



# Facilities Use Rental Guide

Board adopted 02/18/2025

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## Introduction

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The purpose of our school facilities is to be an integral part of the education process for students enrolled in Turlock Unified School District. Recognizing that school facilities may also be of benefit to our students participating in after-school activities, as well as other community groups and organizations, the District's Board of Education has conditionally approved use of school facilities by non-school groups and organizations.

This "School Facility Use Guide" is intended to answer questions and help individuals complete the process required to use school facilities.

## Application Process

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The application process includes the procedures for making sure that your group or organization is approved, the type of activity is appropriate for the schools, the facility is available, and the activity/event is scheduled to be ready. We have prepared a checklist, broken down by individual steps, to help you work through the process of reserving a school facility. We have arranged these steps in the most logical order for the applicant. For example, determining whether the "type" of activity is allowed on our school facilities would be first on the list; since there would be little reason for you to go through the entire application process only to find out that a "paint-gun war" will not be approved by the District.

We recognize that this "School Facility Use Guide" cannot answer all the questions that you might have. If you have additional questions that this guide does not answer, please feel free to contact us in the Facilities Department at (209) 667-0632 extension 2303 or email to:

[facilities@turlock.k12.ca.us](mailto:facilities@turlock.k12.ca.us)

## Application Checklist

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The recommended application process for use of school facilities at Turlock Unified School District is as follows:

- Check to see if the activity you wish to apply for is approved to be held at our school facilities. **BEFORE YOU RENT, COMMIT TO, OR SIGN ANY AGREEMENT OF CONTRACT FOR THE ACTIVITY.** You can find this information in the “Appropriate Activities for School Sites” section later in this guide. This list is not comprehensive; please call if you are unsure if the activity will be approved.
- Read over the “School Facilities Rules and Use Agreement” section of this guide to be sure you, your staff and all your attendees will be able to comply with the rules listed.
- Submit a completed Application and Agreement for Use of School Facilities with the Agreement/Declaration of Applicant page initialed and signed (Addendum B). If you are going to use either of the high school tracks and synthetic fields, or use one of the school kitchens, also include an initialed and signed Agreement/Declaration of Applicant for that facility as well (located at the end of this guidebook). Applications have an internal approval process and must be submitted at least two weeks prior to the date of the activity/meeting/event. Applications can be either dropped off at the Turlock Unified School District at the Facilities Office in room 115 or can be e-mailed to: [facilities@turlock.k12.ca.us](mailto:facilities@turlock.k12.ca.us)
- Once your facilities request is approved, you will be notified by e-mail with a final copy of the approved application. You will need to then obtain a Certificate of Liability Insurance of \$1,000,000, per occurrence, for liability and property damage, and \$2,000,000.00 aggregate naming “Turlock Unified School District” as the additional insured. An example of this form can be found in the Insurance Requirements section of this guide. If this completed Certificate of Liability Insurance is not received by the Facilities Office at least 7 days prior to the event, the application and event will be cancelled.
- Submit your payment to the Facilities Office no later than 7 days prior to the event (no cash payments are accepted.) Long standing groups or organizations may qualify for monthly billing at the discretion of TUSD. For information please contact the Facilities Department at (209) 667-0632 extensions 2303 or email: [facilities@turlock.k12.ca.us](mailto:facilities@turlock.k12.ca.us) If payment (by check, money order or cashier’s check--only) is not received 7 days prior to the activity/meeting/event your application and right to use the school facility will be canceled.
- On the day(s) of the activity/meeting/event bring the approved Application and Agreement for Use of School Facilities as evidence of your approved status and right of reservation. You or your designee must be able to produce the approved Application and Agreement for Use of School Facilities if requested by TUSD personnel or a public safety official.

## Appropriate Activities on School Sites

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Most people recognize that schools are special places. There are a number of state and local laws that prohibit certain activities anywhere near a school. Additionally, TUSD has a list of activities that are not allowed on school grounds, and other activities that may be allowed only under certain circumstances. While the list below is not comprehensive, it should give the applicant a good idea of the types of activities that are typically approved (Green), the types of activities that are most often conditionally approved (Yellow), and those activities that are not approved at our schools (Red). Please note, each individual activity must be approved for overarching events such as family parties & carnivals. If there is any question about the appropriateness of an activity or the conditions that may be required, we recommend you call for clarification the Facilities Department at (209) 667-0632 extension 2303 or email [facilities@turlock.k12.ca.us](mailto:facilities@turlock.k12.ca.us) for clarification.



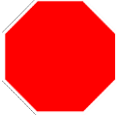
### Green – Typically Approved Activities/Meetings/Events

After School Programs	Face Painting	Parent Education
Arts & Crafts Activities	Fashion Shows	Spelling Bees
Book Fairs	Fun Runs	Balloon Artists
Water Balloon Toss	Litter Cleanup	Dances, Line Dancing
Polling Places	Magic Shows	Cheer Practice
Family Parties	Haunted Houses	Banquets
Wedding Receptions	Anniversary Parties	Recitals
Language Classes	Bible Study	Church Services
Auctions	Pre-made Bake Sales	Concession Stands
Petting Zoos	Ice Cream Socials	



Yellow – Approvals will be Conditional. These types of activities or events may have additional restrictions by governmental agencies or TUSD's own insurance carriers. You may be required to secure other permits/permissions, or follow specific guidelines in order to carry out these types of activities or events. Please contact the Facilities Office for specific conditions.

Bounce Houses	One-Day Athletic Event	All Commercial Filming
Velcro Walls	Food Trucks	Athletic Leagues and Clinics
Tournaments	Raffles	Rock Climbing Wall
Obstacle Courses	Inflatable activities	Flush Tank
Drones use	Swim Parties	Movie Night
Food Sales	Grad Nights	



**Red – STOP:** In general, activities resulting in students running into each other or striking each other with any type of object through the normal participation of the activity will not be approved. Specifically, these are examples of activities that are not allowed on school facilities by outside organizations.

Archery	Paintball Games	Inflatable Slides
Drone Instruction	Shooting Practice	Mechanical/Motorized Rides
Bungee Jumping	Propane for BBQ & other uses.	Hot Air Balloons
Dunk Tanks	Trampolines	Fireworks
Black (UV) Light School Activities		

## School Facility Rules and Use Agreement

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Applicants will also be required to agree to abide by the District’s “General Rules” while using the District’s facilities, and to ensure that their participants or guests also abide by the rules as well. This also applies to the additional “Kitchen Rules” and “High School Track and Synthetic Field Use Rules,” if they are using those facilities. Groups or organizations not adhering to, or enforcing, these rules may be required to leave the school facility before the conclusion of their event and not be allowed to return.

