

School Site:	Facility Requested: (Performing Arts Requires Exhibit P)
Name of Organization/Applicant:	
Mailing Address:	Telephone:
Representative Name: (Print)	Title:

Date(s) of Use	Day(s) of Week	Time of Day			Person in Charge	Estimated Attendance	Other Services/ Equipment Request
		Start/Set Up	Event Time	Clean Up/End			
							___ Sound Light Technician ___ PA Equipment
							___ Other (list below)

**DECLARATION OF APPLICANT**

- Nature or type of use: \_\_\_\_\_
- 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 the amount of \$ \_\_\_\_\_, or \_\_\_ None
- Receipts set forth in item 2 above will be used for: \_\_\_\_\_
- 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.
- I hereby certify that I have received and read the rules and 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.
- 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 the use of school facilities.
- 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.
- 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.
- PAYMENT – make payments payable to CUSD, are due immediately after use of facilities. **Initial:** \_\_\_\_\_
- Soccer Only: Soccer goals must be properly maintained and secured during use and after use to prevent Injury. Initial:** \_\_\_\_\_

**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.

**By signing below, I/our organization agrees to terms & conditions listed above.**

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CUSD USE – DO NO WRITE BELOW THIS LINE**

**CUSD FACILITIES USE PERMIT**

Site Administrator Approval:	Date:
Insurance Required is \$1,000,000 P.D. or P.L. <input type="checkbox"/> Proof of Non-Profit Status Received <input type="checkbox"/> On File	Received Certificate of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Insurance Expires:
<b>CHECK ONE:</b> <input type="checkbox"/> Facility Use Fee Amount \$ _____ per hour OR <input type="checkbox"/> PAC* ___ Full Day ___ Half Day ___ Hours X \$ _____ per hour <input type="checkbox"/> Seasonal Use Fee of \$200 (for single site) OR <input type="checkbox"/> Seasonal Use Fee of \$100 per site (for multiple sites) OR <input type="checkbox"/> Will pay for custodial cost * May include additional fees for staff/equipment	Office authorization for custodial services: Arranged by: _____ on _____ (date) Custodian Assigned: _____  Facility Scheduled by: _____ Distribution: Operations Principal Other
District Office Administrator: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date Sent to Applicant: _____	Date sent to PAC Coordinator: _____

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

**CALAVERAS UNIFIED SCHOOL DISTRICT – FACILITIES PERMIT  
FEE SCHEDULE**

**E 1330 (b)**

**Fees Below are for Specific Events/Activities**

**\*Daily/consistently scheduled practices are subject only to \$200 Deposit**

**REMINDER: Tobacco and alcohol are not allowed on any CUSD school campus/facility**

**March 2016**

	<b>CLASS I Direct Cost</b>	<b>CLASS II Fair Market Value</b>	<b>Billing is in Whole Hours Only</b>
	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	
<b>Facility: Indoor</b>	<b>Class I Rate Per Hour or Daily</b>	<b>Class II Rate per Hour or Daily</b>	<b>Comments</b>
Performing Arts Theatre	\$475.00 Full Day (4.1 to 8 hrs) \$50 per hour over 8 hrs. \$238.00 Half Day (4 hrs) Plus \$200 Security Deposit	\$575.00 Full Day(4.1 to 8 hrs.) \$60 per hour over 8 hrs. \$288.00 Half Day (4 hrs.) Plus \$200 Security Deposit	Hourly Rates: Plus \$200 Security Deposit
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 additional fees.
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	
<b>Facility: Outdoor</b>	<b>Class I Rate Per Hour</b>	<b>Class II Rate Per Hour</b>	<b>Comments</b>
Multi-use Field CHS/TMS	Full Day \$150.00	Full Day \$150.00	
Multi-Use Fields	Half Day \$25.00	Half Day \$25.00	No markings
All other Campuses	Full Day \$50.00	Full Day \$25.00	
CHS Swimming Pool	\$30.00	\$50.00	Provide Your Own Certified 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 or other events)	\$50.00	\$50.00	Use & Cleaning

All facilities use fees include utility costs, paper products, consumables, janitorial and/or staff member time, which is subject to a minimum of two-hour custodial time, per CSEA contract for call-backs. If you require opening and closing and your event is more than two hours, you will be charged two-hours to open and two hours to close (note: you may utilize the services of the custodian during those times). All the information and/or rates are subject to change with Board of Education approval. Additional costs may be incurred for field usage if there is garbage pick-up and removal.

If use is at multiple sites and is a seasonal use, the fee will be \$100 per site. If use is at one site and is seasonal use the fee is \$200.

# Calaveras Performing Arts Center

350 High School Street  
San Andreas, CA 95249  
(209) 754-1811

<https://sites.google.com/a/custudents.net/calaveras-performing-arts-center/>

## Rental Agreement & Application

This agreement is between the Calaveras Performing Arts Center, hereinafter referred to as "CPAC" and a party, hereinafter referred to as "Renter." This is a binding contract that constitutes the agreement between the CPAC and the Renter regarding use of the facility. Renters are subject to the conditions in this agreement. By signing this agreement, Renter agrees to abide by these conditions.

CPAC rental includes the following:

- Seating for 300
- Backstage area
- Use of the curtains
- Dressing rooms
- Special light settings and sound equipment with technical assistance is available at the rate of \$40 per hour, for a minimum of 4 hours. The Calaveras Performing Arts CPAC will designate the technician.

