

**RENTAL REQUEST FORM**

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

School: \_\_\_\_\_

Facility: \_\_\_\_\_

Activity: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Security Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Non Profit: Yes \_\_\_\_\_ No \_\_\_\_\_ Charging for event or membership: Yes \_\_\_\_\_ No \_\_\_\_\_

Date(s): \_\_\_\_\_

Hours: \_\_\_\_\_  
(please include your set up/take down time)

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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As soon as we receive your request we will contact the school for availability and approval. **Please call this office (not the school) if you do not hear from us after 2 weeks.**

Rates depend on the organization's status (profit or non-profit). To be considered as a non-profit organization, a copy of your 501(c) tax exempt letter from either the Internal Revenue Service or the Franchise Tax Board is required.

**PROPERTY USE INSURANCE LIMITS**

Persons requesting use of District property facilities, or personnel must sign a hold harmless agreement and provide evidence of liability insurance with limits of at least \$2,000,000 per occurrence / \$4,000,000 general aggregate for bodily injury and property damage. An additional insured endorsement must be included naming the San Diego Unified School District 4100 Normal St. San Diego, CA. 92103, its officials, agents, and employees as additional insured. A certificate of insurance, along with the **additional insured endorsement**, must be sent to S.D.U.S.D., 4860 Ruffner St. Annex 14, San Diego, CA, 92111 Attn: Rental Department. The District reserves the right to modify such limits, at its discretion, based upon a review of the proposed use and/or permitted activity and will consider reductions of the insurance requirements on a case by case basis. Examples of property uses where insurance waivers may be granted include: civic, community, and club meetings with attendance of fewer than 50 persons; low-risk instructional classes, etc.

**A cashier's check or money order will be required for payment if less than 10 working days prior to the event. Make check payable to San Diego Unified School District.**

**E-MAIL TO [rentals@sandi.net](mailto:rentals@sandi.net)**