

CHOWCHILLA UNION HIGH SCHOOL  
REQUEST TO USE HIGH SCHOOL FACILITIES  
NON-SCHOOL ACTIVITIES



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Email: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

DATE FACILITY NEEDED: \_\_\_\_\_ TIME: \_\_\_\_\_

*(This form must be completed and submitted to District Office before facility use approval.)*

FACILITY BEING REQUESTED \_\_\_\_\_

WILL ADMISSION FEES BE CHARGED OR CONTRIBUTIONS SOLICITED? [ ] YES [ ] NO

AMOUNT OF ADMISSION FEES TO BE CHARGED \_\_\_\_\_

PURPOSE OF ADMISSION FEES \_\_\_\_\_

NUMBER OF PEOPLE USING FACILITY \_\_\_\_\_

SCHOOL EMPLOYEE WHO WILL BE PRESENT DURING ACTIVITIES \_\_\_\_\_

FEE FOR USE OF \_\_\_\_\_ IS \_\_\_\_\_

**Agreement to Indemnify:**

**The User agrees** that its agents, officers, members and/or employees shall be personally responsible, on behalf of the organization, for any damage sustained to the facility or grounds, including but not limited to damage to the building, furniture, equipment or supplies, occurring as a result of or in connection with the use of said facility or grounds by User.

**The User agrees** that its agents, officers, members and/or employees shall **indemnify, defend and hold harmless** the Chowchilla Union High School, its agents, officers, and/or employees from any and all liability, responsibility, damages, loss cost or expense of any nature whatsoever, arising out of injury to or death of any person or damages to the property of the school district or any other person resulting from or connected with, in whole or part, the negligent acts or omissions of the User, its agents, officers, members and/or employees.

**The User agrees** that it will provide comprehensive liability insurance for bodily injury, personal injury and property damage, with a minimum coverage of One Million Dollars per occurrence per individual, covering damage and injury resulting from User's negligent acts or omissions in the use of the facilities or grounds. The User shall provide the District written verification within ten (10) days in a form agreed to by the District and that the District, its agents, officers and/or employees will be included on an additional endorsement to the policy of insurance obtained by User pursuant to this Agreement.

**The User agrees** that it will conform to all the "rules and regulations governing the use of school facilities" as contained herein.

**THE UNDERSIGNED, ON BEHALF OF THE USE, ACKNOWLEDGES THAT HE/SHE HAS READ AND FULLY UNDERSTANDS THE "RULES AND REGULATIONS GOVERNING THE USE OF FACILITIES" AS LISTED ON THE ATTACHED, AND ALSO CERTIFIES THAT HE/SHE IS AUTHORIZED BY THE USE TO SIGN ON THEIR BEHALF.**

SIGNED: \_\_\_\_\_  
Organization's Authorized Agent

Current Certificate of Insurance Already on file  
with the District Office Yes \_\_\_ No \_\_\_

SET UP: (IF ANY)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Justin Miller, Principal

\_\_\_\_\_  
Ronald V. Seals  
District Superintendent

## SCHEDULE OF FEES

Revised 7/28/2014

All fees are for one (1) hour of usage unless otherwise noted.

<u>FACILITY USE</u>	<u>PERSONNEL REQUIRED</u>	<u>RATE/HR</u>
<b><i>Classroom:</i></b>		
Normal Hours	Custodian	\$30.00
Extra Hours (overtime)	Custodian	\$38.00
Utilities		\$30.00
<b><i>Turfed Grounds:</i></b>		
Normal Hours	Grounds person	\$30.00
Extra Hours (overtime)	Grounds person	\$38.00
Football Stadium Lighting		\$35.00
<b><i>Kitchen:</i></b>		
Normal Hours	General Aide (Food Services)	\$25.00
Extra Hours (overtime)	Grounds person	\$31.00
<b><i>Multi Purpose Room:</i></b>		
Depends on type of activity: (Food/non-food, chairs, tables; stage use, etc.)		
Utilities		\$35.00
<b><i>Gymnasium:</i></b>		
Normal Hours	Custodian	\$30.00
Extra Hours (overtime)	Custodian	\$38.00
Utilities		\$35.00
<b><i>Pool:</i></b>		
Normal Hours	Grounds person	\$30.00
Extra Hours (overtime)	Grounds person	\$38.00
Utilities:		\$35.00

### **NOTES:**

1. Any part of an hour's use will be charged as a full hour with no proration of fee.
2. Personnel rated charged are at one and one half times the regular rate when employees are required to work other than their normally scheduled hours.
3. There will be a minimum charge of two hours labor for any personnel required during periods when the school facilities are not normally open.
4. Additional charges will be made for any special requirements of the requesting party.
5. Additional charges will be made if admission is charged.
6. No alcoholic beverages are permitted on District premises at anytime.

7. The District may require police security for certain events.

**BOARD POLICY/ADMINISTRATIVE REGULATIONS  
1330**

**October 16, 2001**

**Public Use of School District Buildings, Grounds and Equipment**

The Administrative Regulations provide for administering **Board Policy 1330**, "Use of School Facilities," which afford for public use of school district buildings, grounds and equipment by individuals and organizations.

