### Western Placer Unified School District APPLICATION AND AGREEMENT FOR USE OF FACILITIES

NOTE: Applicant must read the rules and regulation TO BE COMPLETED BY APPLICANT: (Application mu	st be submitte	d ten (10) v	working day	/s prior t	to first event.)	-
Organization:						
Represented by (Name and Title):						
School Employee Sponsor:				on-Profi	t#:	
Billing Address:						
Email Address:					_Cell:	
School Site(s) Requested:			Will be ι	used:	One Time	
Date(s) Requested:					Monthly	
Dates(s) Excluded:					Other	
Day(s) of the week: M TU W	TH F		SU F	Hours to	be used:	to
Admission/Registration Fee Charged: Yes	No					
Donations Solicited: Yes No			E	Estimate	d Attendance:	
AFFIDAVIT IN ACCORDANCE WITH EDUCATION CODE SECTION 3 application is hereby made, will not be used for the commission of overthrow of the Government of the United States by force, viole organization on whose behalf he/she is making application for us Government of the United States or of the State of California by communist-action organization or community-front organization under the penalties of perjury. INSURANCE REQUIREMENTS: Western Placer Unified School Dist before your application can be approved. Insurance must be for School District must be listed as additional insured. Your insurant HOLD HARMLESS AGREEMENT: Applicants hereby agree to hold district officers, agents and employees free and harmless from an occupancy of school property. The applicant agrees to reimburse requested. I HAVE READ THE RULES AND REGULATIONS, CONDITIONS FOR POLICY 1330 AND ADMINISTRATIVE REGULATION 1330 AND AC BALANCE OF THE ACTUAL FEE UPON RECEIPT OF INVOICE. AUTHORIZED SIGNATURE OF APPLICANT: CLASS DESIGNATION —see page 2 (Circle One): 1 II III (	of any act intended ence or other unlav- ie of school proper force, violence, or required by law to crict requires a Cer Commercial Gener ce agent can provi Western Placer Ur ny loss, damage, lia e the school distric USE OF FACILITIES CEPT RESPONSIBIL	I to further an wful means. T ty, does not, t other unlawfu be registered tificate of Insu al Liability, wi de the require ified School D ability, cost or t for any dama AND FEE SCH .ITY FOR MEE	at, to the best of y program or m hat o the best of hi I means, and th with the Attor rance and an e th limits not les d certificate an istrict, its Gove expense that m age to school pr EDULE RELATIN TING THE REQU	of his/her novement is/her kno hat, to the rney Gene endorseme ss than \$1 nd endorse erning Boa nay arise o roperty oc NG TO THE JIREMENT _ DATE: _ TION OF	knowledge, the sc the purpose of wh wledge, advocate to best of his/her known ral of the United St ent (form CG2026) million per occurre ement. rd, the individual n during or be caused ccasioned by or gro E USE OF SCHOOL F FS STATED THEREIN	hool property for use of which ich is to accomplish the , the the overthrow of the bwledge it is not a ates. This statement is made to your insurance policy ence. Western Placer Unified members thereof, and all in any way by such wing out of use herein <b>FACILITIES INCLUDING BOARD I AND FOR PAYING THE</b>
Indicate number requested:					Verified by I	
Multi-Purpose Room	# of hours					nedule of Facility Use Fees)
Gymnasium	# of hours					
Classroom (s)	# of hours				= \$ = \$	
Football Stadiumw/lightsw/o lights	# of hours		@\$			
Track Field	# of hours		@\$			
Fields/Parking Lot	# of hours		@\$			
Theater	# of hours		@\$			
Theater Sound/Light Operator (\$40.64/hr; 2 hr min)	# of hours		@\$		= \$	
Cafeteria (requires Food Serv. Approval – see form)	# of hours		@\$		= \$	
Lockers	# of hours		@\$			
Staff OT (Custodial @36/hr)	# of hours		@\$			
Tables (5 @ \$15/day)	# of days		@\$			
Chairs (100 @ \$25/day)	# of days		@\$			
Other			@\$			
					Total: _	
						uring regular school hours
SITE APPROVAL: Approved by:						_ Date
Insurance Certificate received: YES NO N/A Approved by:	Expires on:					
		Dute				
Business Services: Approved by Director of Business Services or Designee:						
Approved by Asst. Superintendent of Business & Operations or D	esignee:				Date:	

