

**APPLICATION FOR USE OF BURRIS PARK**  
Outdoor Education, General Activity, and Recreational Use

Kings County Office of Education  
Education Services Department  
876 East D Street  
Lemoore, CA 93245  
Phone: (559) 589-7019  
E-mail: [Laura.Lutz@kingscoe.org](mailto:Laura.Lutz@kingscoe.org)

Burriss Park Foundation  
P.O. Box 571  
Hanford, CA 93232  
E-mail: [burrisspark@kingscoe.org](mailto:burrisspark@kingscoe.org)

Thank you for your request to use Burriss Park. Please complete this form, attach a Certificate of Insurance, and email documents to [Laura.Lutz@kingscoe.org](mailto:Laura.Lutz@kingscoe.org) a minimum of two weeks prior to requested hold dates. Once this information is received, your request will be confirmed via email.

**School Information**

School Name:

School District:

School Phone:

**Event Organizer Contact Information** - this person will be the first point of contact

Name:

Email:

**Trip Information** - We will have 3 stations that support 30 or fewer students each. If you are bringing 4 or more classrooms, please split your group into 3 equal groups of 30 or fewer students prior to attending.

Date:	# of students:	Grade:	# of busses:	Teacher/s:
Date:	# of students:	Grade:	# of busses:	Teacher/s:
Date:	# of students:	Grade:	# of busses:	Teacher/s:
Date:	# of students:	Grade:	# of busses:	Teacher/s:
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**Notes** - Is there anything I should be aware of or prepare for?

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**TERMS & CONDITIONS**  
**THESE PROVISIONS CANNOT BE DELETED**

**INSURANCE:** Organization agrees to obtain at its sole expense and to provide evidence of liability insurance providing for minimum liability coverage of \$1,000,000 for bodily injury or property damage arising from the use of facility. Such policy must provide coverage on an occurrence basis. Except as those organizations exempt from such a requirement, by law, such liability insurance policy or policies shall name the KINGS COUNTY OFFICE OF EDUCATION AND BURRIS PARK FOUNDATION: THEIR OFFICERS, AGENTS, AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY; AS ADDITIONAL INSURED WITH RESPECT TO ALL MATTERS RELATING TO OR ARISING OUT OF THIS AGREEMENT. Such coverage for additional insured shall apply as primary insurance. Any other insurance, or self-insurance, maintained by the Kings County Office of Education or Burris Park Foundation, their officers, agents and employees, individually and collectively, shall be excess only and non-contributing with insurance provided under Organization's policies. Organization's insurance shall not be canceled or changed without a minimum of one week's advance written notice to the Kings County Office of Education and Burris Park Foundation.

**LIABILITY:** Organization will be liable for injuries resulting from the negligence of the Organization during the use of the facilities or grounds and for all other resulting damage or injury except those for which Kings County Office of Education and/or Burris Park Foundation is held to be specifically liable by a court of competent jurisdiction. To the extent permitted by law Organization hereby agrees to indemnify and hold harmless the Kings County Office of Education and Burris Park Foundation, their agents and employees, from all claims, actions, demands, liability, responsibility, damages, loss, cost and expense of any nature whatsoever arising from Organization's use. Organization will also be liable for any destruction of property and may be charged an amount equal to all damages and further use of facilities may be denied.

**IMPROPER USE:** Any use by an individual, society, group, or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrowing of the government of the United States or the state by force, violence, or other unlawful means shall not be permitted or suffered. By signing this agreement the undersigned agrees, to the best of his or her knowledge, that the 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 overthrowing of the government of the United States by force, violence or other unlawful means; and that, the Organization on whose behalf he or she is making application for use of property, does not, to the best of his or her knowledge, advocate overthrowing of the government of the United States or the State 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 or 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.

**PROTECTION OF PROPERTY:** Park Property must be protected from damage or mistreatment, and each third party user must be responsible for the condition it leaves the facilities or grounds. In case property is damaged, or must be cleaned as a result of such use, the same shall be paid or reimbursed by the Organization.

