



CAMPUS ACCESS REGISTRATION FORM

WHO CAN APPLY:

- Property owners located 300 feet or less from the campus boundaries

WHO TO APPLY:

Please bring the following to the Reception Gatehouse to complete your registration.

- A completed Campus Access Form
- A copy of a utility bill which will confirm your residence in the area
- A one-time \$25.00 registration fee

Allow 10 business days to process the application.

Date: _____

Name & DOB: _____

Address: _____

City: _____

Phone: Home: _____ **Cell:** _____

Email Address: _____

ACCESS POINT: By signing this form, you agree to check-in with ID at the Gatehouse on Lincoln Ave at every visit.

CAMPUS ACCESS RULES:

- A separate registration and fee is required for each person in a household. Children under 18 are allowed on campus only if they are household members and are accompanied by an adult member of that household
- Registered neighbors must provide ID and sign in at the Gatehouse for each visit and wear visitor name tag while on campus. Any visitors who are on campus who have not registered at the gatehouse will be asked by security to go to the Gatehouse to sign-in - otherwise, they will be escorted from the campus by security. Inform the front office when you leave campus, either by exiting via the gatehouse or call 510-876-7048

- Access is limited to:
 - Athletic field
 - Outdoor basketball adjacent to the gym
 - Tennis court
- Two hour maximum stay per visit
- No pets allowed on campus. No food or drink (except water) may be brought on campus.
- Access limited to personal use only - no other guests or group activities allowed
- Head-Royce students and employees have first priority of use of school facilities
- HRS families and staff who are neighbors are also subject to approval and must also follow these guidelines
- Campus facilities may not be used when school events are in progress
 - Hours available, when school is open - *check calendar for holidays schedule*:
 - Weekdays 6pm - 7:30 pm
 - Saturdays 9am - 3pm
 - No Sunday access
 - Hours available, when school is closed (Summer, Spring break, winter break)
 - M - F 9am - 7:30 pm
 - Saturday 9am - 3pm
 - No Sunday access

ASSUMPTION OF RISK AND LIABILITY:

I am aware that while using the Head-Royce facilities, by arrangement with the Head-Royce School, certain risks and dangers may occur. These may include, but are not limited to, the hazards of play, field and play surfaces and structures, or access to and from the facility.

In consideration of the right of use the Head-Royce facilities and the services arrange, I/we assume all of the above-mentioned risks and will hold the Head Royce School and the staff members in charge, harmless from any and all liabilities, actions, causes of action, debts, claims, and demands of every kind, and nature whatsoever, in connection with my/our use of the Head-Royce facilities arranged by the Head-Royce School. The terms, hereof, shall serve as a release and assumption of risk for all members petitioning for the use of the Head-Royce facilities.

Applicant Signature: _____ Date: _____

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**FOR HEAD-ROYCE USE ONLY:**

Check # \_\_\_\_\_ Date \_\_\_\_\_

Processed by (Employee Name): \_\_\_\_\_

Employee Signature: \_\_\_\_\_