I. Use of Buildings and Grounds

A. Personnel Responsibilities

1. The District Administration shall:

- a. Be responsible for the orderly administration of the public use of facilities programs.
- b. Develop, print and distribute use of facilities application forms.
- c. Ensure that where appropriate, user fees are collected.

2. Individual/Organization Requestor shall:

- a. Make request for use of school facilities on a form provided by the school district.
- b. Obtain forms at the District Office.
- c. Submit a completed request form to the District Office at least one (1) week in advance of the time such use is desired.
- d. Have an adult sponsor submit the use of facilities application form on behalf of non-adult groups using school facilities.

3. The Principal shall:

- a. Upon request, provide use of facility applications to potential users.
- b. Be responsible for maintaining a master scheduling calendar of the buildings and grounds.
- c. Normally resolve scheduling conflicts on a first come, first serve basis.
- d. Review use of facility application forms for completeness, schedule the event on the master calendar, sign the form and forward it to the district Administration.

4. School Employees on Duty During Community Use of Facilities shall:

- a. Serve as a representative of the school district and as such be responsible for the proper use and safeguard of school property.
- b. Ensure that the facilities requested are open and ready for use.
- c. Report any violation of these regulations.
- d. Be paid for services rendered on payroll warrants and are prohibited from accepting payment from individuals or organizations.
- e. At the close of the activity, be responsible for making the final check of facilities used.

5. Director of Buildings and Grounds shall:

- a. Assign employee coverage of facilities.

A. User Fees

1. Fees charged shall be in accordance with the schedule of fees adopted by the Board of Education.
2. Bills not paid on time shall cause a user to be denied continued use of school facilities until delinquent payments are paid.

B. Cancellations

1. If a group or organization finds it necessary to cancel a scheduled meeting, the appropriate principal should be notified as soon as possible and at least twenty-four hours prior to the meeting time.
2. Should a requestor fail to comply with the provisions of the application charges will be made for any expenses incurred.

C. Grounds Utilization

1. Horseback riding, or operation of equipment which constitutes a hazard or public nuisance is prohibited.
2. Power-driven vehicles or equipment of any type shall not be operated on the grounds of the district, except as is necessary by school personnel in carrying out their assigned responsibilities (does not apply to emergency vehicles).
3. The flying of motorized model airplanes shall not take place on any school grounds.
4. Golf, or the driving of golf balls shall not take place on any school grounds.

D. Decorations

1. Arrangements for the decorating of school facilities must be made through the Principal.
2. Decorations shall be erected in such a manner that will not be destructive of school property and such shall be approved by the custodian on duty.
3. All decorations shall be removed at the termination of the activity.

II. Use of Furniture and Equipment

- A. Furniture and equipment shall not be moved from room to room by user without the expressed permission of the Principal or the school employee on duty during the scheduled activity.
- B. The loan of school furniture or equipment to public governmental or service type organizations for off school premise use shall be controlled by the following:
  1. Such requests shall be made sufficiently in advance to allow for ample time to make necessary arrangements.
  2. It shall be the responsibility of the requestor to provide for the pickup and return of borrowed equipment.
  3. School property must be protected from damage and mistreatment, and ordinary precaution for cleanliness must be maintained.
  4. The individual groups borrowing school furniture or equipment will be charged for any damage or loss to school equipment while in their use.
  5. Loan of furniture and equipment shall be on a limited time basis.

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
01/27/98

PRODUCER  
GEORGE KNIGHT & ASSOCIATES INC  
POST OFFICE BOX 55295  
TULSA, OK. 74155

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
STEVE ARSENAULT  
DBA: VALLEY PRODUCTIONS  
117 NORTH "C" STREET  
MADERA, CA. 93638

COMPANIES AFFORDING COVERAGE	
COMPANY A	SPHERE DRAKE INSURANCE PLC
COMPANY B	
COMPANY C	
COMPANY D	

**COVERAGES**  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	SDM 1279	02/07/98	02/07/99	GENERAL AGGREGATE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG	\$ 1,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$ 1,000,000
					FIRE DAMAGE (Any one fire)	\$
					MED EXP (Any one person)	\$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	\$
					AGGREGATE	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUS - POLICY LIMITS	OTHER
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:	<input type="checkbox"/> INCL			EL EACH ACCIDENT	\$
		<input type="checkbox"/> EXCL			EL DISEASE - POLICY LIMIT	\$
	OTHER				EL DISEASE - EA EMPLOYEE	\$

**EXAMPLE**

**CANCELLATION NOTICE  
MUST READ AS INDICATED  
BELOW**

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS  
Use of Gym for Basketball Game on 02-07-98

CERTIFICATE HOLDER  
ADDITIONAL INSURED: (ATIMA)  
CHOWCHILLA UNION HIGH SCHOOL DIST.  
805 HUMBOLDT AVENUE  
CHOWCHILLA, CA. 93610

CANCELLATION  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.  
AUTHORIZED REPRESENTATIVE  
*Steve Copeland*

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Chowchilla Union High School District, its officers, board members, employees, and volunteers.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omis-

sions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

**Example**