

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff, CA 92007

CHECKLIST FOR FACILITIES USE REQUEST

- Complete *Request for Use of School Facilities Form*
- Provide District with proof of required insurance
- Complete fingerprint clearance (if applicable)
- Return completed paperwork to Martha Bailey in the Superintendent's office

You will be contacted by Martha regarding approval or denial of the request. **Please do not contact the school site.**

CARDIFF SCHOOL DISTRICT
USE OF FACILITIES FEE SCHEDULE

<u>FACILITY</u>		<u>FIRST HOUR FEE</u>
Auditorium	Regular Weekdays (excludes kitchen use)	\$50.00
Auditorium	Sat., Sun., Holidays (excludes kitchen use)	\$75.00
Kitchen at Ada Harris	Regular Weekdays (Hourly rate only, does not include costs for required district supervision of kitchen and appliances, or custodial services.)	\$30.00*
Kitchen at Ada Harris	Sat., Sun., Holidays (Hourly rate only, does not include costs for required district supervision of kitchen and appliances, or custodial services.)	\$45.00*

* Use of Kitchen requires food service employee supervision at a cost of \$42.00 per hour, and also the services of a Custodial employee charged at \$42.00 per hour.

Classrooms	Regular Weekdays	\$40.00
Classrooms	Sat., Sun., Holidays	\$50.00
Blacktop/Lunch Tables		\$15.00 p/hr
*Field		\$15.00 p/hr

PLEASE NOTE: Organized youth sports leagues are still required to make arrangements with the City of Encinitas.

Facility Use Fees cover the first hour of occupancy. Additional hours (for any facility) are charged at the following rates:

Regular Weekdays	\$25.00/hour
Sat., Sun., Holidays	\$30.00/ hour

Fee example: Saturday rental of kitchen:

1 st hour (facility fee)	\$45.00
2 nd hour (facility fee)	\$30.00
3 rd hour (facility fee)	\$30.00
4 th hour (facility fee)	\$30.00
District supervision/ tutorial	\$42.00 X 4 = \$168.00
Custodial charges	\$42.00 X 4 = \$168.00
Total cost for 4 hours	\$471.00

Fee schedule approved: 12/8/82
 Revised schedule approved: 12/7/89
 Revised schedule approved: 11/18/93
 Revised schedule approved: 03/25/09
 Revised schedule approved: 11/10/11

CARDIFF SCHOOL DISTRICT
 1888 Montgomery Avenue, Cardiff, CA 92007
 PH (760) 632-5890 Fax (760) 942-5831
REQUEST FOR USE OF SCHOOL FACILITIES

Submit one copy of this Application to the District Office, **at least three weeks prior to the requested date of use.** The information requested in this Application must be completed in its entirety. **Permission must be secured prior to any definite announcement made concerning proposed events.**

Name of School _____ Application Date _____

Facility Requested: Classroom(s) _____ Multi-Purpose Room _____ Kitchen _____ Lunch Tables _____

Field _____ Blacktop _____ Restrooms: Adult _____ Student _____ Other (please specify) _____

Set Up Required: Tables _____ Chairs _____ Podium _____ Microphone _____ Projector _____ Screen _____ Other _____

Please attach a separate form with a detailed drawing/explanation of set up required for custodian.

Purpose of Use _____

REQUESTED DATE(S) OF USE:	START TIME: _____ <i>(Include time required for set-up and clean up)</i> FINISH TIME: _____
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Expected Attendance:	Event will be open to: Public Private	Admission will be: Free Donation Only Charged
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Name of Organization: _____ President/Chair: _____

Address: _____ City: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Day of Event Contact: _____ Telephone: _____

I have read and agree to all terms and conditions as stated on both sides of this form. I understand that the approval of this event is contingent upon compliance with provisions as stated on the back of this form and upon the availability of a custodian.

