

CHATOM UNION SCHOOL DISTRICT

7201 Clayton Road, Turlock, CA 95380
Chatom Elementary - 664-8500 Mt. View Middle - 664-8515

Facilities Use Request

To the Person(s) requesting the use of District Facilities: Please check to see if the date is available on the Master Calendar at Chatom or Mountain View (depending on which campus you are requesting to use). If the date is available, submit a completed form and turn it in to the Principal of the site you are requesting to use.

Campus Facility Requested (Circle one): **Chatom** **Mt. View**

Check all that apply: Multi-Room Kitchen Gymnasium with bleachers Gym w/o bleachers
 Classroom # _____ Athletic Field Restrooms

Date Submitted: _____ Date of Event: _____ Day of Week: _____ Time: From: _____ AM/PM to: _____ AM/PM
Name of Organization, if applicable _____ Number to be attendance: _____
Person(s) in Charge: _____ Telephone: _____
Description of the Event: (Type & Purpose) _____

Custodial Needs: (Circle One) Yes No

Open gate/building at _____ AM/PM Close gate/building: _____ AM/PM
If the event takes place outside the normal Custodial hours, the rate will be indicated on the attached Fee Schedule and titled Over-Time.

On the reverse side, please draw a diagram of how tables, chairs, bleachers or any other items should be set up in advance. Number of chairs: _____ Number of tables: _____
Special Needs _____

***Certification:** I certify that I represent the above organization; that our organization will be responsible for any and all damages/repairs of facilities, ground or equipment that were caused by this use and that we will not, individually or collectively, seek reimbursement for any costs caused by accident and/or injury while using district facilities or equipment.*

We understand that the Chatom/Mountain View Schools are Alcohol and Tobacco-Free Schools and we will ensure that no one at our event will consume alcohol or use tobacco on the campus where the event is being held.

If it is determined that alcohol or tobacco are used on school property, the event will be shut down and the organization will be liable for an additional five hundred dollars (\$500.00) user fee.

Signature of Applicant: _____ Date: _____

Certificate of Insurance Required: (Circle one): Yes No Provided by: _____ Date: _____

Other Insurance Information (if applicable): _____

APPROVALS: Principal: _____ Date: _____
Superintendent: _____ Date: _____
Food Director's Approval (if kitchen used): _____ Date: _____

Office Use Only	Classification: 1. Non-Profit Ed Code: _____ 2. Non-Profit Civic Center Act: _____ 3. For Profit Group: _____
	Direct Cost Rate: \$ _____ per hour Hours of Use _____ x \$ _____ per hour = \$ _____ Total Fee
	Fair Rental Rate: \$ _____ per hour Hours of Use _____ x \$ _____ per hour = \$ _____ Total Fee
	Security Required: Yes _____ No _____

Routing: School Office District Office Business Office (for billing purposes only)

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Fee Schedule

Mountain View Middle School

	<u>Direct-Cost Rate</u> <i>Regular/Over-Time</i>	<u>Fair Rental Rate</u> <i>Regular/Over-Time</i>
Gym with Bleachers	\$54.00/\$70.00	\$78.00/\$94.00
Gym without Bleachers	\$44.00/\$60.00	\$68.00/\$80.00
*Multi-Purpose	\$28.00/\$44.00	\$44.00/\$60.00
Athletic Field	\$20.00/\$25.00	\$20.00/\$25.00
Classroom	\$20.00/\$25.00	\$20.00/\$25.00
Restroom	\$15.00/\$25.00	\$15.00/\$25.00

Chatom Elementary School

	<u>Direct-Cost Rate</u> <i>Regular/Over-Time</i>	<u>Fair Rental Rate</u> <i>Regular/Over-Time</i>
*Multi-Purpose	\$35.00/\$50.00	\$50.00/\$70.00
Athletic Field	\$20.00/\$25.00	\$20.00/\$25.00
Classroom	\$20.00/\$25.00	\$20.00/\$25.00
Restroom	\$15.00/\$25.00	\$15.00/\$25.00

- 1. The Board authorizes the use of school facilities or grounds without charge (except overtime charges) by nonprofit organizations, clubs, or associations organized to promote youth and school activities.** In accordance with Education Code 38134(a), these groups include, but are not limited to 4-H, Girl Scouts and Boy Scouts, the Parent-Teacher Club (PTC), and school-community advisory councils. Facilities can also be used without charge by presently employed CUSD coaches when used for Mountain View and Chatom Elementary youth.
- 2. Direct Costs:** Other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least **direct costs**.
- 3. Fair Rental Value:** Groups shall be charged **fair rental value** when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)
- 4. Security:** For non-athletic events with more than 100 attendees, the organization is required to provide one (1) paid security guard for every one-hundred (100) attendees during the event.
- 5. Board Approval:** All new facility use requests are required to be approved by the CUSD Board or Board Representative.

*If a kitchen is to be used for food preparation, a District cafeteria worker must be present and such worker's service shall be paid by the applicant. This additional charge of \$25/hour will be added to the fees charged.

All rates include hourly custodial costs. All fees are for one hour of usage. Any part of an hour's use will be charged as a full hour with no proration of fee.

Overtime rates will be charged for any non-school group using school facilities when such use requires District employees to work other than their normally scheduled hours.