



## USE OF FACILITIES CHECKLIST

Complete and return this checklist and fee acknowledgments with your application package **at least 30 working days** prior to your event. Please **initial** each completed item submitted.

### CALENDAR DATE, TIMES, FORMS, LISTS, SIGNATURES:

- \_\_\_\_\_ Confirm date availability with school site. The school site is responsible for securing custodial services as needed.
- \_\_\_\_\_ The application includes opening and set-up times and clean-up time after the event.
- \_\_\_\_\_ Complete the Westminster School District *Application and Permit for Use of District Facilities* form.

### IDENTIFICATION:

- \_\_\_\_\_ PTA, Booster, and **all** other group activities: Please clearly identify the representative contact name, phone number and title on the application form in the space provided.

### NON-PROFIT DOCUMENTATION:

- \_\_\_\_\_ Nonprofit organizations must provide a non-profit tax ID number as well as the Letter of Determination from the State of California or Department of the U.S. Treasury assigning the I.D. number for your group. Non-profit use fees can be applied only with the documentation requested.

### INSURANCE REQUIREMENTS:

- \_\_\_\_\_ Contact your insurance provider and request a Certificate of Liability Insurance in the amount of \$2,000,000 per occurrence, \$2,000,000 aggregate for the following Certificate Holder(s):

**Westminster School District**  
14121 Cedarwood Ave  
Westminster, CA 92683

- \_\_\_\_\_ **REQUIRED:** Additional Insured endorsements. Endorsements are separate documents that are attached to the Certificates of insurance that add the Certificate Holders to your policy. Westminster School District needs to be added to your insurance policy as Additional Insured's with the following wording:

*"The Westminster School District, its Board of Trustees and Officers, agents and employees shall be named an Additional Insured, by separate endorsement. Any insurance maintained by (insert your group's name) shall be primary and any insurance or self-insurance maintained by the District shall be excess and non-contributing."*

Current insurance policies must be renewed each year and must be current for the entire period of the facility use by group and a copy must be on file with the District. If any vendors or third parties are brought onto District facilities by the approved group, those groups and vendors must also provide to the District, Certificates of Insurance that meet the requirements of the District outlined above.

### FACILITY RENTAL FEES:

- \_\_\_\_\_ I have submitted a signed Facility Rental Fee schedule and acknowledge that should the event extend beyond that specified in this application, additional charges may be incurred for staff and custodial time, facility utilization, or damage to District property or facilities. organization is responsible for based on actual use.
- \_\_\_\_\_ I acknowledge 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 used of said building by the applicant.

**PLEASE NOTE: NO GROUP HAS PERMISSION OR APPROVAL TO BEGIN USING A FACILITY WITHOUT THE SUPERINTENDENT OR DESIGNEE'S APPROVAL. PLEASE BE AWARE THAT SUBMISSION OF YOUR APPLICATION TO THE SCHOOL SITE IS REQUIRED 30 DAYS PRIOR TO YOUR EVENT. YOU WILL RECEIVE NOTIFICATION FROM THE DISTRICT ON THE STATUS OF YOUR APPLICATION.**

I have read and will comply with the requirements for the Use of Facility process.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Name of Group/Organization