### General Rules:

- No Fighting
- No inappropriate language
- No abuse of officials, coaches or athletes
- No unsportsmanlike conduct
- No skateboards, rollerblades, roller skates or motorized wheel boards.
- No bicycles except in designated areas.
- No alcoholic beverages, intoxicants, drugs or controlled substances
- No tobacco products, including vape pens, are permitted on school grounds or in school facilities
- No propane use by participants or vendors. (Food Truck exception)
- No animals, unless by written permission (such as a petting zoo) or for service animals accompanying a disabled person or service animals in training.
- A District employee must be on the site during the time the organization is present.
- School personnel will open and close buildings at requested times. Restrooms will be open for use only when authorized.
- School personnel will operate all school equipment.
- The rental area is to be cleaned and left in good condition, or extra fees may be charged.
- The Applicant understands and agrees that the District may immediately cancel Applicant’s use of the school facilities, in whole or in part, in response to any declared or

imminent health, safety or financial emergency, or District may postpone Applicant's use of the school facilities until such time as the period of emergency is resolved. Any fees or deposits (not including application and/or processing fees) that were paid in advance for use of school facilities shall be refunded in full to the Applicant within thirty (30) days.

The Applicant understands and agrees that the District shall not be liable to Applicant or any subcontractor or third-party for consequential damages, lost profits, or other losses arising from cancellation or postponement of Applicant's request to use school facilities.

- Noise: Whistles (except by umpires or referees), air horns and other air-powered or mechanically powered devices are prohibited at all events. TUSD supplied public address (PA) system will be the only "PA" system to be used with established volume levels strictly followed. Unless previously approved by the TUSD Office of Business Services, no music or other audio recordings will be allowed to be played through the TUSD "PA" system. Any disruptive or disrespectful use of the "PA" system is prohibited. Violation of this rule is sufficient cause for denying further use of the TUSD "PA" system.

#### Rules for High School Synthetic Track and Field Use:

- All General Rules above apply.
- No gum, sunflower seeds or small candy (anything like Skittles, Starburst or M&M's.)
- No silly string or confetti.
- No flammable candles or other items with a flame.
- No sports drinks, sodas or coffee allowed on the field. Unopened water bottles are permitted.
- No tables, chairs, benches, pop-up tents or anything with straight legs shall be placed on the field and track without prior approval from authorized TUSD staff. All stadium furniture will be provided by TUSD and will be marked "For Stadium Use".
- No vehicles are allowed on the track or field that are not provided by TUSD. Organizations requesting the use of golf carts, ATV's, or trailers must receive approval by the TUSD Office of Business Services before being used and all drivers must meet with TUSD administrative representatives before any approval will be considered.
- Absolutely nothing can be staked into the turf or track.
- No paint or other items that could stain the track or turf will be allowed.
- No materials are to be taped, tacked, stapled, glued or pinned to the track.
- All participants and spectators who desire to gain access to the turf field will do so at the designated and protected areas of the track selected for passage and cross only at these points.
- Property Damage: All TUSD property must be protected from damage and mistreatment and ordinary precautions must be maintained. Individuals and/or groups shall be responsible for the conditions in which the stadium is left. Should any part of the artificial turf field and/or synthetic track be damaged or abused beyond normal wear, repair of such damage will be paid for by the individual or organization involved and shall be sufficient cause for cancellation or denial of all future use.

- Noise: Whistles, air horns and other air-powered or mechanically powered devices are prohibited at all events. TUSD supplied public address (PA) system will be the only “PA” system to be used with established volume levels strictly followed. Unless previously approved by the TUSD Facilities Office, no music or other audio recordings will be allowed to be played through the TUSD “PA” system. Any disruptive or disrespectful use of the “PA” system is prohibited. Violation of this rule is sufficient cause for denying further use of the TUSD “PA” system.
- Shoes: The artificial and synthetic track and turf must be protected from any damage that can be caused by shoes not approved for athletic competition on either of the surfaces. Shoes prohibited from the turf include baseball, track and golf shoes and “dress” shoes with heels. Shoes prohibited from the track include baseball, golf shoes, track shoes with metal spikes longer than ¼ inch, and “dress” shoes with heels.

#### Rules for Kitchen Use:

- All General Rules above apply
- A nutrition services employee must be assigned to ensure sanitation, safety and proper operation of equipment. The employee will act in a supervisory capacity only. The user group is responsible for preparation and cleanup.

## Scheduling Events

To schedule an event, or to see if a date or series of dates is available, please contact the Facilities Office and we will reach out to the site or sites for availability.

School sites will first want to build their own schedule of activities, with their own school programs, and then schedule other events around their own activities. You should expect to wait a few weeks after the start of the school year to find out if a date, or set of dates, are available during the school year.

Our Maintenance and Operations Departments will also have dates where the facilities will be unavailable due to scheduled maintenance. Pools, Gymnasiums, and Multipurpose Rooms will be unavailable at different times of the year due to maintenance. Some dates, around holidays, may also be unavailable for staffing reasons.

Due to increased pressures on elementary Multi-Purpose Rooms (MPR) with expanded summer school, ELOP, summer feeding programs, educational materials delivery, & cleaning programs, these facilities have limited availability. If we are unable to accommodate a request for an elementary MPR we will offer a comparable facility at a secondary site at the same cost.



