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? □ Yes □ No
Address: ________________________________________ Business Phone: __________
Contact Person: ___________________ Residence Phone: __________
Purpose of Use: _______________________________ Number of Participants: __________

Will materials be sold? □ Yes □ No

Date Requested: ________________ Event Hours: From: _______ □ AM □ PM To: _______ □ AM □ PM

Actual Hours of Reservation: (Time of actual event)

□ AM □ PM □ AM □ PM

Total Hours: __________

Rate: $ __________

Est. Fee: $ __________

Facility/Facilities Requested:

□ Damon Gym □ Logan Gym □ Library □ Cafeteria □ Kitchen □ Theater □ Husky Field

□ Track □ Classroom # _______ □ Snack Shack □ Key(s) □ other __________

Special Requests:

□ Projector □ Computer Cart □ Podium □ Microphone □ Sound System □ Score Board

□ Chairs # _______ □ Tables # _______ □ 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 FACILITIES

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/ Groundskeeper Fee $ ___________
- Key Deposit $ ___________
- Cleaning Deposit $ ___________
- TOTAL FEE $ ___________

□ NO CHARGE
## FACILITY FEE SCHEDULE
### 2017-2018 School Year

### FULL CHARGE

<table>
<thead>
<tr>
<th>Facility</th>
<th>Facility Fee</th>
<th>Utility Fee</th>
<th>Custodian Fee</th>
<th>Food Worker Fee</th>
<th>Groundskeeper Fee</th>
<th>Total</th>
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<tr>
<td>Cafeteria</td>
<td>$55.00</td>
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<td>$20.00/hour</td>
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<td>-</td>
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<td>$25.00/hour</td>
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<tr>
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<tr>
<td>Husky Stadium (Night Use)</td>
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<td>-</td>
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<tr>
<td>Lounge/Weight Room</td>
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<td>$59.25/hour</td>
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<td>Mary Hanley Theatre</td>
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<tr>
<td>Student Parking Lot</td>
<td>$55.00</td>
<td>-</td>
<td>$24.00</td>
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<td>$79.00/hour</td>
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### NONPROFIT

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<th>Utility Fee</th>
<th>Custodian Fee</th>
<th>Food Worker Fee</th>
<th>Groundskeeper Fee</th>
<th>Total</th>
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<tbody>
<tr>
<td>Cafeteria</td>
<td>-</td>
<td>$15.00</td>
<td>$20.00</td>
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<tr>
<td>Classrooms</td>
<td>$10.00</td>
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<td>$10.00/hour</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>$25.00</td>
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<td>-</td>
<td></td>
<td>$25.00/hour</td>
</tr>
<tr>
<td>Damon Gym</td>
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<td>$20.00</td>
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<td></td>
<td>$41.00/hour</td>
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<tr>
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<td>-</td>
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<td>$29.00/use</td>
</tr>
<tr>
<td>Husky Stadium (Night Use)</td>
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<td>-</td>
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<td>$179.00/use</td>
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<tr>
<td>Library</td>
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<td>$15.00</td>
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<td>$39.00/hour</td>
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<tr>
<td>Lounge/Weight Room</td>
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<td>$8.25</td>
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<td>$29.25/hour</td>
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<tr>
<td>Mary Hanley Theatre</td>
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<td>$41.00/hour</td>
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# KITCHEN CHECKLIST

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

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

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

**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

**FUSDH 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@fuhsdistrict.net

______________________________  __________________________
Superintendent’s Signature  Date
NOTICE

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

Thank you from FUHSD!