



Organizations and Groups with Direct Contact with Students on Newhall School District Campuses

In order for an organization or group to work with students on an **NSD** campus outside school hours, the following information and documentation must be submitted along with the online Facilities Use Request for review and approval. **Please allow fifteen (15) days for review.**

Name of Vendor/Group: _____

Contact Person for Vendor/group: _____

School Site: _____

Nature of program: _____

Ratio of adult (18 years old or older) supervisors to students: _____

If vendor or group is being hired by PTA/O or Foundation:

PTA/O or Foundation contact name: _____

PTA/O contact phone: _____

Attach to the online Facilities Use Request:

- Current Certificate of Insurance and Endorsement Form for property damage and liability, naming the Newhall School District as additionally insured for the amount of \$1,000,000.00
- Signed Declaration: Fingerprinting and Criminal Records Check of Vendor/Group Employees
- Signed Declaration: Receipt of Statement on Advertising and use of School/District Name



NEWHALL SCHOOL DISTRICT

Declaration: Receipt of Statement on Advertising and use of School/District Name

I hereby declare that I have received, read, and understand the following statements:

- 1) A vendor/group engaged by the Newhall School District or a Newhall School District-affiliated PTA, PTO, school foundation, or other support organization will not use the Newhall School District's name or the name of any of its individual schools in any advertisement, letter to parents, public document, or in any way imply endorsement of the district or individual school in various public communications without the express permission of the principal of the school or the district's Assistant Superintendent, Business Services.
- 2) A vendor/group sponsored by the Newhall School District or a Newhall School District-affiliated PTA, PTO, school foundation or other support organization will submit for approval any parent communication to the principal of the school being served by the vendor.
- 3) Failure to comply with this **Declaration: Receipt of Statement on Advertising and use of School/District Name** will result in termination of vendor/group's services.

Signature - Vendor/group representative

Title

Vendor/group name

Date



NEWHALL SCHOOL DISTRICT

Declaration: Fingerprinting and Criminal Records Check of Vendor/Group Employees and Volunteers

Employees or volunteers of/for a vendor/group engaged by the Newhall School District or a Newhall School District-affiliated PTA, PTO, school foundation, or other support organization that provide services to a school's students on campus will be properly cleared by the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).*

I hereby verify that all employees/volunteers providing service at _____ (School) have been properly cleared by the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

I hereby verify that any employee/volunteer hired subsequent to the date of this Declaration for service during the current school year will be properly cleared by the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

Names of employees/volunteers working at school site:

_____	_____
_____	_____
_____	_____
_____	_____

*A fingerprint check for criminal background of all listed employees/volunteers has been conducted through the DOJ and FBI. The check determined that none of the listed employees/volunteers have been convicted of a violent or serious felony as defined in Penal Code Sections 667.5 or 1192.7.

I declare that the foregoing is true and correct. I understand that failure to maintain current and proper fingerprint verification of any employee/volunteer on the school campus will result in termination of vendor/group's services.

Signature - Vendor/group representative

Title

Vendor/group name

Date