

SAUSALITO MARIN CITY SCHOOL DISTRICT

200 PHILLIPS DRIVE, MARIN CITY, CA 94965 415-332-3190

FACILITIES USE APPLICATION

1. Facilities Requested: Location _____
2. Building/Room/Grounds/special Facilities _____
3. Name of Applicant _____
(Organization, Group or Individual)
4. Address of Applicant _____
5. Representative Phone: Day _____ Evening _____

<u>Dates of Use</u>	<u>Days of Use</u>	<u>Hours of Use</u>	<u>Persons in Charge</u>	<u>Description of Activity</u>	<u>Est Attend</u>

DECLARATION OF APPLICANT

1. Nature or type of intended use: _____
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated in the amount of \$ _____. If no receipts are anticipated for these activities, check here ().
3. Receipts set forth in Item 2 above will be used for: _____.
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment or grounds occurring through the occupancy or use of said building and/or grounds by the applicant, normal wear and tear expected.
5. If extra "clean up" work is required by the usage, it is agreed the using organization will pay for the custodial time even though this charge may not appear under the statement of charges.
6. I hereby certify that I have received and read the rules, regulations, conditions and terms, including those on the reverse side of this application and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and the laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
7. Cancellations must be made at least 48 hours prior to the date of use. It is agreed that in the event this permit is not cancelled by the applicant within the specified time frame, no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of the school facilities.
8. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.
9. The undersigned states that to the best of his 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 which is to accomplish to overthrow the Government of the United States by force, violence or other unlawful means and that to the best of his/her knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE SAUSALITO MARIN CITY SCHOOL DISTRICT, ITS BOARD OF TRUSTEES, AGENTS AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGEMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE, HOWEVER CAUSED, THAT MAY ARISE FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGE SATISFACTORY TO THE DISTRICT, DISTRICT AS ADDITIONAL INSURED.

Signature of Representative _____ Date _____

Signature of Site Administrator _____ Date _____

SAUSALITO MARIN CITY SCHOOL DISTRICT

DO NOT WRITE BELOW THIS LINE

1. TERMS – Estimated fee payable with application. Additional fees will be billed within 30 days after the event.
2. PAYMENTS – Payable to Sausalito Marin City School District. Failure to comply with the terms will be cause to deny use.
3. Insurance Received _____ 1. Authorization for Custodial Services
4. Application Fee \$ _____ YES _____ NO _____
5. Usage Fee \$ _____ 2. Other Services
6. Balance Due \$ _____ YES _____ NO _____
7. Control Number _____ Describe: _____

BP1330(a)

The Board of Trustees recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code [38133](#))

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. [0450](#) - Comprehensive School Safety Plan)

(cf. [3516](#) - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Fees

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code [38134\(a\)](#), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. Other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code [38134](#))

BP1330(b)

Legal Reference:

EDUCATION CODE: [10900-10914.5](#) Community recreation programs [32282](#) School safety plan [37220](#) School holidays [38130-38138](#) Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE: [25608](#) Alcoholic beverage on school premises

MILITARY AND VETERANS CODE: [1800](#) Definitions

UNITED STATES CODE, TITLE 20: [7905](#) Equal access to public school facilities

SAUSALITO MARIN CITY SCHOOL DISTRICT

Community Relations

USE OF SCHOOL FACILITIES

E1330

STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that _____, the organization on whose behalf he/she is applying for the use of school property upholds and defends the Constitution of the United States and of the State of California.

DATE _____

(Signed)

(Organization if applicable)

Exhibit

Version: February 11, 2010

SAUSALITO MARIN CITY SCHOOL DISTRICT

Sausalito, California

SAUSALITO MARIN CITY SCHOOL DISTRICT

USE OF FACILITIES APPLICATION

District facilities are available for community use when the activity is consistent with the best interest of the District and does not interfere with the regular educational programs. The facilities are not for private parties; alcohol and tobacco are not allowed on school district property.

Before a use can be finalized, the group or organization using the District property must provide a Certificate of Liability for no less than \$1,000,000, naming the Sausalito Marin City School District as certificate holder and additional insured.

Facility Fee Schedule:

	N/P Youth or Public Agency	N/P Adult	All Others
	Community Youth Groups, Local Park & Rec. youth Programs	Local Park & Rec. Adult Programs Community Service Groups & Organizations	Businesses & Business Organizations Business Recreation Leagues
	Local Youth Groups	Groups & Associations with 501C3 non-profit status Adult recreational Groups Colleges	Religious Organizations
Multi-Purpose Room	\$15 per hour	\$30 per hour	\$150 per hour
Classroom	\$15 per hour	\$20 per hour	\$60 per hour
Fields	\$24 per hour	\$65 Per hour	\$85 per hour

Use of school fields NOT permitted while it is raining, has rained half an inch in the past 24 hours or if the field is wet and any use will be harmful to the playing surface.

Additional Fees:

Facility usage subject to additional charges for custodial Personnel

Custodial Fees: \$37.50 per hour with a 2 hour minimum.

If event is at night or on a weekend it is mandatory.

Required Cleaning deposit: \$250- deposit returned after event closeout inspection.

Facility usage MUST conclude by 10:00pm Monday thru Friday, Saturdays on a case-by-case basis

50% of estimated total Use of Facilities fees computed by District staff are due in the Business office on week prior to the scheduled event.