

GALT JOINT UNION HIGH SCHOOL DISTRICT APPLICATION FOR USE OF DISTRICT FACILITIES

I. APPLICANT (This application is not approved until all parts are completed, all signatures affixed, and all requirements met.)

Name of Event: _____ Representative: _____
 (Contact Person)

Group/Organization: _____ Classification: **I** | **II** | **III**
 (Please Circle)

E-mail Address: _____ Phone: () _____ Cellular Phone: () _____

Address: _____ City: _____ Zip: _____

Items Requested	Date(s) Needed		Hour(s) of Event		Hour(s) Needed		Fee	Additional Fee	Total Fees
	From	To	From	To	From	To			
FACILITY (Specify):									
STAFF (Specify):									
EQUIPMENT (Attach List if Necessary):									

(Start & End Times) (Setup & Close Times)

APPLICANT: I certify that I have seen the fee schedule and I am aware that these charges are estimates.
 (All Applicants Should Sign Regardless of Class Status)

Applicant's Signature Date

II. SUBJECT TO THE FOLLOWING CONDITIONS

1. Lessee agrees to hold the Galt Joint Union High School District, its governing board, the individual members thereof, and all district officers, agents and employees free and harmless from any loss, damages, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.
2. Certificate of insurance verification required of all users except those identified in Class 1A, Galt Joint Union High School District named 2'd insured, minimum \$1,000,000. The lessee agrees to furnish such liability or other insurance for the protection of the public and the lessor as the lessor may require. Such insurance shall name Galt Joint Union High School district as an additional insured. Said insurance shall provide primary coverage regardless of other policies lessor may have, and shall state that the same may not be altered or cancelled to lessor's detriment without ten days prior notice to lessor. Lessee agrees to provide lessor in advance of occupancy with certificates showing such insurance to be in force.
3. Contract may be cancelled at any time prior to the use should facilities be absolutely required for district purposes, or in regard to stadium and play fields, if they are too wet and use will cause damage.
4. Applicant agrees to leave facility in a clean condition.
5. Lessee shall be personally responsible for any loss or damage other than normal wear and tear to the district premises, furniture or equipment, because of occupancy of said premises by lessee.
6. If use involves a public performance, applicant assumes responsibility for crowd control before, during, and after the performance.
7. Applicant certifies that he/she has received and read the rules, regulations, conditions and terms of this application and the he/she, and the organization represented, will abide by them and will conform to all applicable provision of the Constitution and laws of California and to all other rules and regulations of the Board of Trustees and its authorized agents which may be communicated to the applicant, including the prohibited use of drugs, alcohol, and tobacco.

Representative's Signature: _____ **Date:** _____

III. FOR OFFICE USE ONLY

Payment Received (Amount): \$ _____ By (initials): _____ From (initials): _____ Date: _____

Employee Assigned: _____ Site Administrator's Approval: _____ Date: _____

Superintendent's Approval: _____ Date: _____

Distribution (Keep Together Until All Signatures Filled): **White – Administration** **Canary – District Office** **Pink – M&O** **Gold - Applicant**

FACILITY FEE SCHEDULE

DESCRIPTION	Class I	Class II	Class III
Large Gymnasium (GHS "Warrior Gym")	-	\$50/hr	\$80/hr
Small Gymnasium (GHS "Nottoli Dome" and LRHS "Hawks' Nest")	-	\$30/hr	\$60/hr
Multipurpose Room (LRHS and EHS)	-	\$45/hr	\$70/hr
Auditorium	-	\$45/hr	\$70/hr
Kitchen (Kitchen Staff required for use)	\$25/hr	\$45/hr	\$60/hr
Track and Playing Fields	-	\$50/ hr	\$60/hr
Classrooms	-	\$20/hr	\$30/hr
Library (Must be straightened up after use or fee may be charged)	-	\$20/hr	\$30/hr
Library Computer Lab (Class I school functions only)	-	N/A	N/A
Pool (Lifeguard fees determined by City)	-	\$25/hr	\$35/hr
Locker Rooms and Showers	-	\$30/use	\$45/use
Electronic Scoreboards	-	\$25/use	\$40/use
Auditorium Equipment	-	See list	See list
Classified Staff (e.g. Custodians, Kitchen Staff, Auditorium Technician) Note: There is a two hour minimum for each staff visitation.	\$25/hr	\$45/hr	\$60/hr
Other Equipment (See Site Administrator to determine fee)	See Site Administrator	See Site Administrator	See Site Administrator

Note: The above fees include a custodian opening and closing of the facility if activity occurs during normal custodial working hours. If additional work is required to clean up after the use of a facility, a 2-hr minimum service will be charged.

