

FORTUNA UNION HIGH SCHOOL DISTRICT

379 TWELFTH STREET
FORTUNA, CA 95540

PHONE: 707.725.4462
FAX: 707.725.6085
WWW.FUHSDISTRICT.ORG

GLEN SENESTRARO, SUPERINTENDENT

To: Community Organizations
From: FUHSD District Office
Re: Fortuna Union High School District's Facility Use

Fortuna Union High School District has tried to provide facility usage at a free or minimal rate. At this time however, due to high utility costs, we have no option but to charge organizations to recoup our costs.

Enclosed you will find an application packet enclosed with the following:

- Application for Use of Fortuna Union High School District Facilities (Non – Staff Use)
- 2017 – 2018 Fee Schedule
- Kitchen Checklist
- Notice
- Campus Map

Please complete the application and submit **Insurance Verification** (required) early in order to secure the facility without scheduling conflicts.

Thank you,

Glen Senestraro
Superintendent

GGs:jmw
Enclosure

**APPLICATION FOR USE OF FORTUNA UNION HIGH SCHOOL DISTRICT FACILITIES
NON-STAFF USE**

Organization or Sponsor: _____		Nonprofit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address: _____		Business Phone: _____	
Contact Person: _____		Residence Phone: _____	
Purpose of Use: _____		Number of Participants: _____	
Will materials be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<hr/>			
Date Requested: _____		Event Hours: From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM To: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM (Time of actual event)	
Actual Hours of Reservation: (Please include set-up/break-down time)		Total Hours: _____	
From: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		Rate: \$ _____	
To: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		Est. Fee: \$ _____	
Facility/Facilities Requested:			
<input type="checkbox"/> Damon Gym <input type="checkbox"/> Logan Gym <input type="checkbox"/> Library <input type="checkbox"/> Cafeteria <input type="checkbox"/> Kitchen <input type="checkbox"/> Theater <input type="checkbox"/> Husky Field			
<input type="checkbox"/> Track <input type="checkbox"/> Classroom # _____ <input type="checkbox"/> Snack Shack <input type="checkbox"/> Key(s) <input type="checkbox"/> other _____			
Special Requests:			
<input type="checkbox"/> Projector <input type="checkbox"/> Computer Cart <input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Sound System <input type="checkbox"/> Score Board			
<input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Tables # _____ <input type="checkbox"/> other _____			

INSTRUCTIONS REGARDING USE OF FACILITIES

PLEASE INITIAL EACH ITEM SIGNIFYING YOU UNDERSTAND INSTRUCTIONS

- _____ Applicant agrees to pay a **\$100 key deposit** (separate check) which will be returned to the applicant when the key is returned. (NOTE: keys are to be returned the first work day following the event.)
- _____ Applicant agrees to pay a **\$200 cleaning deposit** (separate check) which will be returned to the applicant the following day after the facilities have been checked to make sure they are clean and in proper order.
- _____ Applicant agrees to pay an additional **\$100.00/hour** if FUHSD's staff is left to clean up after event.
- _____ Applicant agrees to return tables, chairs, etc., to their respective locations, as staff is not provided to reset the facility after you leave.
- _____ Applicant agrees to take garbage with them or be charged a disposal fee.
- _____ If you have checked out equipment, you are responsible for returning it to the appropriate person or department.
Do not leave it behind for our staff to return it.
- _____ Applicant agrees to supply their own food, beverages, cleaning supplies, storage containers/supplies, and paper products.
- _____ You or your group are responsible for securing your assigned space including but not limited to latching windows, closing blinds, turning off lights (including restroom), and locking doors.
- _____ Applicant agrees to complete checklist for requested facility.
- _____ Applicant understands that FUHSD staff is not responsible for setting up for event.

Please Submit COMPLETE application via email or mail to:
Kelly Pedrotti
District Secretary/Personnel
379 12th Street
Fortuna, CA 95540
kpedrotti@fuhsdistrict.net
707-725-4461 ext. 3011
Return of this application does not confirm your reservation. You will receive a confirmation e-mail or phone call. Incomplete forms will not be approved.

