

School Site:		Facility Requested: (Performing Arts Requires Exhibit P)					
Name of Organization/Applicant:					Telephone:		
Mailing Address:					Email:		
Representative Name: (Print)					Title:		
Date(s) of Use	Day(s) of Week	Time of Day Start/Set Up Event Time Clean Up/End			Person in Charge	Estimated Attendance	Other Services/ Equipment Request
							<input type="checkbox"/> Sound Light Technician <input type="checkbox"/> PA Equipment
							<input type="checkbox"/> Other (list below)

DECLARATION OF APPLICANT

- Nature or type of use: _____
- 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 \$ _____, or ☐ None
- Receipts set forth in item 2 above will be used for: _____
- 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 excepted.
- I hereby certify that I have received and read the rules and regulations, conditions and terms as stated in Board Policy and that I and the applicant which I represent will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Education and its authorized agencies which may be communicated to the applicant.
- It is agreed that in the event this permit is canceled by the applicant, no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing the use of school facilities.
- In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act in their behalf in making application for use of said facilities.
- Persons or organizations applying for the use of school facilities or grounds shall sign this agreement indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.
- PAYMENT – make payments payable to CUSD, are due immediately after use of facilities. **Initial:** _____
- Soccer Only: Soccer goals must be properly maintained and secured during use and after use to prevent injury. Initial:** _____

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

APPLICANT HEREBY AGREES TO HOLD CALAVERAS UNIFIED SCHOOL DISTRICT, ITS TRUSTEES, THE INDIVIDUAL MEMBERS, AND ALL DISTRICT OFFICERS, AGENTS AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, DAMAGES, LIABILITY, COST OR EXPENSE THAT MAY ARISE OUT OF OR BE CAUSED IN ANY WAY BY SUCH USE AND/OR OCCUPANCY OF SCHOOL FACILITIES. APPLICANT AGREES TO FURNISH SUCH LIABILITY OR OTHER INSURANCE FOR THE PROTECTION OF THE PUBLIC AS THE DISTRICT MAY REQUIRE.

By signing below, I/our organization agrees to terms & conditions listed above.

Signature of Representative: _____ Date: _____

FOR CUSD USE – DO NO WRITE BELOW THIS LINE		CUSD FACILITIES USE PERMIT	
Site Administrator Approval:		Date	
Insurance Required is \$1,000,000 P.D. or P.L. <input type="checkbox"/> Proof of Non-Profit Status Received <input type="checkbox"/> On File		Received Certificate of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
CHECK ONE: <input type="checkbox"/> Facility Use Fee Amount \$ _____ per hour OR <input type="checkbox"/> PAC* <input type="checkbox"/> Full Day <input type="checkbox"/> Half Day <input type="checkbox"/> Hours X \$ _____ per hour <input type="checkbox"/> Seasonal Use Fee of \$200 (for single site) OR <input type="checkbox"/> Seasonal Use Fee of \$100 per site (for multiple sites) OR <input type="checkbox"/> Will pay for custodial cost * May include additional fees for staff/equipment		Office authorization for custodial services: Arranged by: _____ on _____ (date) Custodian Assigned: _____ Facility Scheduled by: _____ Distribution: Operations Principal Other	
District Office Administrator: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date Sent to Applicant: _____		Date sent to PAC Coordinator: _____	

**THIS COPY IS PROOF OF FACILITIES USE APPROVAL.
PLEASE HAVE THIS IN YOUR POSSESSION WHEN USING THE FACILITY.**

**CALAVERAS UNIFIED SCHOOL DISTRICT – FACILITIES PERMIT
FEE SCHEDULE**

E 1330 (b)

Fees Below are for Specific Events/Activities

***Daily/consistently scheduled practices are subject only to \$200 Deposit**

REMINDER: Tobacco and alcohol are not allowed on any CUSD school campus/facility

March 2016

	CLASS I Direct Cost	CLASS II Fair Market Value	Billing is in Whole Hours Only
	Community Sponsored Youth Groups and Organizations, Non-profit Groups Not Affiliated with a religious Organization	Commercial Enterprise Religious Organizations Fundraising Activities that do not directly benefit Calaveras Unified School District	
Facility: Indoor	Class I Rate Per Hour or Daily	Class II Rate per Hour or Daily	Comments
Performing Arts Theatre	\$475.00 Full Day (4.1 to 8 hrs) \$50 per hour over 8 hrs. \$238.00 Half Day (4 hrs) Plus \$200 Security Deposit	\$575.00 Full Day(4.1 to 8 hrs.) \$60 per hour over 8 hrs. \$288.00 Half Day (4 hrs.) Plus \$200 Security Deposit	Hourly Rates: Plus \$200 Security Deposit
Standard Classroom	\$5.00	\$35.00	Faculty/Staff Rooms
Weight Room	\$5.00	\$35.00	
Specialty Classroom: Music, Double Size Classroom, Lab, Ceramic Rooms, Science, etc.	\$15.00	\$35.00	Does not include use of equipment. Equipment use (if available) requires permission from teacher and additional fees.
Gyms CHS/TMS	\$35.00	\$50.00	
Multi-Purpose Room Elementary	\$30.00	\$45.00	
Library, All Sites	\$15.00	\$35.00	
Kitchen (no appliances)	\$5.00	\$15.00	
Kitchen (with appliances)	\$15.00	\$35.00	Additional Charge for Kitchen Worker
IMC/Board Room	\$15.00	\$35.00	
Wrestling Room	\$30.00	\$50.00	
Facility: Outdoor	Class I Rate Per Hour	Class II Rate Per Hour	Comments
Multi-use Field CHS/TMS	Full Day \$150.00	Full Day \$150.00	
Multi-Use Fields All other Campuses	Half Day \$25.00 Full Day \$50.00	Half Day \$25.00 Full Day \$25.00	No markings
CHS Swimming Pool	\$30.00	\$50.00	Provide Your Own Certified Lifeguards
Baseball/Softball Field	Half Day \$25.00 Full Day \$50.00	Half Day \$25.00 Full Day \$50.00	No markings
Tennis Courts	\$4.00	\$5.00	Without Lights
Tennis Courts	\$5.00	\$10.00	With Lights
Parking Lot (car washes/rummage sales or other events)	\$50.00	\$50.00	Use & Cleaning