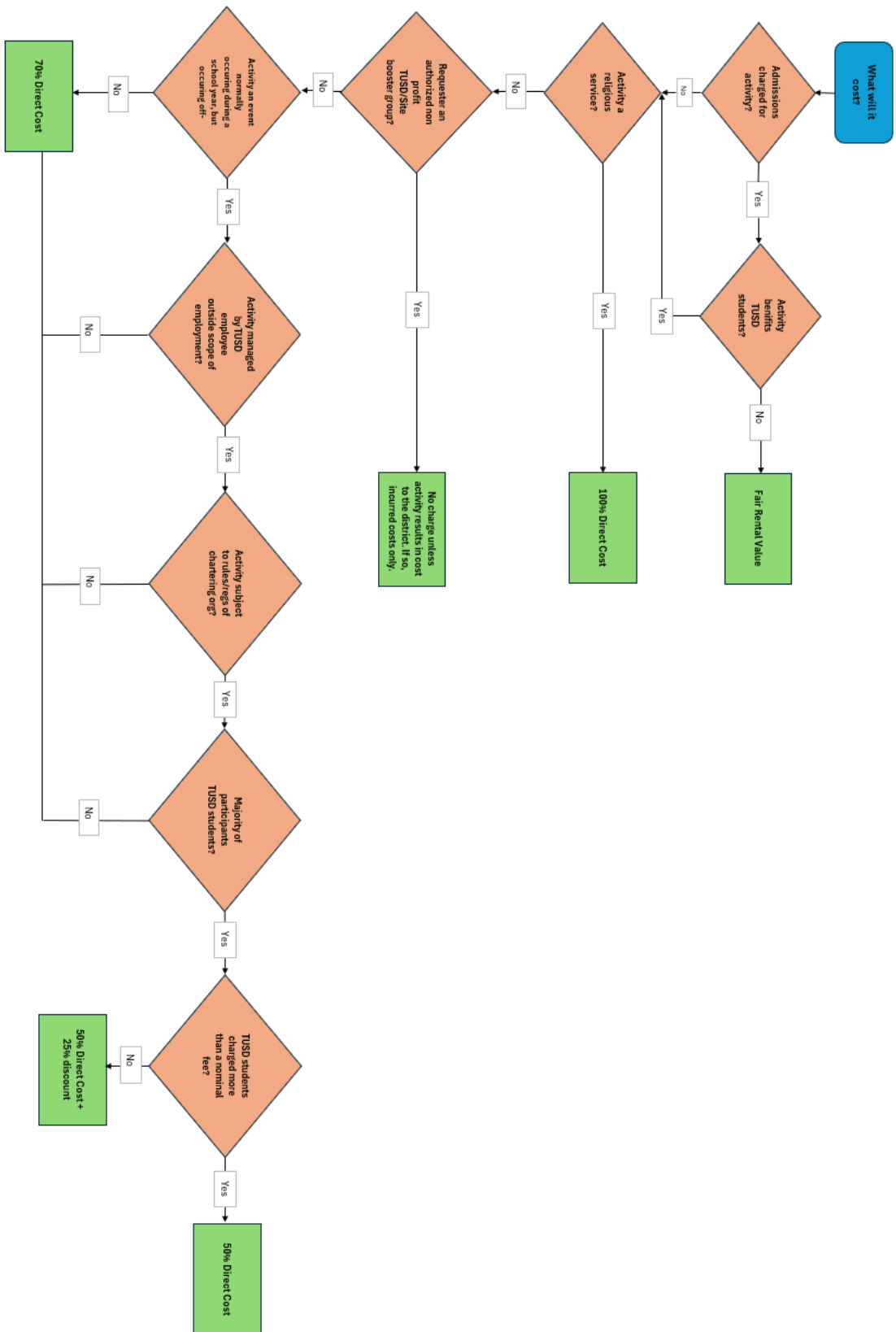
## Insurance Requirements

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Every group or organization must also have insurance for the event and have “Turlock Unified School District” specifically listed as “additionally insured”. The amount of coverage required is \$1,000,000, per occurrence, for liability and property damage, and \$2,000,000 aggregate. There are a number of insurance companies that can provide insurance for almost any type of activity, whether it is for a season of soccer practices or a one-day wedding event. The insurance company you use should send the District, with your request, a “Certificate of Liability Insurance”. The Facilities Office must receive this Certificate of Liability Insurance, with all the proper amounts and TUSD named additionally insured, at least 7 days prior to your event, or your approvals and the event will be canceled. Since insurance companies require several days to produce a Certificate of Liability Insurance we recommend you request this certificate early. We have included a sample of a Certificate of Liability Insurance so you can see what they should look like.



# Facility use Category Flow Chart



# Facilities Use Fees

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The following are Board adopted "Facility Use Categories" which align with a specific rate on the Board adopted fee schedule:

## School-Related Organizations - No Charge Organizations and Conditions

The following administrative criteria govern the treatment and fees charged to for "School-Related Organizations" to receive the "no charge rate," the event calendared must occur during "routine" custodial coverage when a regularly scheduled custodian is on hand to perform the necessary work. Weekends and after hours are not considered routine custodial coverage.

The following two categories of organizations are not charged for facility use subject to and adherence to the listed conditions:

1. School site based and approved student clubs, Parent-Teacher Associations (PTA), School-Community advisory committees, School site-based booster organizations, college level education courses provided by public education institutions, City of Turlock activities (Joint-Use Agreement), Labor organization meetings (TTA, CSEA, TCAFT), Extra-curricular and co-curricular activities.
2. Off-Season Extra-curricular, Co-curricular, Athletics - these activities shall adhere to the following conditions:
  - Activity normally occurs during a school academic year but is proposed to occur during an "off- season period" and has been designated as the activities one (1) "off-season" team acting in accordance with CIF rules and regulations. Examples of such activities may include, but are not limited to: Aquatics, baseball, football, cheerleading, golf, tennis, track, volleyball, and wrestling.
  - All participants in the activity are current students of the TUSD and are NOT being charged a "participation fee." However, minimal fees may be collected from participants in order to pay for costs associated with uniforms, entrance fees, etc. Each activity leader will be responsible for making fee waivers available to those who cannot pay these minimal fees, as well as sharing fee waiver information with parents/legal guardians.
  - Activity is managed by an employee of the TUSD acting outside of the scope and normal duties of employment with the TUSD and is not under the direction/supervision of the TUSD and is NOT being paid for his/her services from any fees collected from participants.
  - Activity is not charging a fee for entrance and is not required to have custodial services in attendance.

