

Mariposa County Unified School District Application for Use of School Facilities

(This form must be processed at the school requested, and is required 3 weeks prior to requested usage)

SCHOOL: _____ DAYS: MON TUE WED THU FRI SAT SUN
DATES: FROM _____ TO: _____ HOURS: FROM _____ am/pm TO: _____ am/pm
AREQ REQUESTED _____ NUMBER ATTENDING _____
PURPOSE _____ WILL ADMISSION BE CHARGED OR COLLECTION TAKEN? _____
EQUIPMENT REQUESTED: _____
CUSTODIAL SUPPORT REQUESTED: _____

(i.e. assistance with table setup, etc., - please specify)

See Facility Fee schedule for additional custodial charges. To be billed separately by the Site Secretary*

INSURANCE: Persons using these facilities are required to carry comprehensive general liability insurance at limits not less than \$1,000,000.00 combined single limit for bodily injury and property damage liability. The policy must have an endorsement naming the District as an additional insured. This insurance shall be primary insurance to any carried by the District. The District shall be provided a (30) day advance written notice of any cancellation. Evidence of such insurance shall be in the form of: **A CERTIFICATE OF INSURANCE AND ENDORSEMENT, WHICH MUST ACCOMPANY THIS APPLICATION FOR FINAL APPROVAL.**

KITCHEN USE: District policy requires a district cafeteria or food service worker to be in attendance at all times when a kitchen is used by an organization. The organization will be charged for labor costs, if the hours are in addition to the regular work schedule.

COMPUTER LAB USE: District policy required a school staff member to be in attendance at all times when a computer lab is used by an organization. The organization will be charged for labor costs for hours in addition to the regular work schedule.

TECHNOLOGY TRAINING CENTER USE: District policy requires a district technology support staff member to be in attendance at all times when a computer lab is used by an organization. The organization will be charged for labor costs, if the hours are in addition to the regular work schedule.

CUSTODIANS: District Board Policy BP1330 requires a custodian, principal, or designee to be in attendance at all times when a facility is used by an organization. If designee is utilized, supplemental form SSA 11d is required. (See above for special requirements for Computer Lab and Technology Training Center use). The organization will be charged for labor costs, if the hours are in addition to the regular work schedule. *If the facility requires additional cleaning because of excessive litter or spillage, additional custodial labor costs will be charged to the organization within four weeks of the event.*

FACILITIES FEES: Determination of fee rates and calculations are made by the School Principal or Facilities Manager. All charges are final unless written notification of cancellation is received at the school facility forty-eight hours prior to the event. Applicable charges for facilities (or a non-refundable deposit of \$100) must be paid in advance of the event to ensure final approval of the application. Actual fees (including any applicable custodial charges), less deposits, will be invoiced by the site within four weeks of event. Invoices are due upon receipt.

DAMAGES OR LOSSES: A security deposit may be required in advance for events as determined by the Principal or Facility Manager. Damage to a facility or loss or damage to furnishings and/or equipment resulting from an event will be charged to the organization within four weeks of the event. Payment for loss or damage is due within two weeks of the invoice date.

MAKE ALL CHECKS PAYABLE TO: Mariposa County Unified School District, PO Box 8, Mariposa CA 95338

WE HEREBY CERTIFY THAT: We shall be personally responsible, on behalf of our organization for any damage or abuse of school buildings, grounds, or equipment resulting from our use of said premises. We agree to abide by and enforce the Mariposa County Unified School District rules and regulations governing the non-school use of buildings, grounds and equipment.

Name of Organization: _____ Phone: _____
Please print

The Certificate of Insurance with Endorsement naming Mariposa County Unified School District as **additional insured** attached. Yes ___ No ___ If "NO", explain: _____

Name (please print) /AND Signature of Representative: _____

Mailing Address: _____

APPROVALS: Building Principal _____ Date _____ Yes ___ No ___
Maintenance Office _____ Date _____ Yes ___ No ___

ABOVE APPROVALS REQUIRED PRIOR TO EVENT – THIS PERMIT IS NON-TRANSFERABLE

OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

Number of Sessions _____ Total Hours _____ Facilities Charge _____
*Additional Custodial Charges _____ Kitchen/Staff Charge _____ Stage Lighting Charge _____

