

APPLICATION FOR USE OF SCHOOL FACILITIES

(Must be submitted two (2) weeks prior to event)

Application for _____ for use of _____ at _____
Name of Organization Room, building, or grounds School

Purpose of use _____

Number of people involved: Adults _____ Children _____

For a single meeting: DATE: _____ TIME: From _____ To _____

For a series of meetings: #DAYS _____ DATE: From _____ To _____ TIME: From _____ To _____

Apparatus or equipment to be furnished by school: ALL ITEMS MUST BE LISTED (check items needed and quantity of each):

Chairs _____ Tables _____ Coffee Pot _____ PA System _____ Stove/Oven _____ Stage _____

Other items needed: _____

TIME EQUIPMENT NEEDS TO BE IN PLACE: _____ AM / PM

Apparatus or equipment to be furnished by organization or individual: _____

Custodian on duty FROM _____ TO _____. **Cafeteria person** on duty FROM _____ TO _____.

Note: A custodian must be on duty for any organization not connected with the school district. A Cafeteria employee must be on duty to use the kitchen on any site. **24-HOUR NOTICE OF CANCELLATION, OR CUSTODIAN CHARGE WILL OCCUR**

STATEMENT OF APPLICATION: This undersigned applicant is an authorized official of the group submitting this application and is 21 years of age or older. The applicant has read the District's rules and regulations which include the prohibition of tobacco, alcohol, and drug use (including but not limited to *steroids) on all district property. It shall be agreed, that subject applicant and related organizations making this application assume ALL RISK FOR LOSS, DAMAGE, LIABILITY, INJURY, COST OR EXPENSE that may arise during or be caused in any way by such use of occupancy of the facility. The applicant further agrees that in consideration of being permitted to use said facilities, the applicant and/or organization will save and hold said Williams Unified School District and their agents and employees, free and harmless from any loss, claim and liabilities or damages and/or injuries to persons and property that non-profit group organized to promote youth and school activities within the meaning of Education Code but only if, and to the extent that, the injuries result from the negligence of the District in the ownership and maintenance of the school facilities used. The applicant has read the District's rules and regulations which include prohibition of tobacco, alcohol, and drug use.

The school reserves the right to charge a \$100 cleaning deposit prior to the use of the facility. If there is no additional custodial time for cleanup, the deposit will be returned. If additional custodial time is required or if there is damage to the facility, the cost will be billed to the user less the deposit (if any). If the building is used when a custodian is not on duty (for example, summer hours after 2 p.m., nights, or weekends), the user will be billed for the overtime the District incurs.

Responsible Applicant: _____ Address: _____
Name

Organization: _____ Phone #: _____

Signature: _____ Date: _____

Remarks: _____

Approved by Site Administration: YES _____ No _____ Date: _____

Approval of Principal _____

Approval of MOT _____

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.

Board Approved: 1/15/15

FACILITY USE FEES
HOURLY RATES

Note: USER NEEDS TO PROVIDE A CERTIFICATE OF INSURANCE NAMING WILLIAMS UNIFIED SCHOOL DISTRICT AS ADDITIONAL INSURED. STATE LAW REQUIRES A RENTAL FEE IF ADMISSION IS CHARGED OR COLLECTIONS ARE SOLICITED.

FACILITIES	DAILY RATE	HOURLY RATE (2-HR. MIN.)	NON-PROFIT ORGANIZATIONS PER HOUR	LOCAL FOR PROFIT ORGANIZATIONS PER HOUR	OUT-OF-AREA FOR PROFIT ORGANIZATIONS PER HOUR
District Office Conference Room	\$25	\$5	\$5	\$10	\$25
Secondary School Library	\$187	\$35	\$15	\$30	\$75
Elementary Cafeteria (with kitchen)	\$175	\$35	\$15	\$30	\$75
Elementary Cafeteria (without kitchen)	\$120	\$24	\$10	\$20	\$50
Jr. High Multi. Cafeteria (with kitchen)	\$175	\$35	\$15	\$30	\$75
Jr. High Multi. Cafeteria (without kitchen)	\$120	\$24	\$10	\$20	\$50
Classrooms	\$25	\$5	\$5	\$10	\$25
Classroom/D.O. Conference Room	\$25	\$5	\$5	\$10	\$25
Gymnasium	\$250	\$50	\$15	\$30	\$120
Gymnasium & Locker Room	\$375	\$75	\$20	\$40	\$140
Security			Williams PD rate applies	Williams PD rate applies	Williams PD rate applies
FIELD LOCATIONS	DAILY RATE	HOURLY RATE (2-HR. MIN.)	NON-PROFIT ORGANIZATIONS PER HOUR	LOCAL FOR PROFIT ORGANIZATIONS PER HOUR	OUT-OF-AREA FOR PROFIT ORGANIZ. PER HOURS
Football Field	\$375	\$75	\$20	\$40	\$140
Football Field w/Lights	\$525	\$105	\$30	\$60	\$210
Baseball/Softball/Track	\$250	\$50	\$15	\$30	\$120
North Soccer Field/Parking Lot	\$375	\$75	\$20	\$40	\$140
Track Infield	\$375	\$75	\$20	\$40	\$140
Quad Area	\$175	\$35	\$15	\$30	\$75