#### WESTERN PLACER UNIFIED SCHOOL DISTRICT

#### RULES AND REGULATIONS & CONDITIONS FOR USE OF FACILITIES

- 1. Accounting personnel will calculate *estimated* fees in accordance with the current fee schedule. Amounts not paid to the Western Placer Unified School District within 90 days will be sent to a collection agency. Bills not paid on time shall cause a user to be denied continued use of the facilities until delinquent payments are paid.
- 2. Verify insurance documentation is appropriate.
- 3. Registration and supervision of the facilities must be by a responsible adult (21 years of age or older).
- 4. Tobacco products, alcohol and any controlled substances are not allowed on any District property.
- 5. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities. Approval of the application does not guarantee exclusive access to the facilities.
- 6. No materials are to be taped, tacked, stapled, glued or pinned to any surface unless designated for such purpose.
- 7. All users must provide their own supplies (i.e., easel, easel pad, marking pens, pencils, notepaper, etc.).
- 8. Secretarial and telephone services are not provided.
- 9. It shall be the responsibility of the group using the building to supervise all participants.
- 10. Applicant must return the facility to its original arrangement and condition (facility, chairs, tables and white boards). Any damage caused by user will be billed to user.
- 11. Custodial staff will make periodic inspections of the facility and will interrupt to clean spillage of food and beverage as necessary. User will be charged for all custodial costs incurred.
- 12. Reservation is tentative until Application and Agreement for Use of Facilities form is properly completed and approved. This cannot occur until an insurance certificate is provided, security deposit paid, and application form is approved by an authorized District-level official.
- 13. Facility user (Lessee) is required to comply with the lawful requirements of the District, the State of California, and all applicable requirements of the City of Lincoln and Placer County regarding discharges to the storm drain system and watercourses, including applicable requirements specified in local municipal storm water management programs or plans.
- 14. Cafeteria Kitchen use requires Food Service Approval and must be submitted with application. Kitchen cannot be used unless approved by the Director of Food Services. See Kitchen Usage Request Form. CLICK HERE

WPUSD Staff:\_

Time in: \_\_\_\_\_Time out:\_\_\_\_

Damage or comments: \_

(Forward to Business Office at the end of the event)