RULES AND REGULATIONS FOR USE OF FACILITES

1. The applicant shall provide a certificate of insurance with the additional insured endorsement prior to actual facility use. This certificate shall show that they are insured (\$1,000,000 general liability with combined single-limit or bodily injury and property damage). In addition, this certificate shall name the **Fortuna Union High School District, 379 12th Street, Fortuna, CA 95540**, its officials, agents and employees as additional insured, without obligation or payment of premium payments.
2. The applicant/organization agrees to hold the Fortuna Union High School District, its Governing Board, Board Member and officers, agents and employees harmless from all claims made for liability, loss, damage or expense caused by any act or omission of the applicant/organization or the agents, guests, invitees, persons in attendance, participant or employees.
3. The applicant/organization understands and agrees that at all times the school facilities remain under the control of the agents of Fortuna Union High School District.
4. The applicant/organization will be responsible for any damages sustained to the building, furniture, equipment or grounds/environment accruing through the occupancy or use of said facilities by the applicant.
5. School furniture, equipment or apparatus may not be used, removed or displaced by any user without permission from the school district. If it is necessary to remove or displace any furniture, equipment or apparatus it must be replaced immediately following use to its original location. This includes chairs, tables, mats, nets, bleachers, etc. School facilities shall be left in the condition in which they were found.
6. There will be no smoking within any building or in any other place on the school site.
7. The following are prohibited: the use of profane language, possession of or use of intoxicating liquors or narcotics, quarreling or fighting. No activity shall be conducted which constitutes a violation of any federal law or district policies and regulations.
8. Any permission for the use of school facilities may be revoked without previous notice when conflicting dates have resulted, the facilities are need for school purposes or weather/field conditions prohibit the use of the fields.
9. Any group using school facilities shall be required to have adequate supervision of all facilities used, including lavatories.
10. No use of any power equipment requiring gas, diesel or kerosene unless prior written authorization and insurance coverage is obtained.
11. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, penal and safety laws and regulations.
12. If an earthquake occurs during the use of school facilities, participants are to "drop, cover and hold on" until the earthquake ends. After the shaking stops participants are to assemble outside on the football field. If there is damage to the building (broken windows, cracks in interior or exterior walls) then the applicant/organization will not permit participants to re-enter the school facility.

Any future use by this applicant will be DENIED up to two (2) years for violating FUHSD Rules and Regulations.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for payment of all charges assessed for use of the above premises and for any damages sustained by the building, furniture, equipment, or grounds occurring through the occupancy of use of said building and/or grounds by the applicant.

NOTE: The person submitting this application and signing the statement above must be a member of the sponsoring organization; if the person signing is not an officer of the organization for whom the application is made, they must present written authorization from the applicant group to sign the foregoing application.

*** The person signing this form is responsible for picking up the key(s) in person (if applicable)**

Date: _____ Signature: _____ Please print name: _____

Position or Title in Organization: _____

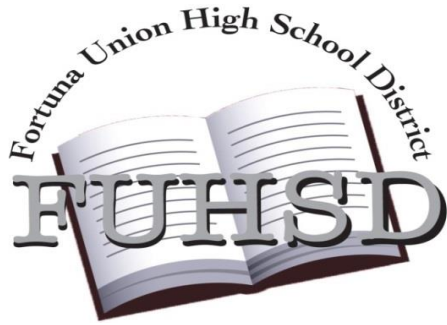
To be completed by Fortuna Union High School District:

Application for use of facilities is Approved Denied
 If denied, reason: _____

Proof of insurance required Yes No

 Superintendent's Approval Date

Facility Fee	\$ _____	
Utility Fee	\$ _____	
Custodian/Food Service Worker/		<input type="checkbox"/>
Groundskeeper Fee	\$ _____	NO CHARGE
Key Deposit	\$ _____	
Cleaning Deposit	\$ _____	
TOTAL FEE	\$ _____	



