

OAK VIEW UNION SCHOOL DISTRICT

7474 East Collier Road
Acampo, CA 95220
(209) 368-0636 fax (209) 368-9319

APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

Persons or organization _____

Person in charge _____

Address _____ Phone _____

Alternate person in charge _____ Phone _____

Facility requested _____

Date(s) _____ Time _____ to _____

Purpose of activity or meeting _____

Admission charge _____ Proceeds to be used for _____

Total estimated attendance _____ Today's Date: _____

Fee schedule, rules and regulations governing the use of school facilities are also attached. Please read carefully and sign in appropriate three areas or agreement will not be processed.

OFFICE USE ONLY

Applies to all non-public agency groups who may use the facilities for entertainment or meetings. Groups include churches, religious organizations, charitable fundraisers, sports leagues, public entity-sponsored sports leagues, and political groups or organizations. Applies to all non-profit organizations, clubs, or associations organized to promote youth or school activities, Boys Scouts, Girl Scouts, PTAs, PTOs and school-advisory groups

Request approved _____ by _____
Date Superintendent/Principal

Remarks _____

Classification of user _____ Charge \$ _____ Payment rec'd. _____

District employee required _____ Job classification _____

District employee assigned _____ Hourly rate \$ _____

Fee Schedule

Facility Type	Class I (Free Use)	Direct Costs Class II	Fair Rental Class III
Classroom – 2 hr. min.	No Charge	\$2/hr.	\$4/hr.
Gymnasium – 3 hr. min.	No Charge	\$15/hr.	\$33/hr.
Multipurpose Room – 2 hr. min.	No Charge	\$9/hr.	\$20/hr.
Kitchen – Cafeteria employee must be present - 3 hr. min.	Employee Cost	Employee Cost + \$7/hr.	Employee Cost + \$15/hr.
Stage (Gym) – 3 hr. min.	No Charge	\$6/hr.	\$13/hr.
Restroom – Employee Cost Only – 2 hr. min.	Employee Cost	Employee Costs Only	Employee Costs Only
Play Field – April to October only – 2 hr. min.	No Charge	\$141/hr.	\$141/hr.
Baseball Diamond – 2 hr. min.	No Charge	\$8/hr.	\$8/hr.
Basketball Court – 2 hr. min.	No Charge	\$2/hr.	\$2/hr.
Front Parking Lot – 2 hr. min.	No Charge	\$22/hr.	\$22/hr.
Back Parking Lot – 2 hr. min.	No Charge	\$11/hr.	\$11/hr.
Auxiliary Parking Lot – 2 hr. min.	No Charge	\$27/hr.	\$27/hr.

In cases where a cafeteria or custodial employee is required to be present, the employees pay shall be based on his/her regular hourly rate and statutory benefits (including overtime, if applicable), with a minimum of two (2) hours to be paid by the using organization or individual. This rate will vary. District employees shall not be obligated to donate their time.

The rental fee, as per the schedule above, is payable to the District in advance. Any employee costs will be billed within two weeks and due within two week of billing.

Criteria for determining Type of Use

- CLASS I Parent organizations, school advisory councils, youth clubs directly related to Oak View School/programs.
- CLASS II Youth sports leagues, non-profits and fundraising groups not directly related to Oak View School/programs.
- CLASS III Adult activities/sports leagues, commercial entertainment groups and for-profit groups not related to Oak View School.

Applicant agrees to hold the Oak View Union School District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. The applicant agrees to furnish such liability or other insurance for the protection of the public and the District as may be required by the District. However, the applicant will not be held responsible for any loss or damage caused by any peril for which the Oak View Union School District is insured under their fire insurance contracts.

CERTIFICATION

I, the undersigned, hereby certify that I have been duly authorized to request the use of Oak View Union School District facilities by the persons or organization, and that the persons or organization will be responsible for any damage sustained by the school building, furniture or equipment accruing through the occupancy or use of said buildings; however, in the event said application is made in an individual capacity, then I will be personally responsible for any such damages.

Use of school facilities and grounds shall be in accordance with all applicable federal and state regulations and guidelines and school board policy.

I hereby certify, on behalf of the applicant, that such persons or organization and I will abide by the policy of the Board of Education of the Oak View Union School District, and that said persons or organization and I will conform to all applicable provisions of the constitution and laws of the State of California. Persons or organizations not following rules listed will be subject to loss of use.