1. Kitchen equipment will be used only under the supervision of cafeteria personnel at the scheduled pay rate with a 2-hr minimum.
2. Production lights and equipment in auditorium will be used only under qualified supervision as determined by the Drama Department Chair at the scheduled rate.
3. The applicant will be responsible for any extraordinary cleanup due to the organization's activity. Examples: Furniture not placed in its original configuration, debris and material strewn about, shower and locker rooms left in an untidy condition, etc.

CLASS III RECEIPT CHARGES:

There will be a 10% charge on all CLASS III gross receipts received over \$50. There will be a 15% charge on all CLASS III gross receipts over \$50 received from the use of the STADIUM.

CLASS I

- A. All school district activities of groups which are directly and primarily school related. (Examples: PTA, Parents' Clubs, Boosters Club, Student body Associations, Galt Parks and Recreation by agreement only).
- B. Meeting or activities of public agencies, senior citizens' organizations, or associations organized for general character building or welfare purposes unless admission or activity fees are charged or donations solicited (Examples: Boy Scouts, Girl Scouts, 4-H Clubs).
- C. Any use of staff outside their normal work day will be assessed a fee according to the Class I schedule.

CLASS II (Expense Cost)

- A. Church or religious organizations for the conduction of religious services for temporary periods of time.
- B. Community Colleges and State Universities.
- C. Class I usage when admission or activity fees are charged or contributions are solicited.
- D. Community activities of a cultural or public interest nature where memberships are sold, admission fees are charged or donations solicited (Example: Boy Scouts, Girl Scouts, 4-H Clubs).
- E. Sports groups not in Class I, with outside school affiliations such as AAU, Community Soccer Leagues, Volleyball, Community Clubs, etc. **If an organization in Class II is deemed non-profit by the District, only 50% of the fee will be charged.**

CLASS III (Fee Charges)

- A. Commercial or profit-making organizations (Examples: Traveling road shows, independent production companies, private businesses for staff training and personal interviews). These organizations shall pay the basic rate on the fee schedule, plus 10 percent of gross receipts if admission is charged.

RULES AND REGULATIONS

1. Applications under the Civic Act shall originate with established and responsible organizations of good reputations. Groups not qualifying as community organizations, but organized for educational purposes may also qualify for use of the facilities. Priority shall be given to groups located within the Galt Joint Union High School district. Applications from individuals will not be considered.
2. District facilities will be made available for community use, subject to the restrictions imposed by the educational requirements by the district and to the regulations detailed in Policy 1330.
3. Use of facilities must be under the supervision of a responsible adult who is responsible for the enforcement of District's rules and regulations.
4. In the case of commercial organizations, the fee must be paid at the time the contract is signed. Appropriate assurance must be made that the percentage of the gross receipts will be paid before a contract will be issued.
5. All Class II organizations must pay a 10% of agreed upon charge before facilities are reserved.
6. All equipment and facilities to be used must be listed on the application and contract. Specific requirements must be requested in writing at least three weeks in advance of the performance.
7. Contracts are for specified hours and include the groups or organization's set-up and performance time. Last-minute extras rehearsals or additional room use cannot be permitted. The lessee shall not arrive before the time authorized.
8. All groups qualifying for use must adhere to the rules and regulations and policies set forth by the Board of Trustees and conform to all city and county ordinances and fire regulations
9. Negligence on non-payment of fees will result in a group being accountable for damages and withdrawal from consideration upon subsequent request.
10. Tobacco of any kind is not permitted on District property. Possession or consumption of alcoholic beverages or illicit narcotics in any form will not be permitted on district property at any time and any person under the influence of intoxicating liquor or illicit narcotics shall be denied opportunity to participate in any manner.
11. Use is confined to the area(s) named in the approved application.