

**APPLICATION AND PERMIT FOR USE OF FACILITIES
CALAVERAS UNIFIED SCHOOL DISTRICT**

E 1330 (a)

1. Name of Applicant: _____
(Organization, Group, Individual)
2. Mailing Address of Applicant: _____
3. Representative: _____ Office Held: _____ Phone Number _____
4. Facility(s) Requested: Location/Address: _____
Building/Room/Grounds/Special Facilities _____
5. Dates of Intended Use:

Date(s) of Use	Day(s) of Week	Hours of Use	Person in Charge	Est. Attendance	Other Services/Equipment

Declaration of Applicant

1. Nature or type of intended use: _____
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated in amount of \$ _____. If no receipts anticipated for these activities check here. ()
3. Receipts set forth in Item 2 above will be used for: _____
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds occurring through the occupancy or use of said building and/or grounds by the applicant, normal wear and tear excepted.
5. I hereby certify that I have received and read the rules, regulations, conditions and terms as stated in Board Policy and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Education and its authorized agencies which may be communicated to the applicant.
6. It is agreed that in the event this permit is canceled by the applicant, no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
7. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in their behalf in making application for use of said facilities.
8. Persons or organizations applying for the use of school facilities or grounds shall sign this agreement indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

APPLICANT HEREBY AGREES TO HOLD CALAVERAS UNIFIED SCHOOL DISTRICT, ITS TRUSTEES, THE INDIVIDUAL MEMBERS, AND ALL DISTRICT OFFICERS, AGENTS AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGES, LIABILITY, COST OR EXPENSE THAT MAY ARISE OUT OF OR BE CAUSED IN ANY WAY BY SUCH USE AND/OR OCCUPANCY OF SCHOOL FACILITIES. APPLICANT AGREES TO FURNISH SUCH LIABILITY OR OTHER INSURANCE FOR THE PROTECTION OF THE PUBLIC AS THE DISTRICT MAY REQUIRE.

Signature of Representative _____ Date _____

Mailing Address _____ Telephone _____

RECOMMENDATIONS/APPROVALS

Do Not Write Below This Line

1. PAYMENTS – payable to CUSD. Payment will be expected immediately after use of facilities.
 2. Insurance Required: \$1,000,000.00 P.L. \$1,000,000.00 P.D. Certificate of Insurance Received: _____
 3. Proof of Non-Profit Status Received: _____
 4. Permit for use granted on _____ 20____
 5. Approved by: _____
- Approved: _____ Denied: _____
- Date Returned to Applicant: _____

1. Office authorization for Custodial Services: Yes _____ No _____
Rate: _____ per _____
2. Other Services Approved: Yes _____ No _____
3. Fee: \$ _____ Date Received: _____
Deposit: \$ _____ Date Received: _____

Balance Due: \$ _____ Date Received: _____

Date Posted to Calendar: _____ By: _____

Distribution: Operations _____ Principal _____ Other _____

THIS COPY IS PROOF OF FACILITIES USE APPROVAL. PLEASE HAVE THIS IN YOUR POSSESSION WHEN USING FACILITIES.

CALAVERAS UNIFIED SCHOOL DISTRICT
FACILITY USE FEE SCHEDULE

E 1330 (b)

Fees below are for specific events/activities

*Daily/consistently scheduled practices are subject only to \$200 deposit (See below)

REMINDER: State Law prohibits the use of tobacco and alcohol on any school campus
JULY 2009

	CLASS I Direct Cost	CLASS II Fair Market Value	Billing is in whole hours only
	Community Sponsored Youth Groups and Organizations, Non-profit groups not affiliated with a religious organization	Commercial enterprise religious organizations fundraising activities that do not directly benefit Calaveras Unified School District	
Facility – Indoor	Class I Rate per hour	Class II Rate per hour	Comments
Standard Classroom	\$5.00	\$35.00	Faculty/Staff Rooms
Weight Room	\$5.00	\$35.00	
Specialty Classroom Music, Double Size Classroom, Lab, Ceramic Rooms, Science, etc.	\$15.00	\$35.00	Does not include use of equipment . Equipment use (if available) requires permission from teacher and an additional fee.
Gyms CHS/TMS	\$35.00	\$50.00	
Multi-Purpose Room Elementary	\$30.00	\$45.00	
Library, All Sites	\$15.00	\$35.00	
Kitchen (no appliances)	\$5.00	\$15.00	
Kitchen (with appliances)	\$15.00	\$35.00	Additional charge for kitchen worker
IMC/Board Room	\$15.00	\$35.00	
Wrestling Room	\$30.00	\$50.00	
Facility – Outdoor	Class I Rate per hour	Class II Rate per hour	Comments
Multi-use Field CHS/TMS	Full day \$150.00	Full day \$150.00	
Multi-use Fields All other campuses	Half day \$25.00 Full day \$50.00	Half day \$25.00 Full day \$50.00	No markings
Pool	\$30.00	\$50.00	With lifeguards
Baseball/Softball Field	Half day \$25.00 Full day \$50.00	Half day \$25.00 Full day \$50.00	No markings
Tennis Courts	\$4.00	\$5.00	Without lights
Tennis Courts	\$5.00	\$10.00	With lights
Parking Lot (car washes/rummage sales)	\$50.00	\$50.00	Use & Cleaning

All rental fees include utility costs, paper products, consumables, janitorial and/or staff member time. Minimum staffing requirements apply to all use. All of the information and/or rates explained may be subject to change with Board of Education approval.

*\$200 deposit for organizations using fields/gyms for daily practices. A smaller deposit may be required (instead of the \$200 deposit) to address potential costs to the site for garbage pickup and removal. This is dependent upon the nature of the event/activity and potential impact to the site. Deposit is refundable at the end of the season. Custodial hours needed to clean after practices will be billed to deposit. Average cost of custodian (min. 2 hr.) \$26.61. Soccer goals must be properly maintained and secured for practice and games.

October 20, 2009