Signature of Applicant

DISTRICT USE ONLY

APPROVED _____	NOT APPROVED _____
Site Custodian is Scheduled/Not Needed	No Fee to be Charged
Additional Custodian(s) Required / one (1) if up to 150 – two (2) over 150 in attendance	Charge for Custodian Certificate of Insurance
NOTE: ALL WEEKEND EVENTS REQUIRE A PAID CUSTODIAN. SOME WEEKDAY EVENTS REQUIRE A PAID CUSTODIAN.	Charge for Utilities Cleaning/Security Deposit
School Principal _____	Date _____
Superintendent _____	Date _____

CARDIFF SCHOOL DISTRICT RULES, REGULATIONS, AND POLICIES REGARDING USE OF FACILITIES

All requests for use of school facilities are subject to approval by the Superintendent or designee. Applications must be filled in completely and signed. A copy will be forwarded after it is reviewed and signed.

Facilities available for community use include classrooms, multi-purpose rooms, and almost all rooms on site. A separate request form for field use must be submitted through the City of Encinitas, with the exception of after school enrichment programs.

The use of school facilities shall be primarily for public school purposes. Any authorized use or occupancy of the facilities for other than public school purpose shall be subordinate to this primary purpose.

All applications from organizations shall be signed by the President or Chair of the organization. Use of school facilities by organizations shall not be permitted on Sundays except by special arrangement with the Superintendent or designee.

There shall be no smoking in or about school buildings. No intoxicating beverages or narcotics shall be used or sold, and no profane language, quarreling, fighting, or gambling will be permitted.

The applicant is held responsible for the preservation of order. School premises should be vacated promptly in accordance with the time schedule indicated on this request form in order to allow the custodian time to prepare the facility for school use.

Service or sale of refreshments/food will not be permitted in any school facilities rooms, except when special arrangements have been made with the Superintendent. All food is to be eaten outside.

No animals shall be permitted on school grounds except guide, service, or signal dogs.

HOLD HARMLESS AGREEMENT

In consideration for the use of school district facilities and grounds, the applicant, on behalf of the organization, group or society, does hereby agree to indemnify and hold harmless the Cardiff School District, its representatives, officers, agents, and employees from any and all liabilities, claims, obligations, judgments, suits, costs, damages, expenses, and attorney's fees, incurred or paid, arising out of, or on the account of any claims of any nature for damage to property or for personal injury including death, which may arise from the use of school facilities or grounds to the full extent provided by law. User accepts full responsibility for all participants and guests.

President/Chair

Date

NON-CHARGEABLE TYPES OF GROUPS	CHARGEABLE TYPES OF GROUPS
1. Children's groups (Brownies, Cub Scouts, etc)	1. Any group who charges a fee
2. School organizations or committees (PTA, SSC etc)	2. Any profit-making group
3. Community service groups	3. Theatre groups who charge for tickets
4. Senior citizen groups	4. Religious groups
5. School sponsored enrichment programs	5. Sports organizations
	6. Any group requesting weekend use

COPIES TO: Business Office

Applicant

Custodian

School Site

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff, CA 92007

**REQUEST FOR USE OF SCHOOL FACILITIES
INSURANCE REQUIREMENTS**

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. Education Code 38134

Groups or organizations shall provide the District with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the District as an additional insured on their liability policies for claims arising out the negligence of the group. Accordingly, the District requires that all applicants, unless specifically exempted by the superintendent, comply with the following:

- 1. Personal Injury, Bodily Injury, and Property Damage Insurance**
Prior to the approval of the Request for Use of School Facilities (Exhibit 1330-A), the applicant shall submit to the Superintendent or designee, a certificate of insurance along with the insurance company's policy endorsement of comprehensive general liability in the amount of \$1,000,000.
 - a. Such document shall name the Cardiff School District as an additional insured and shall be signed by an authorized officer of the insurance company.**
 - b. The insurance carrier's policy coverage shall also contain provisions which include:**
 - (1) Primary coverage before the District's policy**
 - (2) Any aggregate limits shall apply separately to each insured**
 - (3) Carrier agrees not to call on the District for any contribution in the settlement of a claim**
 - (4) No other contribution by the District is required**
- 2. The following shall apply when the loss, damage, or destruction of school property is not covered under the provisions of the certificate of insurance and the policy endorsement:**