RENTER: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

***All events must end by 11:00 p.m.***

### SET-UP

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Podium                   | <input type="checkbox"/> Grand Piano (\$50)               | <input type="checkbox"/> Acoustic Shell (\$50) |
| * { <input type="checkbox"/> Microphone at Podium | <input type="checkbox"/> Additional Microphones (Up to 8) |  |
| <input type="checkbox"/> Cued Music               | <input type="checkbox"/> Lighting Design                  |  |

**\* Requires a CPAC technician at \$40 per hour.**

\_\_\_\_\_  
Signature of Authorized Person for Organization As Identified on Facilities Use Agreement

\_\_\_\_\_  
Date

*Note: A CPAC Technician is required anytime the Tech Booth is opened.  
This includes the use of any CPAC audio or lighting technology (microphones, headsets, audio tracks, stage lights, etc.)*

## **Renter's Responsibilities for Calaveras Performing Arts Center:**

No requested dates will be reserved until this form is completed, signed and returned to the CPAC with the refundable security deposit. When the security deposit and contract are returned to the CPAC, the Renter will receive a copy of the agreement confirming the dates.

### **1. Rental Fees:**

Full Day: \$575

Non Profit Organizations & Government Agencies

Full Day: \$475

Hourly Rental \$50.00 per hour

(2 hour minimum – 5 hour maximum)

Hourly Rental time includes set up and clean up. Rental Fees must be paid no later than 48 hours prior to the event. There will be a \$50 fee for all returned checks. .

### **2. Security Deposit:**

CPAC rental is subject to a security deposit of \$200. Security deposits will be refunded entirely if the premises are left in as good condition as when first rented. This Deposit will be mailed within 14 days after the event, once CPAC has been inspected. Payment for damage exceeding the security deposit will be payable within 30 days of the event.

### **3. Rental Reservations:**

Reservations can be made by calling (209) 754-1811, ext: 5312 or ext: 5251. Reservation fees are listed above. The security deposit is required at the time the reservation is made.. The security deposit and rental fee must be paid two (2) weeks prior to the event.

Rental fee and security deposit must be two separate checks. Please make checks payable to: *Calaveras Unified School District (CUSD)*.

### **4. Cancellation of Reservations:**

There will be a \$50.00 fee charged on all canceled reservations of less than two (2) weeks prior to date of reservation. The Security Deposit will be returned less a \$50 cancellation fee. Date changes will be honored when possible.

### **5. Cleaning of Performing Arts CPAC:**

The CPAC will be inspected before and after rental to see that it is clean and well maintained. Renters must comply with the clean-up list. The cost of any additional cleanup and or repair of CPAC will be deducted from the security deposit. This includes theater, dressing rooms, shop, grounds, ticket booth, foyer and restrooms. Renter agrees to leave the CPAC in the same condition it was prior to rental. Refer to the cleaning list for required cleaning. The CPAC is not responsible for any items left or lost at

the CPAC. In the event of a multiple day event, renters are responsible for cleaning and removing all items from each area used each day.

## **6. Damage and Repairs:**

The cost of repairing any damage done to the property/premises of the CPAC by Renter or anyone using said premises, including guests, will be withheld from the security deposit, and if those costs exceed the security deposit, said costs will be paid by Renter.

## **7. Insurance**

Renter agrees to provide general liability insurance with limits of no less than \$1,000,000.00, unless otherwise noted in writing by Calaveras Unified School District Board of Education, insuring against all cost and expense and/or liability arising out of or based upon any and all claims, personal injuries and/or property damage sustained and accidents occurring as an alleged consequence of any act or omission on the part of the Renter, its agents, subagents, volunteers, or employees. The possession of the facility will not be given to the Renter if for any reason a current certificate verification of insurance has not been received within seven (7) business days prior to the event. In such event, the security deposit will be forfeited.

## **8. Illegal Activity:**

Illegal activity or any activity that would be harmful to the physical well-being of the CPAC is strictly prohibited. Renters are restricted to the area they have rented. No Smoking in or around the facility. No alcohol is allowed on the premises. Smoking and alcohol are prohibited on any school campus.

## **9. Fire Resistant Sets:**

No set pieces will be allowed into the CPAC that are not fire resistant. Examples are, but not limited to, hay, straw, curtains, candles, pyrotechnics, etc.

## **10. Sets, Decorations, Props:**

No nails, tacks, tape, staples, spray glue or any other item may be used on the walls in the CPAC. If you must hang an item on walls, use blue painter's tape and be careful when removing the tape. No decorations are to be attached to walls or ceilings. Displays are limited to free-standing panels or pedestals. The spraying of glitter, snow, paint, etc., is not allowed in the building. The throwing of rice, confetti, seed or litter of any sort is not permitted inside or outside the building.

## **11. Food and drinks:**

No food or drinks of any kind are allowed in the CPAC with the exception of the foyer, where refreshments may be served.

## **12. Closing:**

When leaving turn off heater/air conditioner controls, lock all doors, turn off all lights.

## **13. Curfew:**

All events have a curfew of 11 p.m. If the event involves children, Renter must provide one adult chaperone for every six youth or children (under the age of 18).

## Calaveras Unified School District/Performing Arts Center Rental Information

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type Event: \_\_\_\_\_

Hours of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please include with your check made payable to: *Calaveras High School/CPAC*

*Note: A CPAC Technician is required anytime the Tech Booth will be opened.*

*This includes the use of any CPAC audio or lighting technology (microphones, headsets, audio tracks, stage lights, etc.)*

### CPAC Office Use

Facility Rental Fee: \_\_\_\_\_ CPAC Coordinator Fee: (\$25 per hour) \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Technical Assistance Fee: (\$40 per hour) \_\_\_\_\_

Grand Piano/\$50 \_\_\_\_\_ Other fees: \_\_\_\_\_

Acoustic Sound Shell/\$50 \_\_\_\_\_ Total: \_\_\_\_\_

CPAC Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Method: \_\_\_\_\_ Refund: \_\_\_\_\_ Date: \_\_\_\_\_