All facilities use fees include utility costs, paper products, consumables, janitorial and/or staff member time, which is subject to a minimum of two-hour custodial time, per CSEA contract for call-backs. If you require opening and closing and your event is more than two hours, you will be charged two-hours to open and two hours to close (note: you may utilize the services of the custodian during those times). All the information and/or rates are subject to change with Board of Education approval. Additional costs may be incurred for field usage if there is garbage pick-up and removal.

If use is at multiple sites and is a seasonal use, the fee will be \$100 per site. If use is at one site and is seasonal use the fee is \$200.

Unless otherwise stated, all rental fees include utility costs, paper products for restroom facilities and customary janitorial.

All of the information set forth herein may be subject to change with the Board of Education's approval.

Valid proof of non-profit status is required.

Performing Arts Center

Standard rental includes, seating for 300, (handicap accessible), use of backstage area, curtains, dressing rooms general lighting, podium and up to 8 microphones.

Special lighting needs and/or sound equipment require use of a CUSD technician, available for hire. The rate is \$_____ per hour, with a minimum of _____ hours. Calaveras Unified School District will designate the technician. Any additional staff member determined necessary by the district will be \$_____ per hour.

Refer any questions regarding the use of smoke machines or any other specialized equipment to the Theater Coordinator.

Food and drinks are not allowed in the seating/stage area of the theatre. Organizations or individuals are required to provide their own ushers to monitor people as they enter the area during performances. If they cannot provide their own ushers, the district will provide ushers at the rate of \$20 per hour. Ushers must appear at least one-half hour prior to and remain at least one-half hour after the performance(s).

Other Possible Charges

In addition to the rental and staff rates, the following additional charges may be billed if necessary:

The facility will be inspected at the end of any approved facility use time.

1. If the event takes longer than approved by the facility request, the renter will be billed for the additional time at the hourly rates in one hour increments.
2. Use of smoke machines or any other specialized equipment that causes damage or trips fire suppression devices which must be reset and/or inspected by outside contractors will result in added charges to offset any costs to the district.

Organizations or persons using the facility will be charged the cost of cleaning buildings and grounds to prepare them for student attendance. Leaving the facility in the same condition it was when you arrived can contain those costs.

Any excess clean up, above and beyond normal "wear and tear" of the facility, shall be charged to the organization or person(s) renting the facility.

An additional \$_____ refundable deposit for cleanup may be requested per use by the district if deemed necessary by the administration.

CALAVERAS PERFORMING ARTS CENTER
POST-AGREEMENT QUESTIONNAIRE
EXHIBIT P

☐ A Facilities Use Agreement has been completed and approved on _____
(Date)
(Attach a copy of the Facilities Use Agreement)

Renter/Organization: _____ Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

All events must end by 11:00 p.m.

SET-UP

- ☐ Podium ☐ Microphone at Podium ☐ Grand Piano (\$50 set up/use fee)
- ☐ Other Microphones (up to 8): # Requested: _____ ☐ Cued Music
- ☐ Lighting Design (CUSD Technician at \$____ per hour) Total Tech Hours to be billed: _____
- ☐ Ushers (at \$____ per hour) # of Ushers: _____ Total Usher Hours to be billed: _____

(Signature of Authorized Person for Organization,
as identified on the Facilities Use Agreement)

Date

Other Requirements and/or charges:

Note: No sets pieces will be permitted that are a fire safety hazard (such as, but not limited to: hay, straw, curtains, candles, pyrotechnics)

Nails, tacks, tape, staples, glues or spray glues are not permitted for use on the walls. Only blue painter's tape can be used if carefully removed. No decorations are to be attached to the walls or ceilings. Free-standing displays, panels or pedestals are permitted. Spraying or throwing of glitter, snow, paint, chalk dust, rice, seeds or litter of any type is not permitted inside or outside of the building.

Food, drinks or gum is not allowed inside the theatre.

Closing

Turn off heaters or air conditioners controls, lock all doors and turn off all interior lights.