#### SCHEDULE OF FACILITY USE FEES

#### CLASSIFICATION

Indoor Facilities	Class II Direct Cost Per Hour	Direct Cost Weekly Rate	Class III Fair Rental Per Hour	Classification I The Board authorizes <u>free</u> , non-daily, <u>short-term</u> facility use for activities of nonprofit organizations and clubs or associations, which promote youth, and school activities. All non- profit groups must provide a copy of IRS Form 501c (Certificate of Exempt Status). These groups include: Community advisory councils and community groups; Youth sports groups;
Regular Classroom	\$9.00	\$90.00	\$20.00	Camp Fire, Boy/Girl Scouts, and affiliated organizations; senior citizen organizations and affiliations; school initiated & sponsored activities with Booster clubs and Parent/Teacher
Library	18.00	180.00	41.00	clubs; other similar groups at the discretion of district administration. <b>** Additional fees will</b>
Elem School Multi-Use	44.00	440.00	103.00	be charged for opening and closing the facilities, monitoring the event or performing extra
Elem School Kitchens*	9.00	90.00	20.00	services, if no school employee would otherwise be available to perform that function as
Middle School Multi-use: TBMS	82.00	820.00	190.00	part of his/her normal duties. If event is supervised by an administrator, name of
Middle School Gym: TBMS	108.00	1,080.00	251.00	administrator <u>must</u> be noted on page 1 of application.
Middle School Kitchens: TBMS	18.00	180.00	41.00	Classification II Crows using facilities for non-school initiated activities during the non-school operating hours
Middle School Lockers: TBMS	34.00	340.00	80.00	Groups using facilities for non-school initiated activities during the non-school operating hours will be defined as a Class II. Activities other than those specified under Classification I or
Middle School Multi-use: GEMS	52.00	520.00	120.00	Classification III, and daily use by Classification I groups shall be charged a fee at least equal to
Middle School Kitchens: GEMS	10.00	100.00	23.00	direct costs to the district. The following are examples: use by any group where admission is
Middle School Lockers: GEMS	34.00	340.00	79.00	charged or contributions solicited and net receipts are expended for youth-related or
High School Locker Rooms	31.00	310.00	71.00	charitable purposes; charitable fund-raising activities which are beneficial to youth or public school activities of the district, as determined by the superintendent; activities not previously
High School Cafeteria	35.00	350.00	81.00	identified which do not fall within the free use or fair rental value classifications and which are
High School Kitchen*	14.00	140.00	31.00	included herein through subsequent Board action; churches and religious organizations unless
High School Theater	101.00	1,010.00	234.00	the activity is a Class III activity, in which case Class III charges shall be imposed. Fees are to
High School Gym	106.00	1,060.00	246.00	offset costs for supplies, utilities, custodial services, services of any other district employees and salaries paid to school district employees necessitated by the organization's use of the
High School Multi (Old Gym)	67.00	670.00	155.00	school facilities and grounds of the district. <b>**Additional fees will be charged for opening and</b>
Outdoor Facilities				closing the facilities, monitoring the event or performing extra services, if no school
Ball Field/Soccer/Softball	22.00	220.00	33.00	employee would otherwise be available to perform that function as part of his/her normal duties. If event is supervised by an administrator, name of administrator must be noted on
Football Stadium	159.00	1,590.00	239.00	page 1 of application.
Football Stadium w/Lights	204.00	2,040.00	306.00	Classification III
Track Field	204.00	2,040.00	306.00	Commercial and for-profit activities shall be charged fair rental value. The following are
Elem Playfields & Hard-court areas	9.00	90.00	14.00	examples: organizations/groups where admission fees are charged or contributions are
Parking Lots	14.00	140.00	21.00	solicited and the net receipts are not expended for the welfare of the pupils of the district or
*Kitchen use requires Food Service Approval. Attach <b>Kitchen Usage</b> <b>Request Form. <u>CLICK HERE</u></b>				charitable purposes; commercial use shall apply to those organizations or individuals requesting to use school facilities for advertising, selling any product of service, or conducting any other type of commercial business or function. It shall be considered commercial if the publicity and/or advertising would benefit a particular person or concern in commercial way. A charge shall be made for the use of the school facilities or grounds, plus the cost of opening and closing the facilities, if no school employee would otherwise be available to perform that function as a part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as a part of his/her normal duties; and the cost of services, if the services are necessary and would have otherwise be end performed as a part of the custodian's normal duties.

# Western Placer Unified School District

## 2021-22 Addendum to APPLICATION AND AGREEMENT FOR USE OF FACILITIES for COVID-19

During the 2021-22 school year, WPUSD will charge a fee cleaning the facilities used by the public. Cleaning, including high touch cleaning, is required after each use and in accordance with CDPH guidance. The fee will be based on the actual custodial time to clean the facility used with a minimum of 2 hour custodial time. The fee will be charged to all groups, including Class I users (except PTCs/PTAs or school events).

All users are required to follow the current District COVID-19 safety protocols at the facility used, whether or not students are present and whether participants are vaccinated or not. WPUSD reserves the right to cancel facility use if protocols are not followed or based on CDPH recommendations.