



### **FACILITIES CIVIC CENTER PERMIT APPLICATION PROCEDURE**

Oakland Unified School District allows for the use of facilities in accordance with the Civic Center Act within the California Education Code and pursuant to Board policy. The Civic Center Act requires that each and every public school facility be made available as a civic center to members of the community and non-profit organizations for supervised and approved recreational activities, meetings and public discussion, without disruption to regular school activities.

**All committees and groups that plan to conduct meetings on the Oakland Tech campus MUST complete and submit the Civic Center Permit Application at least three weeks in advance.**

#### **Liability Insurance**

Organizations outside OUSD must provide proof of Commercial General Liability Insurance, including both bodily injury and property damage, with a limit of \$1,000,000 per occurrence. The coverage needs to be primary as to OUSD and name OUSD as an additional insured. This certificate must accompany the application.

#### **Holidays, Breaks, Non-student Days**

A separate permit application is required for use that is planned to occur during a holiday, break, or other non-student day. For example, a request for "every Friday in November" will not be approved for the Friday following Thanksgiving. A separate application is required for that Friday.

#### **Costs**

Custodian, security, and other costs are billed to the applicant by the OUSD Facilities Planning & Management Office. Site fee for using school facilities for commercial purposes is billed by the school.

#### **Scheduling**

Regular school activities include, among others, OAL athletic events and team practice sessions, Oakland Tech performing arts events and practice sessions, and professional development sessions for Oakland Tech teachers. Applications that conflict with these events will not be approved. Use of school facilities by a single organization or activity may be limited in order to ensure an equitable distribution of Civic Center Permits among the various organizations and activities.

#### **Classrooms**

Classrooms are not available for use by the public. An exception may be made if the applicant provides a signed agreement not to disturb class materials and to return any furniture that may have been moved to its original location. It is suggested that the user take a photo of the classroom arrangement before moving any items, so that the items can be returned appropriately. Applications for multiple classrooms must be accompanied by a list of the specific room numbers and signed agreements from each organization member who will be using each specific classroom.

#### **Digital Form**

A fillable pdf version of the permit application is available at

OaklandTech.com >> About >> Forms & Documents >> Civic Center Permit Application.

The completed form is submitted to Richard Fairly, Assistant Principal, at [richard.fairly@ousd.org](mailto:richard.fairly@ousd.org). A scanned copy of the signed application is acceptable. After approval at the site level, the permit application is submitted to the district for final approval and invoicing.

# Facilities Civic Center Permit Application

900 High Street, Oakland, CA 94601

Direct Line: 510-434-3352

**Cynthia Harding** (Facilities Use Analyst): 510-407-0140,

Cynthia.Harding@ousd.k12.ca.us / 510-434-2209 (fax)

Applications should be completed and submitted to the site administrator responsible for requested facility.

Submitting an application does not confirm request.



**OAKLAND UNIFIED SCHOOL DISTRICT**

*Community Schools, Thriving Students*

## Organization Information

Facility Requesting: _____	Proof of Certificate of Liability Insurance (\$1 million) <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization: _____	Person/Organization Responsible for Payment: _____
Address: _____	Number of Participants: _____
City: _____ State: _____ Zip: _____	Estimated number of guests: _____
Primary Contact: _____	Activity Description: _____
Primary Phone No: _____	
Secondary Phone No: _____	
Fax No: _____ Email: _____	

## Facility & Equipment Request (check all that apply)

<b>Indoor Rooms</b> <input type="checkbox"/> Auditorium <input type="checkbox"/> Band <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom Qty _____ <input type="checkbox"/> Classroom # _____ <input type="checkbox"/> Conference <input type="checkbox"/> Gym <input type="checkbox"/> Kitchen <input type="checkbox"/> Nutrition Services <input type="checkbox"/> * Food <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Library <input type="checkbox"/> Music <input type="checkbox"/> Restrooms <input type="checkbox"/> Theater <input type="checkbox"/> Other <input type="checkbox"/> Multi-purpose	<b>Outdoors</b> <input type="checkbox"/> Baseball field <input type="checkbox"/> Parking lot <input type="checkbox"/> Playground <input type="checkbox"/> Pool <input type="checkbox"/> Restrooms <input type="checkbox"/> Soccer field <input type="checkbox"/> Tennis court <input type="checkbox"/> Track <input type="checkbox"/> Football field <input type="checkbox"/> Other	<b>Equipment (warehouse)</b> <input type="checkbox"/> Chair QTY _____ <input type="checkbox"/> Table QTY _____ <input type="checkbox"/> * Need setup <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Piano <input type="checkbox"/> Public Access System: Auditorium or Gym (circle) <input type="checkbox"/> Score board/Time clock Custodian Hours _____ Security
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## Usage Information

<input type="checkbox"/> Single <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su <input type="checkbox"/> Other	Dates of use _____	Hours of Use <input type="checkbox"/> AM <input type="checkbox"/> PM	Actual Event Hours <input type="checkbox"/> AM <input type="checkbox"/> PM
	Total Hours _____	Site use for warehouse: _____ additional chairs _____ additional tables	

## Declaration

We agree to conform to all the rules and regulations and the Board Policy and admittance Regulations of the Oakland Unified School District. The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means. That \_\_\_\_\_, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization of communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalty of perjury.

Group member assuming responsibility

Print name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>School use only:</b> Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Comments: _____ *Order Chairs from Warehouse <input type="checkbox"/> Yes <input type="checkbox"/> No Principal's Signature _____	<b>Facilities use only:</b> Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Comments: _____ Assoc. Superintendent/Custodial Services Director Signature _____
Overtime Form: <input type="checkbox"/> ET/OT or <input type="checkbox"/> Civic Center	

**Facilities Civic Center Permit Application**  
**Additional Space (Classroom List, Specific Requests, etc.)**

**Classroom Use Addendum and Agreement**

As a condition of being granted permission to use classroom space at Oakland Technical High School, I agree that I and any and all members of my organization will not move any class materials that may be in the room and will replace any furniture that it may have been necessary to move. I agree to leave the room, counters, floors, and desks in a clean and organized condition.

Classroom Number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_