

Western Placer Unified School District

APPLICATION AND AGREEMENT FOR USE OF FACILITIES

NOTE: Applicant must read the rules and regulations, and conditions for use of district facilities prior to completing this form.

TO BE COMPLETED BY APPLICANT: (Application must be submitted ten (10) working days prior to first event.)

Organization: _____ Date: _____
 Represented by (Name and Title): _____ Tax ID#: _____
 School Employee Sponsor: _____ Non-Profit#: _____
 Billing Address: _____
 Email Address: _____ Phone: _____ Cell Phone: _____
 School Site(s) Requested: _____ Will be used: One Time
 Purpose or Type of Use: _____ Monthly
 Date(s) Requested: _____ Other _____
 Date(s) Excluded: _____ Hours to be used: _____ to _____
 Day(s) of the week: M TU W TH F SA SU Donations Solicited: YES NO
 Admission/Registration Fee Charged: YES NO Estimated Attendance: _____

AFFIDAVIT IN ACCORDANCE WITH EDUCATION CODE SECTION 38136: The undersigned states that, to the best of his/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 by force, violence or other unlawful means. That _____, the organization on whose behalf he/she is making application for use of school property, does not, to the best of his/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/her knowledge it is not a communist-action organization or community-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.

INSURANCE REQUIREMENTS: Western Placer Unified School District requires a Certificate of Insurance and an endorsement (form CG2026) to your insurance policy before your application can be approved. Insurance must be for Commercial General Liability, with limits not less than \$1 million per occurrence. Western Placer Unified School District must be listed as additional insured. Your insurance agent can provide the required certificate and endorsement.

HOLD HARMLESS AGREEMENT: Applicants hereby agree to hold Western Placer Unified 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 occupancy of school property. The applicant agrees to reimburse the school district for any damage to school property occasioned by or growing out of use herein requested.

I HAVE READ THE RULES AND REGULATIONS, CONDITIONS FOR USE OF FACILITIES AND FEE SCHEDULE RELATING TO THE USE OF SCHOOL FACILITIES INCLUDING BOARD POLICY 1330 AND ADMINISTRATIVE REGULATION 1330 AND ACCEPT RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED THEREIN AND FOR PAYING THE BALANCE OF THE ACTUAL FEE UPON RECEIPT OF INVOICE.

AUTHORIZED SIGNATURE OF APPLICANT: _____ **DATE:** _____

CLASS DESIGNATION -see page 2 (Circle One): I II III (___ confirmed by Bus. Office)

Indicate number requested:

_____ Multi-Purpose Room	# of hours _____
_____ Gymnasium	# of hours _____
_____ Classroom(s)	# of hours _____
_____ Football Stadium __ w/ lights __ w/o lights	# of hours _____
_____ Track Field	# of hours _____
_____ Fields/Parking Lot	# of hours _____
_____ Theatre	# of hours _____
_____ Cafeteria (requires Food Service Approval)	# of hours _____
_____ Lockers	# of hours _____
_____ Staff OT (Custodial @ \$36/hr)	# of hours _____
_____ Tables (5 @ \$15.00 per day)	# of days _____
_____ Chairs (100 @ \$25.00 per day)	# of days _____

CALCULATION OF FEES - To be completed by applicant
 (___ Verified by Bus. Office)

ESTIMATED FEES PER EVENT (per Schedule of Facility Use Fees)	
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
@ \$ _____	= \$ _____
Total Fees	\$ _____

← Administrator name supervising event if not held during regular school hours

SITE APPROVAL:

Approved by: _____ Date: _____
 Signature _____
 Print Name _____
 Insurance Certificate received: YES NO N/A Expires on: _____
 Approved by: _____ Date: _____

BUSINESS SERVICES:

Approved by Director of Business Services or Designee: _____ Date: _____

WESTERN PLACER UNIFIED SCHOOL DISTRICT
RULES AND REGULATIONS & CONDITIONS FOR USE OF FACILITIES

- 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.
- Verify insurance documentation is appropriate.
- Registration and supervision of the facilities must be by a responsible adult (21 years of age or older).
- Tobacco products, alcohol and any controlled substances are not allowed on any District property.
- 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.
- No materials are to be taped, tacked, stapled, glued or pinned to any surface unless designated for such purpose.
- All users must provide their own supplies (i.e., easel, easel pad, marking pens, pencils, notepaper, etc.).
- Secretarial and telephone services are not provided.
- It shall be the responsibility of the group using the building to supervise all participants.
- 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.
- 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.
- 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.
- 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.
- 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

	Class II Direct Cost Per Hour	Direct Cost Weekly Rate	Class III Fair Rental Per Hour
Indoor Facilities			
Regular Classroom	\$9.00	\$90.00	\$20.00
Library	18.00	180.00	41.00
Elem School Multi-Use	44.00	440.00	103.00
Elem School Kitchens*	9.00	90.00	20.00
Middle School Multi-use: TBMS	82.00	820.00	190.00
Middle School Gym: TBMS	108.00	1,080.00	251.00
Middle School Kitchens: TBMS	18.00	180.00	41.00
Middle School Lockers: TBMS	34.00	340.00	80.00
Middle School Multi-use: GEMS	52.00	520.00	120.00
Middle School Kitchens: GEMS	10.00	100.00	23.00
Middle School Lockers: GEMS	34.00	340.00	79.00
High School Locker Rooms	31.00	310.00	71.00
High School Cafeteria	35.00	350.00	81.00
High School Kitchen*	14.00	140.00	31.00
High School Theater	101.00	1,010.00	234.00
High School Gym	106.00	1,060.00	246.00
High School Multi (Old Gym)	67.00	670.00	155.00
Outdoor Facilities			
Ball Field/Soccer/Softball	22.00	220.00	33.00
Football Stadium	159.00	1,590.00	239.00
Football Stadium w/Lights	204.00	2,040.00	306.00
Track Field	204.00	2,040.00	306.00
Elem Playfields & Hard-court areas	9.00	90.00	14.00
Parking Lots	14.00	140.00	21.00
*Kitchen use requires Food Service Approval. Attach Kitchen Usage Request Form . CLICK HERE			

Classification I
 The Board authorizes free, non-daily, short-term 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; Camp Fire, Boy/Girl Scouts, and affiliated organizations; senior citizen organizations and affiliations; school initiated & sponsored activities with Booster clubs and Parent/Teacher clubs; other similar groups at the discretion of district administration. **** Additional fees will be charged for opening and closing the facilities, monitoring the event or performing extra services, if no school 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 page 1 of application.**

Classification II
 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 Classification III, and daily use by Classification I groups shall be charged a fee at least equal to direct costs to the district. The following are examples: use by any group where admission is charged or contributions solicited and net receipts are expended for youth-related or 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 identified which do not fall within the free use or fair rental value classifications and which are included herein through subsequent Board action; churches and religious organizations unless the activity is a Class III activity, in which case Class III charges shall be imposed. Fees are to 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 school facilities and grounds of the district. ****Additional fees will be charged for opening and closing the facilities, monitoring the event or performing extra services, if no school 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 page 1 of application.**

Classification III
 Commercial and for-profit activities shall be charged fair rental value. The following are examples: organizations/groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the district or 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 been 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.