

**NATIONAL SCHOOL DISTRICT
Use of Facilities Agreement**

Name of Site _____	Date(s) of Use _____	Start Time _____	End Time _____
Circle: Auditorium Kitchen		Attendance _____	Certificate of Insurance Submitted _____

Description of Activity _____

Describe Arrangement of Tables and Chairs _____

Equipment Needed - Note: Use of Equipment is based on availability. _____

I have read the Use of Facilities Regulations and agree to comply with all the District's requirements.

Name of Organization Making Application _____	Signature of Sponsor _____
Address of Organization _____	Type or Print Name _____
_____	Address of Sponsor if Different _____
Telephone _____	Telephone Where Sponsor Can be Reached _____
Date Signed _____	

Approved	_____	_____	Signature of School Principal
Denied	_____	_____	Date Signed

**Labor and Rental are based on estimated usage.
Any additional time will be billed separately.**

Estim. Custodial Hours: _____ @ \$29 *	_____	Asst. Supt., Business Services _____
Estim. CNS Staff Hours: _____ @ \$29 *	_____	Date Signed _____
Estim. Rental (Kitchen) _____ @ \$10	_____	
(Minimum three hours)		
Estim. Rental (No A/C) _____ @ \$20	_____	
(Minimum three hours)		
Estim. Rental (With A/C) _____ @ \$30	_____	
(Minimum three hours)		
REQUIRED DEPOSIT: _____	_____	

For Office Use Only
Staff on Duty _____
Staff Hours _____

Schools with A/C include: Palmer Way Elementary

***Note: Holiday rates are higher and all rates are subject to change.**

USE OF FACILITIES REGULATIONS

1. The use of facilities for meetings at which social, economic, or political subjects are to be discussed will be granted only on the condition that such meetings will have no admission fee and will be open to all members of the community who desire to attend.
2. Groups shall assume financial responsibility for any damage that occurs. The Board shall charge the amount necessary to repair the damages or replace the property and may deny the group further use of school facilities.
3. Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. Proof of liability insurance in the amount of \$500,000 shall be provided prior to the scheduled activity.
4. A Certificate of Insurance, naming the National School District as additional insured, must be provided.
5. Alcoholic beverages are not permitted on school grounds.
6. Smoking is not permitted on school grounds.
7. The Director of Child Nutrition will determine whether a Child Nutrition Services employee is to be on duty.
8. A school district employee must be present during the use of school facilities. Private parties, religious organizations, and community organizations whose proceeds are not expended for the benefit of the district will be charged for rental of the facilities and direct costs to the District. A deposit will be required based on the estimated cost of the function. A reasonable amount of setup and cleanup time will be allotted for custodial and food service labor and may vary with the scope of each activity. The following is a schedule of labor and rental rates:

	<u>Each Hour</u>	<u>Minimum</u>	<u>Staff Costs</u>
Auditorium without Air Conditioning	\$20.00 *	\$60.00	\$29.00/hour
Auditorium with Air-Conditioning	\$30.00 *	\$90.00	\$29.00/hour
Kitchen	\$10.00	\$30.00	\$29.00/hour

***Staff costs for events held on holidays will be charged at the rate of \$40.00 per hour.**

9. Long-term scheduled use of school facilities is subject to cancellation if the facility is needed for school related activities.
10. All printed materials advertising activities or events that will occur in District facilities or on District grounds must contain the following statement in bold print and type point at least as large as the majority of the other print in the flyer/printed material:

“Although the above activity is on the facilities/grounds of the National School District as provided by California law under the Civic Center Act, the National School District is not sponsoring, supporting or supervising the event or activity, nor does it in any way lend its endorsement or support to the information provided above. The activity or event is sponsored by [insert name]. For further information about the event or activity you may contact [insert name and title of contact person] at [insert telephone number].

11. Organizations using facilities are required to give 48 hours notice of cancellation, otherwise full staff costs and use of facilities charges will apply.