

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

1018 C Street, Suite 210
Galt, California 95632
(209) 744-4545 fax (209) 744-4554

APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

User Group(s) _____

Person in charge _____

Email _____ Phone _____

Alternate person in charge _____ Phone _____

School requested _____ Area/Room _____ Kitchen _____

Date(s) Requested _____

Time Requested _____ (AM / PM) to _____ (AM / PM)

Purpose of Use _____

Equipment requested _____

Admission charge _____ Total estimated attendance _____

Fee schedule, rules and regulations governing the use of school facilities are also attached. Please read carefully and sign in appropriate areas or agreement will not be processed.

DISTRICT USE ONLY

Principal's approval _____ Date _____

Request approved _____ by _____
Date Chief Business Officer or Designee

Remarks _____

Class I / Class II / Class III Charge \$ _____ District employee required: Yes / No

Job classification _____ District employee assigned _____ Hourly rate \$ _____

Total Cost: \$ _____ Payment Due _____ Payment Received _____

Fee Schedule

Type of Use	Fairsite Multi-Purpose	Lake Canyon Multi-Purpose	Marengo Ranch Multi-Purpose	River Oaks Multi-Purpose	Robert L. McCaffrey Multi-Purpose or Gymnasium	Vernon E. Greer Multi-Purpose	Valley Oaks Multi-Purpose	Bright Future Learning Center (BFLC)	Kitchen only Cafeteria <i>employee must be present</i>
Class I (Free Use)	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	\$40.00/hour
Class II (Expense Coverage Use)	\$125.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$40.00/hr.	\$50.00 + \$40.00/hour
Class III (Semi Commercial or Individual)	\$150.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$45.00/hr.	\$60.00 + \$40.00/hour

In cases where a cafeteria or custodial employee is required to be present, **the employee pay shall be \$40.00/hour for Food & Nutrition and \$45.00/hour for Custodial**, with a minimum of two (2) hours to be paid by the using organization or individual. District employees shall not be obligated to donate their time. **The rental fee, as per the schedule above, is payable to the District forty-eight (48) hours prior to the event date.** Checks should be made payable to Galt Joint Union Elementary School District.

Criteria for determining Type of Use

- CLASS I** District activities, youth organizations and outside sports groups normally granted free use, Monday through Friday. Examples include, but are not limited to: Scout Troops, Blue Birds, Brownies, Camp Fire Girls, 4-H Clubs, AAU and other competitive leagues, community sports leagues, community clubs, etc. All school district activities of groups which are directly and primarily school-related. (Examples: PTA, Parent Clubs, Booster Clubs, Student Body Associations, Galt Parks and Recreation by agreement only). Other organizations meeting for the benefit of youth, on approval of the Superintendent and/or the Board of Education. Weekend use will be charged at Class II rates including custodial costs.
- CLASS II** Community-wide activities of a cultural or public interest nature where memberships are sold, admission fees are charged or donations solicited, and/or the purpose of which is to raise funds for charitable projects. Religious organizations for the conduction of religious services for temporary periods of time. Admission fees may, or may not, be charged. Weekend use will be charged a custodial cost in addition to rental fee.
- CLASS III** Activities to which admission is charged and whose sole purpose is profit making, private or personal use by an individual or group. Weekend use and/or use when GJUESD employees are not scheduled to work will be charged a custodial cost in addition to rental fee.