\_\_\_\_\_  
Date

Rev 12/11/15



# Facility Rental Fee Schedule

## Effective 7/01/19

NOTE: <ul style="list-style-type: none"><li>• “Per Use” = Up to eight hours</li><li>• Season is equal to 12 weeks</li><li>• Custodian needed at all non-school events</li></ul>	Free Use Group 1	Non-Profit Youth Group 2	Non-Profit Other Group 3	For Profit Group 4
Application Fee	0.00	0.00	75.00	75.00
FACILITIES FOR USE				
Basketball Court – Per Hour	0.00	5.00/use	10.00/hour	23.00/hour
Per Season (3 months)	0.00	100.00	250.00	500.00
Multipurpose Room – Per Hour w/o kitchen - (Requires Restroom Fee)	0.00	24.00/hour	30.00/hour	115.00/hour
Restrooms – Per Day	0.00	30.00	36.00	101.00
Multipurpose Room – Per Hour With kitchen - (Requires Cafeteria Worker and Restroom Fees)	0.00	30.00/hour	40.00/hour	135.00/hour
Classroom – Per hour	0.00	10.00/hour	48.00/hour	65.00/hour
Classroom – Per day (6 hours)_	0.00	30.00		
Conference Room – Per Hour	0.00	10.00/hour	30.00/hour	65.00/hour
Field (any type) – Per Hour	0.00	7.00/hour	8.00/hour	15.00/hour
Per Season (3 months)		450.00	500.00	900.00
Gym – Per Hour (Requires Restroom Fees)	0.00	25.00/hour	86.00/hour	212.00/hour
Library – Per Hour (Requires Restroom Fees)	0.00	14.50/hour	46.50/hour	106.00/hour
Outdoor Eating Area – Per Hour	0.00	10.00/hour	43.00/hour	46.00/hour
Parking Lot – Per Use	0.00	10.00	20.00	150.00
Water Hook-Up – Per Use	0.00	0.00	5.00	10.00
PERSONNEL COSTS				
Cafeteria Worker – Per Hour (2-hour minimum)	30.25	30.25	30.25	30.25
A/V Technician – Per Hour (2-hour	35.50	35.50	35.50	35.50
Custodian – Per Hour (2-hour	52.00	52.00	52.00	52.00

Fees may be adjusted to reflect actual direct costs of operation of the Westminster School District including increases in the cost of utilities. All groups are subject to custodial services at Westminster School District's discretion.

# Group Type - Description

Group 1	FREE USE: Westminster School District (WSD) District/WSD school-affiliated or school-sponsored groups, clubs and student body groups (i.e., PTSA, school/community advisory councils, Westminster School District Education Foundation, etc.)
Group 2	NON-PROFIT YOUTH: Non-profit community organizations, clubs and associations with 501(c)(3) status (documentation is required at time of application), serving enrolled WSD students and operating <b>within the district boundaries</b> (e.g., Boy Scouts, Girl Scouts, Little League, Jr. All American, Pop Warner, AYSO, etc.). Fees apply during those times when a custodian would not otherwise be available at the facility: weekends, holidays, and after 7:00 p.m. on school days. If the size or activities of a group require, in the District's sole determination, additional custodial services, custodial fees will apply as appropriate to the situation.
Group 3	NON-PROFIT OTHER: Religious groups; senior citizen groups; charitable fund raising activities which are not youth activities; public agencies (other schools/school districts); non-profit special interest groups and cultural groups, with priority given to groups serving WSD students and community. For-profit groups doing fundraiser for non-profit group/purpose not directly benefiting the students or school activities of WSD.
Group 4	FOR PROFIT: Profit making or commercial events; Corporate or commercial uses.

## Important to Note

- (A) For use during the school day (before 7:00 p.m.) the custodian is required to open, close, and re-secure the facility. The using group is required to perform all set-up and clean-up operations. If the using group requires set-up and/or clean-up assistance, appropriate additional custodial fees will be charged.
- (B) Facility availability must meet the criteria of the Application and Permit for use of School Facilities and is subject to the District's ability to meet the staffing and resource requirements of the facilities request and honor the requirements of CSEA/MTA contractual agreements.
- (C) The District retains the right to make unavailable any facility at any time. The operational needs of our district and/or schools and the schedules required by schools for those facilities take priority over any other requested use. Classrooms are not available for use by cost groups 3 and 4 at elementary school sites.
- (D) The anticipated size and proposed activities of a group must not be inconsistent with the nature of the facility and the surrounding neighborhood. Considerations such as traffic congestion, parking, and the burden on the facility and neighborhood residents may result in the denial of permission to use any District facility, in the sole discretion of the District.

*Fees are updated on an annual basis effective July 1 of each year.*