- The activity is subject to the rules and regulations of a chartering organization with its own legal status recognized by the California Secretary of State.
- Exception: Competitions and tournaments involving three (3) or more teams are subject to the Non-Turlock Unified School District (TUSD) Affiliate Groups Facility Use Fee Schedule as adopted by the Board of Trustees

Non-Turlock Unified School District (TUSD) Affiliate Groups - 50% Direct Costs and Conditions

The following administrative criteria govern the treatment and fees charged to "Non-Turlock Unified School District (TUSD) Affiliate Groups" under the TUSD Facilities Use Fee Schedule. For purposes of the Facility Use Fee Schedule and governing Board Policy 1330, Non-TUSD Affiliate Group is a class of facilities use separate and apart from that of a "School Related Organization." In order to be considered a Non-TUSD Affiliate Group activity must meet all of the following conditions:

1. The activity is an activity normally occurring during a school academic year but is proposed to occur during an off-season period. Examples of such activities may include, but are not limited to: academic testing, art, aquatics, band, baseball, basketball, cheer-leading, debate, football, golf, performing arts, tennis, track, and volleyball.
2. The activity is managed by an employee of TUSD acting outside the scope and normal duties of employment with the TUSD and not under the direction or supervision of the TUSD.
3. The activity is subject to the rules and regulations of a chartering organization with its own legal status recognized by the California Secretary of State.
4. The majority of participants in the activity are proposed to be current students of TUSD.
5. The sponsoring organization of the activity charges a fee to each participant.
6. The sponsoring organization of the activity has completed a Non-TUSD Affiliate Group Registration Application with the TUSD Facility Planning.

Eligible Discount - A Non-TUSD Affiliate Group that does not charge current TUSD student participants a participation fee receives a twenty-five percent (25%) discount on the Non-TUSD Affiliate Group Facilities Use Fee Schedule as adopted by the Board of Trustees. In order to demonstrate eligibility for this discount, the Non-TUSD Affiliate Group must, prior to commencing activity, submit a roster of all participants identifying each current TUSD participant and corresponding school of record. A minimal fee can be charged (for example, only the cost of insurance and a "T" shirt).

Conditions - A Facility Use Application is approved by Facility Planning and subject to payment of the actual costs for custodial and child nutrition services, if applicable. A current insurance certificate on file with Facility Planning.

### All Other Organizations Seventy Percent - 70% of Direct Cost Use and Conditions

The following categories of organizations are eligible to reserve facilities for routine use subject to adherence to the listed conditions:

- Scouting organizations including Boy, Cub, Girl and Brownie
- Faith-based organizations providing religious education, activities, or athletics
- Private individuals or groups
- Conditions:
  - A Facility Use Application approved by Facility Planning and subject to payment of the Seventy Percent (70%) of Direct Costs per use.
  - A current insurance certificate on file with the Facility Planning.

### Religious Services One Hundred Percent - 100% of Direct Cost Use and Conditions

State law requires that school districts charge the full cost for the use of the facility when it is for religious services (to better ensure the separation of church and state). The state law also directs how those “true costs” are to be calculated, and must include expenses like custodial time, utilities, wear and tear, etc.

The following categories of organizations are eligible to reserve facilities for routine use subject to adherence to the listed conditions:

- Faith-based organizations conducting religious services
- Conditions:
  - A Facility Use Application approved by Facility Planning and subject to payment of the One Hundred Percent (100%) of Direct Costs per use.
  - A current insurance certificate on file with the Facility Planning.

### Admission Charged and Not Benefiting TUSD Students - Fair Rental Value Use and Conditions

The following categories of organizations are eligible to reserve facilities for Fair Rental Value use subject to adherence to the listed conditions:

- Any group conducting meetings or entertainment where admission is charged or contributions solicited and the net receipts are not to be expended for charitable purposes or for the welfare of Turlock Unified School District students.
- Conditions:
  - A Facility Use application approved by the Facility Planning and subject to payment of the Fair Rental Value per use.
  - Documentation of the legal status of the group (incorporation, non-profit, etc.)
  - A current insurance certificate on file with the Facility Planning.

**ROUTINE MULTIPLE USE INVOICE**

In lieu of payment per facility use, the applicant may request a monthly invoice subject to the following conditions:

- Invoice payment is due the first (1<sup>st</sup>) day of the month following the event.
- New facility use reservations will not be approved while past due invoices are pending and may result in cancellation of future facility use.

**FACILITY USE ACCESS KEYS**

- Only authorized TUSD personnel shall possess a key, or keys, to TUSD facilities.
- TUSD facility keys shall not be loaned, given or copied for the Facility Use of TUSD facilities

**SCHOOL SITE EVENT SPONSORSHIP**

- A school site may act as an event sponsor subject to the school site assuming the actual costs for custodial and child nutrition services, if applicable. An insurance certificate is not required for a school site sponsored event.

## HIGH SCHOOL'S SEASONAL FACILITY REQUESTS

The following seasonal timelines apply to requests for High School Facilities:

<b>Season</b>	<b>Period</b>	<b>District School Groups</b>	<b>Outside <u>Agencies</u></b>
Summer	(June - August)	Submit after February 1 <sup>st</sup>	Submit After March 1 <sup>st</sup>
Fall	(September - November)	Submit after April 1 <sup>st</sup>	Submit after May 1st
Winter	(December - February)	Submit after August 1 <sup>st</sup>	Submit after September 1 <sup>st</sup>
Spring	(March - May)	Submit after October 1 <sup>st</sup>	Submit after November 1 <sup>st</sup>

Application(s) received prior to the submittal date will not be processed until the submittal date is reached

# Blackout dates

Please check these dates upon receiving a Facilities Use Request. In order to quickly notify the requester if their date is NOT available.

