



BUENA PARK SCHOOL DISTRICT

6885 ORANGETHORPE AVENUE, BUENA PARK, CA 90620-1398 (714) 522-8412 FAX (714) 994-1506

Thank you for inquiring on the use of the Buena Park School District's facilities. To apply for use of a facility, read the Terms of Use and Guidelines for Estimating District Facilities Use Costs and complete the application below. Please note that requests are not finalized until approved by the District Office Administrator.

TERMS OF USE

1. School district employees on duty at the time of use of school facilities are employees of the school district only. They are on duty for the purpose of operating school district equipment and they are to be in charge of the facilities being used. Any service in addition to the foregoing which they render to the Organization/individual using the facility is entirely voluntary. Orderly termination of use is the responsibility of organization/persons using the facilities.
2. If any activity results in the destruction or damage of school district property or facilities, then the Organization agrees to pay for full replacement and/or repair of the school district property or facilities that were destroyed or damaged and agrees that further use of school district facilities may be denied.
3. Any use, by any individual, society, group or organization 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 or of the state by force, violence, or other unlawful means is prohibited. The undersigned states that, to the best of his or her knowledge, the school facilities/property for use of which request 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 or of the state by force, violence or other unlawful means.
4. Furthermore, the undersigned on behalf of the Organization agrees to and does hereby indemnify and hold harmless the Buena Park School District, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of any injury to or death of any person (s) or damage, loss or theft of any property, caused by any negligent act or willful misconduct by the Organization or any individual employed by Organization, either directly or indirectly, arising out of, or in any way connected with the use of school facilities as set forth herein. The Organization agrees to provide evidence of insurance required by the District prior to the use of school facilities.
5. The use of tobacco or alcohol products is prohibited in/on school facilities or in vehicles on school district property.

TERMS OF USE (CONTINUED)

6. A Certificate of Insurance naming the Buena Park School District for no less than \$1,000,000 is required to be on file prior to use of any district facility. The Certificate of Insurance on file must be valid for the duration of the reservation and attached to the application.
7. The organization agrees to pay all fees associated with the use of district facilities.
8. Agreements for use of the district's facilities run from July 1 – June 30.
9. Use of district facilities does not cover use of the District's WiFi services.
10. Use of district facilities does not include storage of the outside organization's property/equipment.
11. An agreement with the district for facility use does not constitute a tenant agreement.
12. Request for changes to the agreement must be requested 5 business days in advance.

The undersigned affirms that they are a member and officer of the requesting organization with full authority to bind the organization as set forth herein and that the Buena Park School District policies and procedures have been read and are fully understood. Furthermore, signature of this document serves as certification that all statements made herein are true and correct and are made under penalty of perjury.

The District reserves the right to decline any pending or approved facilities use request due to missing payments/invalid insurance.

Any violation of the District's facilities use terms and conditions will result in permit being revoked.

The undersigned agrees to defend, indemnify, and hold harmless the Buena Park School District, its Board of Trustees, Agents and Employees, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, regardless of cause, including the District's negligence, that may arise in any way from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment.

Guidelines for Estimating Facilities Use Costs 2022-2023

Costs will be calculated for:

- Custodial rates based on the maximum labor and statutory benefit rates in effect for staff and the time of use
- Access to and or use of kitchen requires cafeteria employee in addition to assigned custodial staff
- Any other costs that are out of pocket to the district or may reasonably be estimated for other consumables

2022-2023 FEES

Fees are subject to change.

Utilities at \$10/hour

Processing fee of \$25 for one-time use and/or \$10 per month for multiple uses

Day custodian \$40.89 x 1.5	\$61.34
Day custodian \$40.89 x 2 (Holiday Rate)	\$81.78

Security deposits will be required from groups unknown to the district. Security deposits will be estimated at \$500 for 4 hours use or less and \$1,000 for more than 4 hours. Advanced payment of security deposit will be required in all cases

**The California School Employees Association (CSEA) contract requires that employees are to be paid time and a half (1.5 x per hour) for overtime, including Saturday and Sunday work. Double time (2 x per hour) pay is required on holidays.