

Hamilton Unified School District

P.O. Box 488 * Highway 32 and Canal St., Hamilton City, CA 95951 * (530) 826-3261 * (530) 826-0440

APPLICATION FOR USE OF FACILITIES

Name of Organization:			
Contact Person: <small>(Must be present during the entire period of use)</small>			
Telephone:			
Fax:			
FACILITY REQUESTED: <small>(Rates listed are per hour)</small>			
<input type="checkbox"/> HAMILTON HIGH SCHOOL <input type="checkbox"/> ELLA BARKLEY HIGH SCHOOL <input type="checkbox"/> HAMILTON ELEMENTARY SCHOOL			
<input type="checkbox"/> Library (\$50) <input type="checkbox"/> Lab Class – Computer, Home Ec., etc. (\$50) <input type="checkbox"/> Multipurpose Room* (\$28 and custodial fee of \$26 in addition to hourly rate for normal cleaning) <input type="checkbox"/> Multipurpose w/Kitchen* (\$40) *Also requires HUSD Cook or Cook’s Salary for supervision (\$15/hr.) <input type="checkbox"/> Room No. _____ (\$20) <input type="checkbox"/> Shop Class - Ag, Wood, Floral, etc. (\$25) <input type="checkbox"/> High School Gym* (\$45 and custodial fee of \$26 in addition to hourly rate for normal cleaning)	<input type="checkbox"/> Football field (\$50) <input type="checkbox"/> Football field with lights (\$70) <input type="checkbox"/> Public restrooms (\$35 per day) <input type="checkbox"/> Athletic fields/Playgrounds-for practice only during non-school hours (\$20) <input type="checkbox"/> Other Rooms/Facilities not listed (see site admin) *3 HOUR MINIMUM AND \$100 DEPOSIT ARE REQUIRED <small>Custodial Fee Cost: \$25.32/hr. Overtime Fee Cost: \$37.98/hr. Fees board approved 8.19.13</small>		
Purpose of facility usage:	Date(s)/Time of Activity:		
	Total number of hours:		
Facility Setup Needs: Note: Please supply your own materials, e.g. paper, pens, coffee, etc.			
The following adult(s) will be present and in charge of activity:			
SIGNING THIS FORM INDICATES ACCEPTANCE OF THE GENERAL TERMS AND CONDITIONS OF USE LISTED ON THE BACK: The Principal at each site has discretion to allow a community, youth, or educational group to use their specific site facility.			
Signature of Responsible Person:		Date:	
FOR DISTRICT USE ONLY:			
Facility Request Authorized by Principal <input type="checkbox"/> Yes <input type="checkbox"/> No Signature:			
Key Authorized <input type="checkbox"/> Yes <input type="checkbox"/> No Deposit paid: <input type="checkbox"/> Yes <input type="checkbox"/> No Receipt No.:			
Total Payment: \$		Date paid: Receipt No.: Key returned: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Posted to calendar <input type="checkbox"/> Copies/emails to: <input type="checkbox"/> Maintenance <input type="checkbox"/> Library <input type="checkbox"/> Cafeteria staff <input type="checkbox"/> Other_____			

APPLICATION FOR USE OF FACILITIES

General Terms and Conditions of Use of School Facilities Community Relations BP 1330

1. Any use of school facilities for non-school purposes shall comply with all state and local fire, health and safety laws.
2. Governing Board Policy and Administrative Regulation BP1330 require that all school properties be used for school functions as a first priority to any other requests for said properties.
3. The principal or designee will be the contact person for the school district.
4. **The use of tobacco products and the use and/or possession of alcoholic beverages are prohibited.**
5. **It is the responsibility of the Applicant to ensure that no alcoholic beverages, tobacco products, and/or illegal or banned substances are allowed on the premises during its use. Failure to do so will result in loss of security deposit and possible referral to law enforcement.**
6. Gym shoes are required of all people using the gym floor for active recreation.
7. The serving of food or drink indoors is restricted to the multi-purpose room or cafeteria.
8. Use is confined to the area(s) named in the approved application only and any changes to location must be pre-approved by school administration.
9. School equipment will not be used unless specifically authorized prior to date of facility use.
10. The using group agrees to assume financial responsibility for any and all damages sustained during the use of the facility and agrees to any additional custodial services, if required.
11. Adult in charge will seek out custodian on duty to notify him/her when the activity is completed.
12. The using group will return the facility to its original arrangement and condition before leaving. The school custodian will perform normal clean up.
13. Enforcement of rules is the responsibility of the adult in charge, who must be present during the entire period of use. Facilities must be under supervision of a responsible adult.
14. All functions shall close by 10:00 p.m.
15. Permits may be revoked at any time.
16. A certificate of insurance (\$3,000,000 single event coverage) (if required) shall be delivered to the site administrator or designee before a facility reservation can be confirmed.
17. Applicant must furnish the District with a schedule stating the dates and times of use (practice and games), if applicable.
18. Applicant must ensure that all garbage has been disposed of following the use of school facilities.
19. Any disturbances warranting police action will result in revocation of the facility use permit.
20. Field availability is subject to weather conditions.
21. Applicant has reviewed and understands the District's policies and regulations regarding community use of District facilities, and expressly agrees to abide and be bound by such authority.
22. The Applicant also agrees to hold harmless the Hamilton 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 may be caused by occupancy of school property.