Dates subject to change

CIF closure July 1<sup>st</sup> – 14<sup>th</sup>

School out May 30<sup>th</sup> -August 12<sup>th</sup>

<b>2025/2026</b>	
June 14 <sup>th</sup> -28 <sup>th</sup>	THS Pool closed for maintenance. (Plus, additional 1-2 wks for underground work) TBD
June 29 <sup>th</sup> -July 13 <sup>th</sup>	PHS pool closed maintenance
June 30 <sup>th</sup> -July18 <sup>th</sup>	PHS Gym closed for floor maintenance
July 1 <sup>st</sup> -19 <sup>th</sup>	Gym closed for maintenance, cleaning & detailing. (Elementary, TJHS, DMS, PHS and THS)
July 4 <sup>th</sup> – 6 <sup>th</sup>	No events 4th of July weekend
July 7 <sup>th</sup> – 18 <sup>th</sup>	Cafeteria closed for maintenance. (Walnut, Medeiros, Earl)
July 14 <sup>th</sup> – 27 <sup>th</sup>	Gym closed for maintenance, floors (TJHS, DMS, THS) (THS, additional maintenance)
July 21 <sup>st</sup> – Aug. 1 <sup>st</sup>	Cafeteria closed for maintenance. (Brown, Cunningham, Wakefield)
August 8 <sup>th</sup> – 11 <sup>th</sup>	No outside events. Only school activities
August 8 <sup>th</sup>	TUSD kick off date
August 30 <sup>th</sup> – Sept. 1 <sup>st</sup>	No events Labor Day weekend
Nov 11 <sup>th</sup>	No events Veterans Day
Nov. 27 <sup>th</sup> – Nov. 30 <sup>th</sup>	No events Thanksgiving holiday
December 23 <sup>rd</sup> – 27 <sup>th</sup>	No events Christmas break
Dec. 29 <sup>th</sup> – Jan. 2 <sup>nd</sup>	No events New Year's
February 12 <sup>th</sup> – 16 <sup>th</sup>	No events Presidents week
May 16 <sup>th</sup> – May 31 <sup>st</sup>	No events due to finals, promotions, and graduations
May 23 <sup>rd</sup> – May 25 <sup>th</sup>	No events Memorial Day Weekend
<b>2026/2027</b>	
June 14 <sup>th</sup> -28 <sup>th</sup>	THS Pool closed for maintenance. (Plus, additional 1-2 wks for underground work) TBD
June 29 <sup>th</sup> -July 13 <sup>th</sup>	PHS pool closed maintenance
June 30 <sup>th</sup> -July18 <sup>th</sup>	PHS Gym closed for floor maintenance
July 1 <sup>st</sup> -19 <sup>th</sup>	Gym closed for maintenance, cleaning & detailing. (Elementary, TJHS, DMS, PHS and THS)
July 14 <sup>th</sup> – 27 <sup>th</sup>	Gym closed for maintenance, floors (TJHS, DMS)



<b>Admission charged and Not Benefiting TUSD Students Fair Rental 100%</b>
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## Fee Schedules by Category

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FACILITY TYPE	2025 – 2026	2025 – 2026
	Regular Rate	Overtime Rate
	Per Hour	Per Hour
<b><i>High School Facilities:</i></b>		
Cafeteria (Main Dining)	\$120	\$121
Cafeteria With Kitchen	\$189	\$190
Bulldog Lair (THS)	\$62	\$63
Bulldog Lair (THS) w/Kitchen	\$120	\$121
Wrestling Room	\$65	\$67
Performing Arts (THS)	\$112	\$113
Gymnasium	\$152	\$154
Gymnasium with Bleachers	\$204	\$205
Gymnasium/ Individual Court	\$85	\$87
Louise Marchant Gymnasium (THS)	\$143	\$144
Swimming Pool	\$104	\$106
Pool Concessions (PHS)	\$10	\$10
Joe Debely Stadium (400 people or less) 1 restroom	\$110	\$114
Joe Debely Stadium (401 people or more) All restrooms	\$179	\$183
Joe Debely Stadium Add-on - Lights	\$55	\$55
Joe Debely Stadium Add-on - Snackbar	\$3	\$3
Joe Debely Stadium Add-on - Sound booth	\$2	\$2
Track and Field (PHS)	\$92	\$93
Stadium/Field Add-on- Lights (PHS)	\$55	\$55
Baseball Field	\$79	\$81
<b><i>Turlock Jr. High/Dutcher Middle Facilities:</i></b>		
Gymnasium	\$191	\$193
Gymnasium with Bleachers	\$202	\$204
Multipurpose Room	\$123	\$125
Multipurpose Room with Kitchen	\$203	\$204
Multipurpose Room with Stage	\$166	\$167
Multipurpose Room with Kitchen and Stage	\$229	\$229
Athletic Fields	\$52	\$54
<b><i>Elementary Site Facilities:</i></b>		
Multipurpose Room	\$114	\$116
Multipurpose Room with Kitchen	\$190	\$190
Multipurpose Room with Stage	\$122	\$124
Multipurpose Room with Kitchen and Stage	\$188	\$188
<b><i>All Site Facilities:</i></b>		
Classroom	\$47	\$48
Restroom	\$47	\$49
Tennis Courts (Maximum of 3 courts)	\$49	\$51

Fee Schedules by Category

FACILITY TYPE	2025 – 2026	2025 - 2026
	Regular Rate	Overtime Rate
	Per Hour	Per Hour
<b><i>High School Facilities:</i></b>		
Cafeteria (Main Dining)	\$114	\$116
Cafeteria With Kitchen	\$181	\$181
Bulldog Lair (THS)	\$60	\$62
Bulldog Lair (THS) w/Kitchen	\$117	\$118
Wrestling Room	\$63	\$65
Performing Arts (THS)	\$103	\$105
Gymnasium	\$136	\$138
Gymnasium with Bleachers	\$188	\$189
Gymnasium/ Individual Court	\$81	\$83
Louise Marchant Gymnasium (THS)	\$129	\$131
Swimming Pool	\$100	\$102
Pool Concessions (PHS)	\$10	\$10
Joe Debely Stadium (400 people or less) 1 restroom	\$106	\$107
Joe Debely Stadium (401 people or more) All restrooms	\$175	\$178
Joe Debely Stadium Add-on - Lights	\$55	\$55
Joe Debely Stadium Add-on – Snack bar	\$3	\$3
Joe Debely Stadium Add-on - Sound booth	\$2	\$2
Track and Field (PHS)	\$92	\$94
Stadium/Field Add-on -Lights (PHS)	\$55	\$55
Baseball Field	\$79	\$81
<b><i>Turlock Jr. High/Dutcher Middle Facilities:</i></b>		
Gymnasium	\$179	\$180
Gymnasium with Bleachers	\$190	\$191
Multipurpose Room	\$118	\$120
Multipurpose Room with Kitchen	\$196	\$196
Multipurpose Room with Stage	\$157	\$159
Multipurpose Room with Kitchen and Stage	\$219	\$219
Athletic Fields	\$52	\$54
<b><i>Elementary Site Facilities:</i></b>		
Multipurpose Room	\$108	\$110
Multipurpose Room with Kitchen	\$181	\$181
Multipurpose Room with Stage	\$115	\$117
Multipurpose Room with Kitchen and Stage	\$179	\$179
<b><i>All Site Facilities:</i></b>		
Classroom	\$46	\$48
Restroom	\$47	\$49
Tennis Courts (Maximum of 3 courts)	\$47	\$49

