

## REQUEST AND AGREEMENT FOR USE OF SCHOOL FACILITIES (MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT)

<b>Name of Organization</b>		<b>School Site</b>	<b>Room, Building or Grounds</b>	
<b>Purpose of Use:</b>				
<b>Number of People involved:</b>		<b>Adults:</b>	<b>Children:</b>	
Admission Charged? YES <input type="checkbox"/> NO <input type="checkbox"/>		Donations Solicited? YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Equipment to be furnished by the district (Be specific about number needed for chairs and tables):</b>				
<b>Chairs</b>	<b>Tables</b>	<b>PA System</b>	<b>Kitchen Use</b>	<b>Stage</b>
<b>Set Up Description:</b>				
<b>TIME EQUIPMENT NEEDS TO BE IN PLACE:</b>			<b>AM / PM</b>	

Start Date	End Date	Day(s) of the Week	Start Time	End Time

**STATEMENT OF APPLICATION:** This undersigned applicant is an authorized official of the group submitting this application and is 21 years of age or older. It shall be agreed, that subject applicant and related organizations making this application assume **ALL RISK FOR LOSS, DAMAGE, LIABILITY, INJURY, COST OR EXPENSE** that may arise during or be caused in any way by such use of occupancy of the facility. The applicant further agrees that in consideration of being permitted to use said facilities, the applicant and/or organization will save and hold Williams Unified School District and their agents and employees, free and harmless from any loss, claim and liabilities or damages and/or injuries to persons and property that non-profit group organized to promote youth and school activities within the meaning of Education Code but only if, and to the extent that, the injuries result from the negligence of the District in the ownership and maintenance of the school facilities used. The applicant has read the District's rules and regulations which include prohibition of tobacco, alcohol, and drug use.

<b>Responsible Applicant (Name of Individual):</b>	<b>Address:</b>
<b>Organization:</b>	<b>Phone #:</b>
<b>Signature:</b>	<b>Date:</b>

**NOTE: Applicant must provide a Certificate of Insurance naming Williams Unified School District as additional insured. State law requires rental fee if admission is charged or collections are solicited.**

-----TO BE COMPLETED BY DISTRICT-----

**Site Administration Approval: YES ☐ NO ☐ Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**MOT Director Approval: YES ☐ NO ☐ Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**24-HOUR NOTICE OF CANCELLATION IS REQUIRED.**

**FACILITY USE FEES  
HOURLY RATES**

<b>Facilities</b>	<b>Non-Profit Per Hour Rate (2 HOUR MIN.)</b>	<b>Commercial Per Hour Rate (2 HOUR MIN.)</b>
College & Career Center	\$20	\$35
Old Elementary Cafeteria (with kitchen)	\$50	\$75
Old Elementary Cafeteria (without kitchen)	\$25	\$50
New Elementary Multipurpose Room (with kitchen)	\$75	\$150
New Elementary Multipurpose Room (without kitchen)	\$50	\$100
Jr. High Multi. Cafeteria (with kitchen)	\$50	\$75
Jr. High Multi. Cafeteria (without kitchen)	\$25	\$50
Classrooms	\$10	\$25
High School Gymnasium	\$25	\$120
High School Gymnasium & Locker Room	\$50	\$140
<b>Field Locations</b>	<b>Non-Profit Per Hour Rate (2 HOUR MIN.)</b>	<b>Commercial Per Hour Rate (2 HOUR MIN.)</b>
Football Field	\$25	\$140
Football Field w/Lights	\$40	\$210
Baseball/Softball/Track	\$25	\$120
North Soccer Field/Parking Lot	\$25	\$140
Track Infield	\$25	\$140
Quad Area	\$25	\$75

\* The district reserves the right to charge a \$100 cleaning deposit prior to the use of the facility.

\* A custodian must be on duty for any organization not connected with the school district. A minimum of 2 hours of custodial fees will be charged for all facility use requests. If additional time is required, the user will be billed the actual cost in addition to the above fees.

\* A Cafeteria employee must be on duty to use the kitchen on any site. Cafeteria personnel must supervise all kitchen use, the user will be billed for their time.

**IF YOU HAVE ANY QUESTIONS ABOUT THE FEE OR BILLING, PLEASE CALL THE DISTRICT OFFICE AT (530) 473-2550.**

**PLEASE SEND COMPLETED FORM AND ATTACHMENTS TO THE DISTRICT OFFICE.**

<b>FOR OFFICE USE ONLY</b>	
CUSTODIAN ASSIGNED BY MOT DIRECTOR	
CAFETERIA EMPLOYEE ASSIGNED BY CAFETERIA SUPERVISOR	
COPY OF CERTIFICATE OF INSURANCE ATTACHED	
\$100 DEPOSIT REQUIRED	
COPY OF REQUEST & DISTRICT RULES SENT TO PERSON IN CHARGE	

**Board Approved: July 16, 2020**

**DISTRICT OFFICE REVIEW AND SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**APPLICATION FOR USE OF SCHOOL FACILITIES**  
**GENERAL TERMS AND CONDITIONS**

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 E1330 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. Facilities must be under supervision of a responsible adult.
5. The use of tobacco products and the use and/or possession of alcoholic beverages are prohibited.
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 rooms or cafeteria.
8. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities.
9. School equipment will not be used unless specifically authorized.
10. The using group agrees to assume financial responsibility for all damages and 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.
14. All functions shall close by 12:00 midnight.
15. Permits may be revoked at anytime.
16. A certificate of insurance (\$1,000,000 single event coverage) 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).
18. Applicant must furnish portable restrooms for participants, if requested.
19. Applicant must ensure that all garbage has been disposed of following the use of school facilities.
20. Any disturbances warranting police action will result in revocation of the facility use permit.
21. Field availability is subject to weather conditions.
22. 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.
23. **STATEMENT OF INFORMATION:** The undersigned states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law. That the organization on whose behalf he/she is making application for use of school property, will uphold and defend the Constitutions of the United States and the State of California. This statement is made under penalties of perjury.

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Print Name of Authorized Representative

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Name of Organization

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Signature of Authorized Representative

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Date

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Approved by (WUSD Administration)

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Date

Exhibit  
version: December 13, 2012  
Revised: January 15, 2015  
Revised: July 16, 2020

**WILLIAMS UNIFIED SCHOOL DISTRICT**  
Williams, California