In accordance with the California Education Code and the policies of the Board of Education, the following provisions are set for the use of the Galt Joint Union Elementary School Districts facilities:

1. User group(s) wishing to use school facilities should make a request on the Application and Agreement for Use of School Facilities form at least three (3) weeks prior to the desired date(s). Exceptions shall be subject to approval of the Chief Business Official (CBO). Cancellations of requests for the use of facilities must be made no less than twenty-four (24) hours in advance. **Cancellations with less than twenty-four (24) hours notice will be subject to a cancellation fee of \$80.00. Cancellation fee does not apply if fee has not been incurred for use. _____ (Initial)**
2. The User group(s) shall provide valid Certificate of Liability Insurance naming the District, its Directors, Officers, employees, agents and volunteers, as additional insured under its liability insurance or coverage agreement(s), minimum \$1,000,000 Liability/\$2,000,000 Aggregate, including the 2nd page titled "Additional Insured Endorsement" prior to the desired date(s). User is required to provide proof of insurance and additional insured endorsement prior to use.
3. User group(s) agrees to hold the Galt Joint Union Elementary School District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. The applicant agrees to furnish such liability or other insurance for the protection of the public and the District as may be

- required by the District. However, the applicant will not be held responsible for any loss or damage caused by any peril for which the Galt Joint Union Elementary School District is insured under their fire insurance contracts.
4. Neither the User group(s), nor its employees, agents, guests nor invitees are authorized to use any other real property, or physical improvements to real property, other than the Facilities covered by this Agreement. User group(s) shall be responsible for any loss or damage other than normal wear and tear to the district premises, furniture or equipment, because of occupancy of said premises and agrees to assume financial responsibility for all damages and any additional custodial services, if required. The use of facilities shall not be granted when, in the opinion of the school administration, there is a possibility of damage or injury to school property.
 5. Use of school facilities and grounds shall be in accordance with all applicable federal and state regulations and guidelines, and school board policy. District facilities or grounds will not be utilized by individuals, organizations, agencies or others that engage in discriminatory practices as prohibited by federal law, state law or school board policies.
 6. Use of school facilities for religious or sectarian purposes is permitted by law for temporary use at cost (Ed. Code Sec. 40040).
 7. Facilities must be under the supervision of a responsible adult over the age of twenty-one (21) at all times. Enforcement of the rules is the responsibility of the adult in charge, who must be present during the entire period of use. If the responsible party is changed (from the one listed on the request form) the District must be notified accordingly prior to the activity.
 8. Permission for the use of buildings and facilities may be revoked by the administration whenever the use may interfere with school activities or whenever there has been a violation of regulations or abuse of buildings or facilities.
 9. The User group(s) will return the facility to its original arrangement and condition before leaving.
 10. Use of drugs, alcohol, and tobacco are not permitted on school premises at any time.
 11. Gym shoes are required when using the gym floor for active recreation, with the exception of dancing. School equipment will not be used unless authorized. Specialized equipment such as projectors, p.a. systems, etc., shall not be used unless a District employee is available to operate or teach the User group(s) how to operate prior to use. The District reserves the right to deny requested use of specialized equipment.
 12. Nothing shall be offered for sale at meetings without prior approval.
 13. Facilities will have limited availability from November to March.
 14. All questions which are not covered by these regulations having to do with the use of the District's facilities by outside organizations shall be referred to the CBO.

I, the undersigned, hereby certify that I have been duly authorized to request the use of Galt Joint Union Elementary School District facilities by the User group(s), and that the User group(s) will be responsible for any damage sustained to the school building, furniture or equipment accruing through the occupancy or use of said buildings; however, in the event said application is made in an individual capacity, then I will be personally responsible for any such damages. Use of school facilities and grounds shall be in accordance with all applicable federal and state regulations and guidelines, and school board policy. I will abide by the policy of the Board of Education of the Galt Joint Union Elementary School District, and that said User group(s) and I will conform to all applicable provisions of the constitution and laws of the State of California. User group(s) not following rules listed will be subject to loss of use. **User group(s) that do not adhere to the twenty-four (24) hour cancellation policy will be subject to a cancellation fee of \$80.00. Cancellation fee does not apply if fee has not been incurred for use. _____ (Initial)**

This Agreement has been duly reviewed and approved by the authorized agents of the District and User group(s), who warrant and represent that they have the power and authority to bind their respective principals to the terms of this Agreement.

Dated: _____

Dated: _____

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

As Authority Agent of the "User group(s)"

As Authority Agent of the "District"