



# Use of Facilities Application and Permit Columbia Union School District

22540 Parrotts Ferry Road, Columbia, CA 95320 ~ (209) 532-0202 ~ Fax (209) 533-7709

User Group Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Requested by (Officer): \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_

Date(s) & Time(s) Desired: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Adults: \_\_\_\_\_ Kids: \_\_\_\_\_ Total: \_\_\_\_\_

Will an admission charge or collection be made? Yes No Amount: \_\_\_\_\_ Proceeds used for: \_\_\_\_\_

Rooms and/or Equipment Requested (be specific):			
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Gym/Multi-use	<input type="checkbox"/> Amphitheatre
____ Number of Table	<input type="checkbox"/> Upper Field	<input type="checkbox"/> Lower Field	<input type="checkbox"/> PA Equipment
____ Number of Chairs	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Other: _____	

**Conditions for Use of School Facilities:** Facility User agrees that the School District makes no representations or warranties as to the condition of the facilities which the Facility User is entitled to use, and Facility User agrees to take such property and facilities "as is." Facility User acknowledges that it shall be its responsibility and obligation to ensure that the property and facilities are in property and safe conditions to be used for the purpose anticipated. Facility User further acknowledges its obligation to abide by the District's rules, regulations, terms and conditions for the use of facilities (see "Terms and Conditions" Sections I. through V. on the following page). By the Applicant's signature below, the Facility User agrees to abide by all such terms and conditions, and further acknowledges that Facility Use is contingent upon compliance with these rules, as well as any rules specified by the facility site administrator.

**Hold Harmless Agreement:** Except arising from or to the extent caused by the sole negligence of School District, School District shall not be liable for, and Facility User shall indemnify, defend, and hold harmless School District and School District's Governing Board, agents, servants, and employees against and from any claim, demand, judgement, fine, award, loss, liability, damage, expense, charge or cost of any kind whatsoever, including but not limited to reasonable attorney's fees, professional fees and costs and liabilities incurred in or about the defense of any such claim or action or proceedings brought thereon (Collectively "Claims") that may arise out of, or is in any way connected to Facility User's use of the premises or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by Facility User in or about the premises. Facility User shall give prompt notice to the School District of any casualty or accidents on the premises and any claims arising therefrom. Facility User's obligations under this paragraph shall survive the expiration of this facilities application/permit. By signing this application, you acknowledge you have consulted with your broker or insurance carrier the coverage limitations and exclusions in the Memorandum of Coverage/Certificate of Insurance provided to the district for purposes of facilities use. If any group activity results in the destruction of school property, the group may be charged an amount necessary to repair the damages, and further use of facilities may be denied.

Signature of Authorized Representative for User Group: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TO BE COMPLETED BY SCHOOL PERSONNEL</b>		
<input type="checkbox"/> Approved	by MOT Director: _____	Date: _____
Estimated Custodian/Personnel Costs: _____		
<input type="checkbox"/> Approved	by Superintendent or Designee: _____	Date: _____
<input type="checkbox"/> Calendared	by: _____	Date: _____

<b>TO BE COMPLETED BY MOT AND SENT TO BUSINESS OFFICE</b>		
Personnel Assigned: _____	Duties: _____	
# of Employees _____	x Hours of Labor _____	x _____ per hour = _____ Other Costs: _____

# Columbia Union School District

## Use of School Facilities Regulations

### Application Procedure

Application to use the school facilities shall be made through the Director of Maintenance, Operations, and Transportation at 22540 Parrotts Ferry Road, Columbia CA 95310. This application and required documentation should be submitted to Mr. Robert Carr at rcarr@cusd49.com. Applications shall be filed at least four (4) weeks in advance of the proposed use date and signed by a person, over eighteen (18) years of age, authorized to represent the user group.

**A Certificate of General Liability Insurance with a minimum limit of \$1,000,000 per occurrence and an Additional Insured Endorsement naming Columbia Union School District as an "Additional Insured" must be provided before the facility will be reserved.**

### Cancellation

A minimum of three (3) days advance notice to cancel is required from the User Group. If not received in advance, the User Group will be responsible for reimbursement of any expenses incurred by the District. Failure to notify in advance may make the organization subject to deposit requirements for subsequent facility use requests.

The District will make every effort to avoid cancellation of any community event due to date conflicts. Schools may in special circumstances, request the Superintendent to cancel a community event in favor of a school sponsored event.

### Restrictions

School facilities will not be available for outside use during scheduled class hours or at other times where school functions have been scheduled.

Smoking, intoxicants, narcotics, profane language, quarreling, fighting and gambling are prohibited on district property. No food or drink shall be taken into the gymnasium or any classroom.

### Parking Restrictions

Parking is prohibited in fire lanes, driveways and restricted areas.

### On Duty Employee

A custodian or other district employee (standby person) shall be on duty when school facilities are being used. It shall be their duty to see that rules and regulations are observed. Any custodial or standby charges will depend upon the programs and time use scheduled.

### Fee Schedule Authority

All rental charges shall be in conformance with the fee schedule listed below. The Governing Board may change the fee schedule as needed and establish charges for school facilities not previously listed.

#### Facility Use Charges Per Hour:

Facility	Direct Charges	Fair Rental Value
Upper or Lower Field	\$10	\$20
Upper or Lower Basketball Courts	\$10	\$20
Classroom	\$15	\$30
Cafeteria	\$15	\$30
Cafeteria with Kitchen	\$20	\$40
Gym with Bleachers	\$60	\$120
Gym with Stage, Sound and Lights	\$100	\$200
Labor (during operating hours)	\$26	
Labor (outside of operating hours – time & a half)	\$39	

Cost for facility use and any labor fees will be sent via invoice to Facility User listed on application. Payment must be made upon receipt.