IF CUSTODIAL OR CAFETERIA PERSONNEL TIME IS REQUIRED, THE USER WILL BE BILLED THE ACTUAL COST IN ADDITION TO THE ABOVE FEES.

IF YOU HAVE ANY QUESTIONS ABOUT THE FEE OR BILLING, PLEASE CALL THE DISTRICT OFFICE AT 473-2550.

PLEASE SEND COMPLETED FORM AND ATTACHMENTS TO THE DISTRICT OFFICE.

FOR OFFICE USE ONLY	
CUSTODIAN ASSIGNED BY MOT DIRECTOR	
CAFETERIA EMPLOYEE ASSIGNED BY CAFETERIA SUPERVISOR	
COPY OF CERTIFICATE OF INSURANCE ATTACHED	
\$100 DEPOSIT REQUIRED FROM OUT-OF-AREA "FOR PROFIT ORG."	
COPY OF REQUEST & DISTRICT RULES SENT TO PERSON IN CHARGE	

Board Approved: 1/15/15

SUPERINTENDENT REVIEW AND SIGNATURE _____ DATE _____

APPLICATION FOR USE OF SCHOOL FACILITIES
GENERAL TERMS AND CONDITIONS

1. Any use of school facilities for non-school purposes shall comply with all state and local fire, health and safety laws.
2. Governing Board Policy and Administrative Regulation E1330 require that all school properties be used for school functions as a first priority to any other requests for said properties.
3. The principal or designee will be the contact person for the school district.
4. Facilities must be under supervision of a responsible adult.
5. The use of tobacco products and the use and/or possession of alcoholic beverages are prohibited.
6. Gym shoes are required of all people using the gym floor for active recreation.
7. The serving of food or drink indoors is restricted to the multi-purpose room or cafeteria.
8. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities.
9. School equipment will not be used unless specifically authorized.
10. The using group agrees to assume financial responsibility for all damages and any additional custodial services, if required.
11. Adult in charge will seek out custodian on duty to notify him/her when the activity is completed.
12. The using group will return the facility to its original arrangement and condition before leaving. The school custodian will perform normal clean up.
13. Enforcement of rules is the responsibility of the adult in charge, who must be present during the entire period of use.
14. All functions shall close by 12:00 midnight.
15. Permits may be revoked at anytime.
16. A certificate of insurance (\$1,000,000 single event coverage) shall be delivered to the site administrator or designee before a facility reservation can be confirmed.
17. Applicant must furnish the District with a schedule stating the dates and times of use (practice and games).
18. Applicant must furnish portable restrooms for participants.
19. Applicant must ensure that all garbage has been disposed of following the use of school facilities.

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GENERAL TERMS AND CONDITIONS (concluded)

20. Applicant must ensure that no alcoholic beverages are allowed on the premises during its use.
21. Any disturbances warranting police action will result in revocation of the facility use permit.
22. Field availability is subject to weather conditions.
23. Applicant has reviewed and understands the District's policies and regulations regarding community use of District facilities, and expressly agrees to abide and be bound by such authority.
24. STATEMENT OF INFORMATION

The undersigned states that, to the best of his/her knowledge, the school 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 for the purpose or intent to accomplish the overthrow of the government of the United States by force, violence or other unlawful means. That the organization on whose behalf he/she is making application for use of school property, does not, to the best of his/her knowledge, advocate the overthrow 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/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 penalties of perjury.

Print Name of Authorized Representative

Representative's Title

Signature of Authorized Representative

Date

Approved by (WUSD Administration)

Date