TOTAL CHARGES _____

Mariposa County Unified School District

Rules & Regulations Governing the Use of School Facilities

1. The User shall not use the buildings, grounds or other facilities for any activities other than those designated.
2. It is the school district's responsibility to operate, care for and maintain the buildings, grounds and other facilities; however, the User shall pay all costs necessary to reimburse the school district for personnel who are assigned to the facilities as a result of the User's use. Further, the User shall be liable for any injuries resulting from the User's negligence during the use of the facilities or grounds.
3. No school furniture or apparatus may be removed or displaced by any person or organization, without permission from, and under the supervision of, the Site Administrator; any furniture or apparatus so displaced must be replaced to the satisfaction of the Site Administrator by the party, parties or organization responsible for the removal thereof before their departure from the school facility.
4. School property must be protected from damage or mistreatment and each group will be responsible for the condition in which it leaves the school building and grounds. In the event that school property is damaged, the cost of repair shall be borne by the User, its agents, officers, members and/or employees and such damage may result in revocation of the permit and denial of future permits.
5. Use of malt or spirited liquor, illegal drugs, profane language, expectorating on the floors, quarreling, fighting or gambling shall not be permitted on school property. All campuses are designated as "Smoke Free Campus" sites. As such, NO SMOKING is allowed anywhere on any MCUSD campus. The User shall supervise use of the facilities to make certain that there are no violations of this regulation.
6. Organizations holding meetings on school property to discuss civic and political issues shall keep such meetings open and permit all persons who desire to attend.
7. If the User wishes to cancel its permit, it must notify the Site Administrator at least twenty-four hours prior to the time for which the permit has been granted. Failure to give such notice may result in the revocation of the User's permit and denial of future permits.
8. It is the Site Administrator's duty to make certain that the User abides by these regulations. The Site Administrator will report to the Business Manager all violations of the regulations
9. All organizations or groups involving juveniles seeking to use school facilities must provide adequate adult sponsorship and supervision.
10. A Facility's Use Permit may not be assigned to any other group or organization without the written prior consent of the school district.
11. The User shall comply with all applicable laws, regulations and ordinances and shall secure any and all permits required by any governmental agency having jurisdiction to require the same for the intended use of the property.
12. The school district retains the right to enter the premises, or any part of portion thereof, for the preservation of the premises in a safe condition. No painting shall be done; no alterations shall be made to any part of portion of a building, site or other facility by putting up or changing any partition or partitions, door or doors, window or windows; and no nailing, boring, drilling or screwing into the woodwork, masonry or plastering shall be done without the express written consent of the school district.
13. The User agrees that it will not construct nor place or permit to be constructed or placed, signs, awnings, marquees or other structures projecting from the exterior of the premises, without the written prior consent of the school district.
14. **Permits may be revoked by the Site Administrator or Business Manager without previous notice whenever the User's use of the school or school facilities may interfere with regular school use or where there has been a violation of any of the above regulations.**

STATEMENT OF INFORMATION

The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or the State of California by force, violence or other unlawful means;

That _____, the organization on whose behalf s/he is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Signature: _____

Mariposa County Unified School District

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3/14

Principal Designee Authorization Form for Non-School Personnel
Facilities Usage Application

The individual name below will be responsible for the use of _____ (facility)
by _____ (organization) for _____ (activity or event).

The dates of this facility use are from _____ to _____.

The times of this facility use are from _____ to _____.

It is understood that the designee will remain in attendance at all times during which the facility is used by the organization.

Name of Designee: _____

Organization: _____

Signature: _____

Date: _____

Approved by: _____

Date: _____

School Principal

Important Information regarding the AUDITORIUM STAGE FLOOR

The auditorium floor surface is called a Marley type floor. It is durable and safer than the existing wood flooring. If the Marley type floor gets torn, it creates a major problem; trying to patch the tear and affects the integrity of the entire surface.

Please DO NOT allow anyone to drag anything (or anyone) across the stage.

Only the black band chairs should be used on the stage and they should never be dragged or scooted but instead lifted. Insure that the chairs being used have all four of their original round feet to prevent damage.

No one should be picking at the tape that seals the floor or should try to move the panels under any circumstances. This is our permanent floor surface and should not be altered in any way.

Any additional props, sets, instruments, etc., need to be LIFTED and set down on the surface. If it is too heavy to be lifted and moved, then it shouldn't be on the stage.

Scuffs are normal. Shoes will create scuffs as will dancing and this surface is approved for tap dancing, etc.

Lastly, please be sure that the floor is dust mopped at the end of each day. There is a Drama Club dust mop hanging in the back of the stage next to the rear doors.

Any damage caused to the floor will be the responsibility of the person and or group renting the space. Replacement of the entire Marley Floor will cost the school a minimum of \$3,700.00 plus installation. A single ripped panel would cost \$925.00 plus installation. An invoice for the original purchase price is available upon request.