FACILITY FEE SCHEDULE

2017-2018 School Year



FULL CHARGE

<i>Facility</i>	<i>Facility Fee</i>	<i>Utility Fee</i>	<i>Custodian Fee</i>	<i>Food Service Worker Fee</i>	<i>Groundskeeper Fee</i>	<i>Total</i>
Cafeteria	\$55.00	\$15.00	\$20.00	\$20.00	-	\$110.00 /hour
Classrooms	\$20.00	-	-	-	-	\$20.00 /hour
Computer Lab	\$25.00	-	-	-	-	\$25.00 /hour
Damon Gym	\$110.00	\$20.00	\$21.00	-	-	\$151.00 /hour
Logan Gym	\$60.00	\$15.00	\$21.00	-	-	\$96.00 /hour
Husky Stadium (Day Use)	\$150.00	\$5.00	-	-	\$24.00	\$179.00 /use
Husky Stadium (Night Use)	\$255.00	\$55.00	-	-	\$24.00	\$334.00 /use
Library	\$55.00	\$15.00	\$24.00	-	-	\$94.00 /hour
Lounge/Weight Room	\$30.00	\$8.25	\$21.00	-	-	\$59.25 /hour
Mary Hanley Theatre	\$105.00	\$20.00	\$21.00	-	-	\$146.00 /hour
Student Parking Lot	\$55.00	-	-	-	\$24.00	\$79.00 /hour

NONPROFIT

<i>Facility</i>	<i>Facility Fee</i>	<i>Utility Fee</i>	<i>Custodian Fee</i>	<i>Food Service Worker Fee</i>	<i>Groundskeeper Fee</i>	<i>Total</i>
Cafeteria	-	\$15.00	\$20.00	\$20.00	-	\$55.00 /hour
Classrooms	\$10.00	-	-	-	-	\$10.00 /hour
Computer Lab	\$25.00	-	-	-	-	\$25.00 /hour
Damon Gym	-	\$20.00	\$21.00	-	-	\$41.00 /hour
Logan Gym	-	\$15.00	\$21.00	-	-	\$36.00 /hour
Husky Stadium (Day Use)	-	\$5.00	-	-	\$24.00	\$29.00 /use
Husky Stadium (Night Use)	\$100.00	\$55.00	-	-	\$24.00	\$179.00 /use
Library	-	\$15.00	\$24.00	-	-	\$39.00 /hour
Lounge/Weight Room	-	\$8.25	\$21.00	-	-	\$29.25 /hour
Mary Hanley Theatre	-	\$20.00	\$21.00	-	-	\$41.00 /hour
Student Parking Lot	-	-	\$21.00	-	\$24.00	\$45.00 /hour

KITCHEN CHECKLIST

- * Please initial each item when complete, use N/A when not applicable
- * Do not leave blanks

	All dishes, pots, pans and utensils cleaned and stored
	All sinks cleaned & sanitized after use
	All work counters cleaned with bleach after use
	Bathroom Cleaned
	Can opener is cleaned & sanitized after each use
	Clean ice machine – exterior
	Clean mixer after each use
	Dishwasher is emptied and clean
	Hair restraints worn and clean clothing and keep hands clean and free of any open or infections that could spread to food
	Oven spills cleaned and ovens turned off
	Sweep floors after meals and mop
	Trash emptied and taken
	Use three compartment sink method when washing (Wash, rinse, sanitize, air dry)

- Bleach and cleanser located next to the hand washing sink
- Sanitizer tablets above the sink
- Brooms and mop located in back room
- Trash bags located under the sink in dining area
- Mop soap located in bathroom

Please note:

Food, beverages, paper supplies, utensils, and dish towels are NOT provided by FUHSD, these items are required to be brought by responsible party.

I, the undersigned, hereby affirm that I have read and agreed to the Cleaning Checklist and that I have performed the tasks and duties indicated above.

Signature of Responsible Party

Date

Print Name

FUSHD USE ONLY:

Checklist complete: Yes No

Deposit Returned: Yes No

If no, provide reason: _____

Please return this form to Cafeteria Manager.
 Contact Gina Salmon with any questions:
 707-725-4461 ext. 3095
 rsalmon@fuhdsdistrict.net

Superintendent's Signature

Date

NOTICE

Please remove garbage after event or you will be charged for disposal.

Thank you from FUHSD!

FORTUNA HIGH SCHOOL

379 12TH STREET
FORTUNA, CA
PHONE: 707-725-4461