This Agreement is not effective until signed by the Authorized Kings County Office of Education/Burris Park Foundation Representative.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent or Principal

-----KCOE Use Only-----

Museum Approval: (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Lutz, Outdoor Education Program Teacher

\_\_\_\_\_  
Date

Approval Notice to:   ☐ Park Superintendent (FAX 582-2506)   ☐ Applicant   ☐ Burris Park Foundation

**MEDIA CONSENT FORM**  
Burris Park Outdoor Education Program

Burris Park Outdoor Education Program requests permission to publish photographs for promotional purposes. School name and grade level will be the only published information. Please complete the following form for each teacher attending the program.

If you have students that must be excluded, please check no. If I do not have permission for any photographs, please check the no box below in lieu of completing the entire form.

☐ No. Please do not take photos of students.

School Name:
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Teacher Name:	Grade:
<input type="checkbox"/> Yes, you have permission to publish photographs for promotional purposes.	
<input type="checkbox"/> No, you do NOT have permission to publish photographs for promotional purposes.	

Teacher Name:	Grade:
<input type="checkbox"/> Yes, you have permission to publish photographs for promotional purposes.	
<input type="checkbox"/> No, you do NOT have permission to publish photographs for promotional purposes.	

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<input type="checkbox"/> No, you do NOT have permission to publish photographs for promotional purposes.	

Teacher Name:	Grade:
<input type="checkbox"/> Yes, you have permission to publish photographs for promotional purposes.	
<input type="checkbox"/> No, you do NOT have permission to publish photographs for promotional purposes.	



# General Information

Please forward this document to all staff who will be attending the Burris Park Outdoor Education Program for review.

**The park gates open at 8:50am.**

9:00 - 9:20 (20 mins)	9:20 - 10:10 (50 mins)	10:10 - 10:30 (20 mins)	10:30 - 11:20 (50 mins)	11:20 - 12:00 (40 mins)	12:00 - 12:50 (50 mins)	12:50 - 1:00 (10 mins)
Greeting	station 1	Break	station 2	Lunch and Recess	station 3	Reflection and Goodbye
	station 2		station 3		station 1	
	station 3		station 1		station 2	



## SCHEDULING

3 classes of the same grade per trip is recommended. **If your group is larger than 3 classes, split attendees into 3 equal groups prior to attending.** Daily group sizes should be **approximately 90 students** to ensure a positive experience. Groups consisting of multiple grade levels in the same group will not receive a unique experience for each grade level; the activities will be chosen by BPOE staff. **Contact Laura Lutz** for special events such as full-school field days, intersessional and extracurricular activities, or to develop a unique excursion to meet your school needs.



## STAFF & STUDENT VISITOR EXPECTATIONS

**"Staff" refers to any personnel brought by a visiting school site, including chaperones.** Staff and students who attend the Burris Park Outdoor Education program are to adhere to the professional and behavioral expectations set by their school. **Staff are to remain with students at all times.** If there is a student who would benefit from constant adult proximity, please bring an additional staff member to remain with them. Students are expected to conduct themselves in a safe, polite, and positive way to engage in learning. Failure to do so may result in the termination of the trip. **Your staff** monitor and assist students in maintaining appropriate behavior expectations.



## SUGGESTED GEAR

Wear clothes that can get **dirty**. Wear **close-toed shoes**. Check the weather and bring appropriate **layers and sun protection**. Bring water bottles and a sack lunch. There are water fountains, picnic tables, and play equipment to use during lunch and breaks. Refer to your district's policy for mask use



## DIRECTIONS

The entrance is on **Clinton Ave**, not Burris Park Dr and is next to Fire Station 1.  
**Park gates open at 8:50am.**

6500 Clinton Avenue  
Kingsburg, CA, 93631

Contact: [Laura.Lutz@kingscoe.org](mailto:Laura.Lutz@kingscoe.org)