



**Plumas County Office of Education
Plumas Unified School District
50 Church St., Quincy, California 95971-6009
Telephone: (530) 283-6500 ~ FAX: (530) 283-6509
Website: www.pcoe.k12.ca.us**

FACILITY USE APPLICATION PROCEDURES

- Application is completed and submitted to site where facility use is requested
- Application is reviewed by Principal (Superintendent if use of District Office is requested), who will also determine whether any additional custodial or food service costs will be incurred to facilitate the use request
- If Principal denies application, site will notify applicant, and send application to the Business Office for files
- If Principal/Superintendent approve application, s/he completes information related to estimated extra duty
- Application is submitted to Business Office, who will calculate any fees incurred for approved applications
- Business Office and Superintendent sign, noting approval or denial of application.
- If denied, Business Office will contact both applicant and site to advise of denial
- If approved, the **business office** will:
 - Notify site secretary of approval
 - **Notify applicant of approval, estimated fees, and amount of liability insurance coverage required**
 - **Confirm fees and evidence of insurance are received in timely manner**
- Revenue
 - The facility fees themselves are split equally between the site and the DO
 - Staff fees are other local income
 - Custodial: 12-1-0801-0000-D-8699
 - Food service: 12-1-5310-0000-A-8699
- **Expenses related to staff are coded to the appropriate extra duty for the employee (12-1-0801-0081D for custodial; 12-1-5310-0037-A for kitchen)**
- Business Office will reconcile accounts at least quarterly, and bill applicants for any direct costs in excess of those which were prepaid.