## Fee Schedules by Category

FACILITY TYPE	2025 – 2026	2025 - 2026
	Regular Rate	Overtime Rate
<i>High School Facilities:</i>	Per Hour	Per Hour
Cafeteria (Main Dining)	\$80	\$81
Cafeteria With Kitchen	\$127	\$127
Bulldog Lair (THS)	\$42	\$43
Bulldog Lair (THS) w/Kitchen	\$82	\$83
Wrestling Room	\$44	\$46
Performing Arts (THS)	\$72	\$74
Gymnasium	\$95	\$97
Gymnasium with Bleachers	\$132	\$132
Gymnasium/ Individual Court	\$57	\$58
Louise Marchant Gymnasium (THS)	\$90	\$92
Swimming Pool	\$70	\$71
Pool Concessions (PHS)	\$7	\$7
Joe Debely Stadium (400 people or less) 1 restroom	\$80	\$83
Joe Debely Stadium (401 people or more) All restrooms	\$128	\$131
Joe Debely Stadium Add-on - Lights	\$39	\$39
Joe Debely Stadium Add-on - Snackbar	\$2	\$2
Joe Debely Stadium Add-on - Sound booth	\$1	\$1
Track and Field (PHS)	\$64	\$66
Stadium/Field Add-on – Lights (PHS)	\$39	\$39
Baseball Field	\$55	\$57
<i>Turlock Jr. High/Dutcher Middle Facilities:</i>		
Gymnasium	\$125	\$126
Gymnasium with Bleachers	\$133	\$134
Multipurpose Room	\$83	\$84
Multipurpose Room with Kitchen	\$137	\$137
Multipurpose Room with Stage	\$110	\$111
Multipurpose Room with Kitchen and Stage	\$153	\$153
Athletic Fields	\$36	\$38
<i>Elementary Site Facilities:</i>		
Multipurpose Room	\$76	\$77
Multipurpose Room with Kitchen	\$127	\$127
Multipurpose Room with Stage	\$81	\$82
Multipurpose Room with Kitchen and Stage	\$125	\$125
<i>All Site Facilities:</i>		
Classroom	\$32	\$34
Restroom	\$33	\$34
Tennis Courts (Maximum of 3 courts)	\$33	\$34

Fee Schedules by Category

FACILITY TYPE	2025 – 2026	2025 - 2026
	Regular Rate	Overtime Rate
<i>High School Facilities:</i>	Per Hour	Per Hour
Cafeteria (Main Dining)	\$57	\$58
Cafeteria With Kitchen	\$91	\$91
Bulldog Lair (THS)	\$30	\$31
Bulldog Lair (THS) w/Kitchen	\$59	\$59
Wrestling Room	\$32	\$33
Performing Arts (THS)	\$52	\$53
Gymnasium	\$68	\$69
Gymnasium with Bleachers	\$94	\$95
Gymnasium/ Individual Court	\$41	\$42
Louise Marchant Gymnasium (THS)	\$65	\$66
Swimming Pool	\$50	\$51
Pool Concessions (PHS)	\$5	\$5
Joe Debely Stadium (400 people or less) 1 restroom	\$60	\$62
Joe Debely Stadium (401 people or more) All restrooms	\$95	\$97
Joe Debely Stadium Add-on - Lights	\$28	\$28
Joe Debely Stadium Add-on – Snack bar	\$2	\$2
Joe Debely Stadium Add-on - Sound booth	\$1	\$1
Track and Field (PHS)	\$46	\$47
Stadium/Field Add-on – Lights (PHS)	\$28	\$28
Baseball Field	\$40	\$41
<i>Turlock Jr. High/Dutcher Middle Facilities:</i>		
Gymnasium	\$90	\$90
Gymnasium with Bleachers	\$95	\$96
Multipurpose Room	\$59	\$60
Multipurpose Room with Kitchen	\$98	\$98
Multipurpose Room with Stage	\$79	\$80
Multipurpose Room with Kitchen and Stage	\$110	\$110
Athletic Fields	\$26	\$27
<i>Elementary Site Facilities:</i>		
Multipurpose Room	\$54	\$55
Multipurpose Room with Kitchen	\$91	\$91
Multipurpose Room with Stage	\$58	\$59
Multipurpose Room with Kitchen and Stage	\$90	\$90
<i>All Site Facilities:</i>		
Classroom	\$23	\$24
Restroom	\$24	\$25
Tennis Courts (Maximum of 3 courts)	\$24	\$25

Application



Turlock Unified School District

Turlock Unified School District  
APPLICATION AND AGREEMENT FOR  
USE OF SCHOOL FACILITIES

1574 E. Canal Drive; P.O. Box 819013 – Turlock,  
CA 95381 (209) 667-0632 Ext.# 2303  
Facilities@turlock.k12.ca.us

MO

Schedule ID#

School Requested: \_\_\_\_\_ Location/Room #: \_\_\_\_\_

Organization: \_\_\_\_\_ Organization Contact: \_\_\_\_\_

Contact Person on Site: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Receive correspondence & invoice via email?  Yes  No

Description of Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

List any special equipment needed: \_\_\_\_\_

(Please attach a detailed description and/or drawing) Special prep and cleaning required for your event  Yes  No  
(Additional time required for your event will incur extra charges)

<b>Single Use</b>															
Date Requested: _____	Day of week: (check) <table style="display: inline-table; border: none;"> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">Th</td> <td style="text-align: center;">F</td> <td style="text-align: center;">Sat</td> <td style="text-align: center;">Sun</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	M	T	W	Th	F	Sat	Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	T	W	Th	F	Sat	Sun									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Access time: _____	Vacate time: _____ Actual event start time: _____ End time: _____														
<b>Recurring Use</b>															
Starting date: _____	Ending date: _____ Day of week: (check) <table style="display: inline-table; border: none;"> <tr> <td style="text-align: center;">M</td> <td style="text-align: center;">T</td> <td style="text-align: center;">W</td> <td style="text-align: center;">Th</td> <td style="text-align: center;">F</td> <td style="text-align: center;">Sat</td> <td style="text-align: center;">Sun</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	M	T	W	Th	F	Sat	Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	T	W	Th	F	Sat	Sun									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Access time: _____	Vacate time: _____ Actual event start time: _____ End time: _____														
For additional dates, please attach separate sheet of paper.															
<b>Other Services Requested</b>	<b>Tech Services Requested</b>														
Restrooms needed:    • Yes    • No	Screen:            • Yes    • No														
Food Services help needed    • Yes    • No (Special rate for kitchen use/food preparation)	Microphone:    • Yes    • No														
	Projector        • Yes    • No														
<b>High School Synthetic Track and Field, or Other Services Requested</b>															
Lighting needed: (Additional charge)    • Yes    • No	Snack Bar needed: (Additional charge)    •        •														
Lighting is billed from dusk until conclusion of event.	Access time: _____ Vacate time: _____														

**Please be aware, there will be a 2 hour minimum charge for all rentals.**

There will not be admission fees charged or monies collected for this event.

