

Facility Upgrade Application Form

Delano Public Schools

This application must be completed in full for any proposed facility upgrades, renovations, or new constructions on district property. Please submit the completed form and all supporting documentation to the Activities Director, Community Education Director, or District Office for review.

I. APPLICANT INFORMATION

Organization Name: _____

Project Coordinator Name: _____

Phone Number: _____ **Email:** _____

II. PROJECT OVERVIEW

Desired Location: _____

Project Description: *(Provide a detailed summary of the proposed upgrade)*

Project Timeline:

Estimated Start Date: _____

Estimated Completion Date: _____

Total Anticipated Cost: _____

Impact of Construction on Other Groups: *(Describe any disruptions to scheduled activities or shared spaces during work)*

Impact on District resources: *(Expectations of money or district staff members' time for installation.)*

Financial Cost to District: _____

Signage or design plans: *(What is the design for the final appearance? Does it follow all District Branding requirements?)*

Contractor or Project Lead: Please attach the contact information for the individual responsible for completing the work. Of the work intended to be done, what, if any, is planned to be done by volunteers? Please describe in detail.*

III. ACCESS AND IMPACT

Access Level/Restrictions: *(Share desired access to the space or expected restrictions? Are there specific hours or membership requirements?)*

IV. MAINTENANCE AND SUSTAINABILITY

Maintenance Plan: *(Detailed description of upkeep requirements and who is responsible for costs.)*

Expected Lifespan of Upgrade: _____

Replacement/Decommissioning Plan: *(What happens when the upgrade reaches the end of its useful life?)*

V. DOCUMENTATION AND COMPLIANCE

Contractor Quotes: Please attach product or labor quotes to this application. (Projects exceeding **\$10,000** require at least two competitive quotes.)

Permits: Contractors will be required to obtain all necessary permits. Please confirm that these will be provided to the district before the project start date.

Insurance: Proof of Contractor Liability Insurance attached (Listing **Delano Public Schools** as additionally insured).

Liability Waiver: The attached Liability Waiver must be completed by any volunteer working on this project.

VI. AUTHORIZATION AND SIGNATURES

Head Coach Approval: _____ **Date:** _____

Project Coordinator Signature: _____ **Date:** _____

VII. DISTRICT DISCLOSURES AND RESERVATIONS

Right to Amend: Delano Public Schools reserves the right to accept or reject any proposal, in whole or in part, and to require alterations to the project scope, materials, or timeline as deemed necessary for the safety and benefit of the district.

Donation Acceptance: All donations become property of the school district and must be accepted by the school board.

Sustainability Disclaimer: While the District sincerely appreciates the generous donation of facilities and equipment, it cannot guarantee the long-term sustainability, repair, or maintenance of the improvement. Due to limited district resources, the ongoing viability of the upgrade remains the primary responsibility of the proposing organization unless otherwise agreed upon in writing.

VIII. COMMITTEE APPROVAL AND ACTION

Committee Decision:

☐

Accepted

☐

Denied

☐

Request for revisions

Explanation:

Approved with Conditions:

District Approval Signature: _____ Date: _____

Head Custodian Approval Signature: _____ Date: _____