

Detailed Steps & Requirements

- **Complete the Application for Use of School Facilities** and return it to:
Executive Assistant Sheila Craft – scraft@pusdk12.org
- **Include all required documents** with your application:
 - Signed Use of Facilities, Indemnity, and Insurance Agreement
 - Proof of liability insurance naming Paradise Unified School District as an additional insured (minimum \$1,000,000 per occurrence / \$2,000,000 aggregate)
 - Any endorsements or certifications specified in the agreement
- **Confirm fee schedule eligibility** (Groups A, B, or C) and provide proof of status if requesting Group B rates.
- **Submit payment of applicable fees** at least seven (7) calendar days before the first day of use.
- Once your application and paperwork are approved:
 - The District will review and reach out to the requested site.
 - The school site will then follow up directly with you to provide event-specific details (scheduling, site contacts, keys/access, etc.).