Applicant has received, or will receive for the activities listed, contributions, cash collections, registration fees, admission fees, tuition or any other receipts. These receipts shall be used for: \_\_\_\_\_

The undersigned agree that the rules, regulations, and insurance requirement will be complied with in full, as stated on page 2 of this form, or the agreement will be cancelled.

\_\_\_\_\_  
Authorized Representative's Printed Name/Title

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Printed Name/Title

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

FOR DISTRICT OFFICE USE ONLY	
Application Received: _____	Date: _____
Proof of Insurance Received: _____	Date: _____
Fee Received: _____	Date: _____
Check # _____ / Cash _____	
Application Approved: _____	Date: _____

FEES* FOR OFFICE USE ONLY	
Facility fee: _____ (per hour) x _____ hours = _____	
Restroom fee: _____ (per hour) x _____ hours = _____	
Food Svc fee: _____ (per hour) x _____ hours = _____	
Total fees: (due at least seven days prior to use) \$ _____	
<small>*Fees are based on actual costs of custodial services, utilities, supplies, and administrative support.</small>	

# Application

## Standard Facilities Use Rules – Outside Organizations Only

*(Please initial on the line beside each statement to indicate your understanding of the requirement and willingness to comply.)*

\_\_\_\_\_ In executing this agreement, Applicant certifies that he/she has been duly authorized by the organization to act on its behalf in making application for said facilities.

\_\_\_\_\_ The Applicant affirms that the facility will be used only as stated on page 1.

\_\_\_\_\_ Applicant's signature on this form indicates that, to the best of his/her knowledge, the school facilities shall not be used for the commission of any act intended to further any program or movement the purpose of which is to overthrow the Government of the United States by force, violence or other unlawful means.

\_\_\_\_\_ Applicant understands that school facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use.

\_\_\_\_\_ **The Applicant understands (LP) gas or Propane/Butane grills is not permitted. Please see Food Truck exception form.**

\_\_\_\_\_ Applicant understands that the school education program shall have priority use of all school district facilities. It is recognized that there may be situations when the request for facilities will need to be rescinded due to an unforeseen school event. The District will make every effort to communicate this change in a reasonable timely manner.

\_\_\_\_\_ **HOLD HARMLESS & INDEMNIFICATION AGREEMENT:** I certify that I represent the above organization, and that the sponsoring organization, individual members of the sponsoring organization, and any and all participants and attendees for themselves, their spouse, heirs, administrators, executors and assignees, releases and shall hold harmless the Governing Board, District and its officers and employees from any claim or demand, including those based on the negligence of the Governing Board, District, and its officers and employees, arising from participation or attendance at this activity or function held on District property. Organizations as defined in Education Code Section 38134 (a) are subject to the provisions of Education Code Section 38134 (i).

\_\_\_\_\_ The Applicant will provide proof of insurance for personal liability and property damage in the amount of at least \$1 million for each occurrence and \$2 million aggregate. The Applicant will list the District as an additional insured, and name them as the certificate holder. (Due at least seven days prior to event.)

\_\_\_\_\_ The Applicant understands that the area is to be cleaned and left in good condition, or extra fees may be charged.

\_\_\_\_\_ The Applicant understands that groups, organization, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The organization may be charged the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

\_\_\_\_\_ The total fee is due to Turlock Unified School District at least seven days prior to use.

\_\_\_\_\_ Notification of any changes to dates/times of use that may result in a recalculation of fees must be reported to TUSD Facilities Department within 72 hours of each occurrence.

\_\_\_\_\_ A facilities use fee of 2 hours will be charged if this event is cancelled by the Applicant less than 72 hours before the starting time.

\_\_\_\_\_ Any conditions of use, exceptions, or special circumstances are listed and accepted: \_\_\_\_\_

### Use Agreement:

I have read, understand, and agree to follow all the aforementioned rules and regulations established for the use of all TUSD Facilities and will enforce these same rules with all guests and participants. I understand that any violation of these rules may result in immediate removal from the facility and all future use of this facility and TUSD grounds may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Application

## **In Addition to TUSD's Standard Facility Use Rules The following applies for High School Tracks and Fields**

\_\_\_\_\_ No abuse of officials, coaches or athletes. No unsportsmanlike conduct.

\_\_\_\_\_ No gum, sunflower seeds, small candy, including but not limited to Skittles, Starburst and M&M's.

\_\_\_\_\_ No silly string, confetti, flammable candles or other items with a flame.

\_\_\_\_\_ No sports drinks, sodas or coffee. Unopened water bottles are permitted.

\_\_\_\_\_ No tables, chairs, benches, pop-up tents or anything with straight legs without prior approval from authorized TUSD staff. All stadium furniture will be provided by TUSD and will be marked "For Stadium Use".

\_\_\_\_\_ No vehicles are allowed on the track or field that are not provided by TUSD. Organizations requesting the use of golf carts, ATV's, or trailers must receive approval by the TUSD Office of Business Services before being used and all drivers must meet with TUSD administrative representatives before any approval will be considered.

\_\_\_\_\_ Absolutely nothing can be staked, taped, tacked, stapled, glued or pinned into the turf or track.

\_\_\_\_\_ No paint or other items that could stain the track or turf will be allowed.

\_\_\_\_\_ All participants and spectators who desire to gain access to the turf field will do so at the designated and protected areas of the track selected for passage and cross only at these points.

\_\_\_\_\_ Property Damage: All TUSD property must be protected from damage and mistreatment and ordinary precautions must be maintained. Individuals and/or groups shall be responsible for the condition in which the stadium is left. Should any part of the artificial turf field and/or synthetic track be damaged or abused beyond normal wear, repair of such damage will be paid for by the individual or organization involved and shall be sufficient cause for cancellation or denial of all future use.

\_\_\_\_\_ Noise: Whistles, air horns and other air-powered or mechanically powered devices are prohibited at all events. TUSD supplied public address (PA) system will be the only "PA" system to be used with established volume levels strictly followed. Unless previously approved by the TUSD Office of Business Services, no music or other audio recordings will be allowed to be played through the TUSD "PA" system. Any disruptive or disrespectful use of the "PA" system is prohibited. Violation of this rule is sufficient cause for denying further use of the TUSD "PA" system.

