



Millbrae School District  
555 Richmond Drive, Millbrae, CA 94030  
650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

2016-2017

### Millbrae School District Facility Use Permit Procedures

1. Please **read, complete and sign** the Application and Permit For Use of Facilities and Facility Use Request General Rules. (3 pages) It is recommended that all requests are submitted **at least 3 weeks prior** to the event. (If you are requesting use of District facilities for an event scheduled to last more than one day (i.e. spring or summer camp) please submit your application at least 6 months prior to the event.
2. Please provide accurate information and complete **all fields** on the application form. (Form can be filled in on-line, which is preferred.)
3. Hours requested should be inclusive of your set-up and clean-up needs. Events may not commence before 7:00 am or end after 10:00 pm and will have a maximum duration of 8 hours.
4. Please submit the completed application to the Principal of the school site you are requesting. **Please note: Principal approval does not guarantee District approval.** If you are a 501c3 organization, please submit a copy of your non-profit status documentation from the IRS along with your application.
5. A processing fee of \$20 will be charged for all applications and facility use fees will be determined in accordance with the current Facility Use Fee Schedule. All requests will be charged a minimum of 2 hours.
6. An employee of the District will be on duty for the duration at the event. Staff will be assigned by the District at the expense of the User when applicable. Requests for use of a site kitchen will require a District Food Service Employee on site for the event, also at the expense of the user. Requests for direct use of District's kitchen property will be at the discretion of the District. If District staff cannot be secured, the request will be denied. (Kitchen supplies such as foil, gloves, utensils, must be provided by the User.
7. All organizations requesting use of District facilities are required to provide a Certificate of Insurance **and** Additional Insured Endorsement. (Please see Vendor Insurance Requirements for detailed insurance information). Facility Use Approvals are withheld pending insurance compliance.
8. All fees are payable upon receipt from the District.
9. If you have any questions, please contact the Angela Smith, Administrative Assistant to the CBO at (650) 697-5693 ext. 012 or by email at [asmith@mesd.k12.ca.us](mailto:asmith@mesd.k12.ca.us).