Signature of Representative _____ Title _____

PROVISIONS FOR USE OF SCHOOL DISTRICT FACILITIES

In accordance with the California Education Code and the policies of the Board of Education, the following provisions are set for the use of the Oak View Union School Districts facilities.

A. Who May Use

1. CLASS I - Parent organizations, school advisory councils, youth clubs directly related to Oak View School/programs.

CLASS II - Youth sports leagues, non-profits and fundraising groups not directly related to Oak View School/programs.

CLASS III - Adult activities/sports leagues, commercial entertainment groups and for-profit groups not related to Oak View School.

2. When school personnel are required to be on duty, employee costs shall be paid by the persons or organization.) See Fee Schedule.

B. Rules and Regulations

1. Organizations, or individuals, wishing to use a school facility should make a request on the Application and Agreement for Use of School Facilities form in the District office at least (3) weeks prior to the desired date. This form may be completed only once a year if meetings are scheduled for the entire school year.
2. Permission will be granted for the use of specific rooms or grounds, and it shall be the responsibility of the organization to see that school property is not damaged or destroyed.
3. Use of school facilities for religious or sectarian purposes is permitted by law for temporary use at cost (Ed. Code Sec. 40040).
4. Any group granted the use of the school facilities shall not use them for any purpose not specified in the permit for use.
5. Cancellations of requests for the use of facilities must be made not less than twenty-four (24) hours in advance.
6. Facilities must be under the supervision of a responsible adult (over 21) at all times.
7. Permission for the use of buildings and facilities may be revoked by the administration whenever the use may interfere with school activities or whenever there has been a violation of regulations or abuse of buildings or facilities.
8. The using group will return the facility to its original arrangement and condition before leaving the building. Failure to do so may result in the group not being allowed to use the facility in the future.
9. The use of school facilities shall not be granted when, in the opinion of the school administration there is a possibility of damage or injury to school property. In case loss or damage does occur, the person or group signing the request for use of premises shall be fully responsible and liable and shall assume such liability before being granted the use of school facilities. A proper bond must be filed if requested.
10. Tobacco use is not permitted on campus at any time.

11. Alcoholic beverages are not permitted on school premises at any time.
12. No gum, seeds, or pets allowed on the grounds at any time.
13. School equipment will not be used unless authorized.
14. Nothing shall be offered for sale at meetings without special permission.
15. The using group agrees to assume financial responsibility for all damages and any additional custodial services, if required.
16. Enforcement of the rules is the responsibility of the adult in charge, who must be present during the entire period of use. If the responsible party is changed (from the one listed on the request form) the District must be notified accordingly prior to the activity.
17. When any District kitchen is used, a cafeteria employee must be present to direct the use of the facility. The fee, based on the employees hourly rate and statutory benefits, is payable to the District by the organization. District employees shall not be obligated to donate time for organizations using any district facilities. If light refreshments are served, and the kitchen is not used, cafeteria personnel need not be present.

When a custodial employee is required to be present during a time when it is not his/her regularly scheduled work period, a fee shall be paid to the District. The fee, based on the employees hourly rate and statutory benefits, is payable to the District by the organization or persons.

18. All questions which are not covered by these regulations having to do with the use of the District's facilities by outside organizations shall be referred to the Superintendent/Principal.
19. When a rental fee is charged for the use of the Districts facility, it shall be paid in advance. Checks should be made payable to Oak View Union School District. Any employee costs will be billed within two weeks and due within two week of billing.
20. District facilities or grounds will not be utilized by individuals, organizations, agencies or others that engage in discriminatory practices as prohibited by federal law, state law or school board policies.
21. Use of school facilities and grounds shall be in accordance with all applicable federal and state regulations and guidelines and school board policy.
22. Groups with outside affiliation are limited to reserving one site per week (Mon. - Sun.), one day only per week, at the site. (AAU, volleyball, community soccer, etc.) Fields not available from November to March.
23. Keys must be returned to the District within two days of end of event or there will be a \$25 fee for each day the key is not returned.
24. Proof of liability insurance (per district minimum coverage) must be attached to this form upon submission to the district.

I have received, reviewed and agree to abide by all rules and regulations regarding the use of the Oak View Union School District.

Signature of Representative _____ Date _____