes time required to open, monitor, clean, and close the facility. All user groups are responsible for covering any applicable custodial overtime charges.

For external users for which an MVLA staff member will be present, rentals will incur a minimum custodial charge equivalent to 2 hours, or 50% of the total rental duration—whichever is greater. The total custodial hours billed will be determined based on several factors, including event length, duration, number of attendees, and staff availability. **Site and/or District Office Administration shall have final discretion regarding the custodial staffing levels required for each use.**

# Pool Rentals

## Senate Bill 722: Pupil Safety, Swimming Pools, Adult Presence, and Cardiopulmonary Resuscitation Training

Swimming pool drownings are the second leading cause of injury death for youth ages one to fourteen, as reported by the Centers for Disease Control and Prevention. The following law has new required safety measures and practices to be implemented to prevent injury or accidental drowning while in or around a swimming pool.

Senate Bill (SB) 722, also known as Alex's Law, now requires:

- A school district or charter school that elects to sponsor or host, in or around a swimming pool, an on-campus event that is not part of an interscholastic athletic program, to have at least one adult with a valid certification of cardiopulmonary resuscitation training to be present throughout the duration of the event.
- The presence of an adult with cardiopulmonary resuscitation training, as mandated by the California Interscholastic Federation coaching education program requirements, would satisfy this requirement.

Information regarding SB 722, including full text of the legislation and links to resources, can be found on the California Legislative Information web page at:

[https://leginfo.ca.gov/faces/billCompareClient.xhtml?bill\\_id=202120220SB722&showamends=false](https://leginfo.ca.gov/faces/billCompareClient.xhtml?bill_id=202120220SB722&showamends=false)

### APPLICANT STATEMENT OF ACCEPTANCE:

I have reviewed the information above; I understand all terms and conditions for the use of the Mountain View-Los Altos Union High School District pools; at least one adult with a valid certification of cardiopulmonary resuscitation training will be present throughout the duration of the event.

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Signature

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Date