\_\_\_\_\_ Shoes: The artificial and synthetic track and turf must be protected from any damage that can be caused by shoes not approved for athletic competition on either of the surfaces. Shoes prohibited from the turf include baseball, track and golf shoes and "dress" shoes with heels. Shoes prohibited from the track include baseball, golf shoes, track shoes with metal spikes longer than ¼ inch, and "dress" shoes with heels.

Use Agreement:

Use Agreement:

I have read, understand, and agree to follow all the aforementioned rules and regulations established for the use of all TUSD Facilities and will enforce these same rules with all guests and participants. I understand that any violation of these rules may result in immediate removal from the facility and all future use of this facility and TUSD grounds may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Application

**In Addition to TUSD’s Standard Facility Use Rules  
The following applies for Kitchen Use**

\_\_\_\_\_ A nutrition services employee must be assigned to ensure sanitation, safety and proper operation of equipment. The employee will act in a supervisory capacity only. The user group is responsible for preparation and cleanup.

Use Agreement:

I have read, understand, and agree to follow all the aforementioned rules and regulations established for the use of all TUSD Facilities and will enforce these same rules with all guests and participants. I understand that any violation of these rules may result in immediate removal from the facility and all future use of this facility and TUSD grounds may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



Application

**In Addition to TUSD’s Standard Facility Use Rules**  
**The following applies for the use of Food Trucks on school property**

Commercial food trucks may be allowed on school property for special events if you are able to provide the following documentations at least one week prior to the event:

- A map, signed by the site administrator, indicating where the food truck will be set up/operating. Typically, this will be in the drop-off lane or parking lot of the school, but the food truck must be positioned at least 20 feet from any permanent structure and not block a fire lane or exits. The county requires that this location be within 200 feet of an operating rest room. TUSD requires that there needs to be available at least one trashcan within 10 feet of the front of the food truck and one trashcan within 10 feet of the rear of the food truck.
  
- A copy of the food truck operator’s current and valid “Operator’s Permit”, issued by Stanislaus County Environmental Health.
  
- A copy of the food truck operator’s current and valid City of Turlock “Business License”.
  
- A copy of the food truck operator’s current and valid “Certificate of Insurance”, separate from the organization’s insurance.

Additionally, it will remain the responsibility of the organizers of the event, not the food truck operator, to make sure that the entire campus is left as clean as before the event. If custodial hours are required to clean after the event, the event organizers agree to pay for the additional costs to clean up after the event.

Use Agreement:

I have read, understand, and agree to follow all the aforementioned rules and regulations established for the use of all TUSD Facilities and will enforce these same rules with all guests and participants. I understand that any violation of these rules may result in immediate removal from the facility and all future use of this facility and TUSD grounds may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Application

**In Addition to TUSD's Standard Facility Use Rules**  
**The following applies for Pool Use**

\_\_\_\_\_ As required by Senate Bill 722: Pupil Safety, Swimming Pools, and Cardiopulmonary Resuscitation (CPR), also known as Alex's Law, now requires that at least one adult with a valid CPR certificate be present throughout the duration of the event and or while children are present. As an organization you agree to be in full compliance with Senate Bill 722, for each and every time.

\_\_\_\_\_ All food and drink must be approved before being brought into the pool facilities.

Use Agreement:

I have read, understand, and agree to follow all the aforementioned rules and regulations established for the use of all TUSD Facilities and will enforce these same rules with all guests and participants. I understand that any violation of these rules may result in immediate removal from the facility and all future use of this facility and TUSD grounds may be denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Application

TURLOCK UNIFIED SCHOOL DISTRICT
NON-TUSD AFFILIATE GROUP APPLICATION FOR 25 PERCENT
SCHOOL FACILITY USE FEE DISCOUNT

THE FOLLOWING MUST BE COMPLETED TO BE CONSIDERED FOR THE NON-TUSD AFFILIATE GROUP 25%
FACILITY USE FEE DISCOUNT:

A Non TUSD Affiliate Group that does not charge a current TUSD student participants a participation fee is eligible to receive a
25% discount on the Non-TUSD Affiliate Group Facilities Use Fee Schedule. The Non-TUSD Affiliate Group Must, prior to
commencing activity, submit a roster of all participants identifying each current TUSD participant and corresponding school of
record to demonstrate eligibility for the 25 percent discount.

ORGANIZATION: \_\_\_\_\_

ROSTER FILED ON: \_\_\_\_\_

IN LIEU CERTIFICATION

The following in Lieu Certification may be filed with TUSD in lieu of submitting a participant roster.

I, \_\_\_\_\_ Hereby certify that current TUSD student Participants are not charged a participation fee for
(PRINT NAME)

activities sponsored by the \_\_\_\_\_ other than incidental costs collected from TUSD students
(PRINT ORGANIZATION LEGAL NAME)

participants in order to pay for costs associated with uniforms, entrance fees, insurance, etc. Each TUSD student participant and
parent or legal guardian has been informed that fee waivers are available to those who cannot pay these minimal fees.

CERTIFICATION

This Certification must be signed with the legal name of the organization and by the signature and designation of the chairman of
the board, president or any vice president, and or other official of the organization with the authority to bind the organization in
such matters. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the
authority of each officer signing on behalf of an organization shall be furnished.

Each person signing below makes the following representations under penalty of perjury:

The applicant for this Certification has read the same and the matters stated therein are true of his or her own personal
knowledge. This information is provided for the purpose of qualifying for the Non-TUSD Affiliate 25 Percent Facility Use Fee
Discount, and any individual, company or other agency is hereby authorized to supply the TUSD with any information necessary
to verify the prospective applicant's statements. By signing below, the submitter hereby grants permission to the TUSD to
contact any person or entity to confirm facts or otherwise investigate the facts and issues.

The submitter understands that any statement which is proven to be false shall be grounds for immediate disqualification from
TUSD Facility Use. The submitter whose signature appears below represents and warrants that he or she has authority to bind
the named organization.

I, the undersigned, certify and declare that I have read all the foregoing to this Certification and know the contents. The matters
stated in the Certification are true of my own knowledge and belief, except as to those matters stated on information and belief, and
as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the
foregoing is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Organization