- a. Applicant, individually and/or jointly with the group, agrees to be responsible for all liabilities arising out of the activity and agrees that the applicant's liability for injuries and property loss, damage, or destruction shall be primary to any applicable coverage owned or held by the District, its successors, assignees or nominees
- b. Applicant shall be provided with an invoice for an amount necessary to repay to loss, damage, or destruction
- c. Applicant's failure to pay said damages shall constitute sufficient cause for the District to take whatever legal action the District considers appropriate against the applicant
- d. Such action may include, but is not limited to, immediate cancellation of the application, disapproval of future applications to use District facilities and grounds, and legal action to recover damages

USE OF SCHOOL FACILITIES

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: Education Code 32282, 38131

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization
A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. Military and Veterans Code 1800
10. Other purposes deemed appropriate by the Governing Board

The District may grant the use of school facilities on those days which the public school is closed. Education Code 37220

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use

The District may exclude certain school facilities from non-school use for safety or security reasons.

The District expressly prohibits any organization that has been granted use of school facilities to transfer such use, or grant permission for concurrent use to any other organization, entity or individual.

Fees for Use of District Facilities

Fees for the use of district facilities and grounds shall be charged in accordance with the following classifications:

Free Civic Center Use

Only recognized non-profit organizations, clubs or associations organized to promote youth and school activities, including, but not limited to: Girl Scouts, Boy Scouts, Camp Fire, Inc., parent/teacher's associations, and school/community advisory councils, may obtain free use of school premises. The term "free use" refers to normal use of the facility as it exists and when a custodian is normally on duty. A fee will be established for those cases requiring special set-ups, additional clean-up, or use of a custodian at a time when one is not normally on duty. The Superintendent or designee shall have the discretion to determine which meeting and programs not specifically covered in this regulation are entitled to free use.

Should any free use group prefer to use district facilities at a time when custodial services are not normally available, the District may charge a fee equal to the cost of those services. The Superintendent or designee shall first ensure the availability of other times when the facility could be provided without charge, and this availability shall be pointed out to the free use group.

Direct Costs Fee

Activities other than those specified for free use or fair rental value shall be charged fees at a rate consistent with the direct cost. The term "direct cost" is defined in the Civic Center Act (Education Code section 38134(g)) as "those supplies, utilities, janitorial services, services of any other district employees, and salaries paid school district employees necessitated by the organizations use of the district facilities and grounds of the District." The following activities shall be charged direct costs:

1. Use of facilities by religious groups
2. Charitable fund raising activities which are not beneficial to youth or public school activities of the District, as determined by the Board
3. Events sponsored by religious or community groups, except those which qualify for free use
4. Public agencies, however, in lieu of direct costs, the District may enter into a joint powers agreement with local public agencies for use of facilities
5. Activities not previously identified which do not fall within the free use or fair rental value classifications and which are included, as determined by the Superintendent or designee

Fair Rental Value

Groups shall be charged fair rental value when using district 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. Fair rental value, as defined in the Civic Center Act, includes direct costs plus the amortized.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.
Education Code 38134

Groups or organizations shall provide the District with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the District as an additional insured on their liability policies for claims arising out the negligence of the group. Accordingly, the District requires that all applicants, unless specifically exempted by the superintendent, comply with the following:

1. Personal Injury, Bodily Injury, and Property Damage Insurance
Prior to the approval of the Request for Use of School Facilities (Exhibit 1330-A), the applicant shall submit to the Superintendent or designee, a certificate of insurance along with the insurance company's policy endorsement of comprehensive general liability in the amount of \$1,000,000.
 - a. Such document shall name the Cardiff School District as an additional insured and shall be signed by an authorized officer of the insurance company.
 - b. The insurance carrier's policy coverage shall also contain provisions which include:
 - (1) Primary coverage before the District's policy
 - (2) Any aggregate limits shall apply separately to each insured
 - (3) Carrier agrees not to call on the District for any contribution in the settlement of a claim
 - (4) No other contribution by the District is required
2. The following shall apply when the loss, damage, or destruction of school property is not covered under the provisions of the certificate of insurance and the policy endorsement:
 - a. Applicant, individually and/or jointly with the group, agrees to be responsible for all liabilities arising out of the activity and agrees that the applicant's liability for injuries and property loss, damage, or destruction shall be primary to any applicable coverage owned or held by the District, its successors, assignees or nominees

- b. Applicant shall be provided with an invoice for an amount necessary to repay to loss, damage, or destruction
- c. Applicant's failure to pay said damages shall constitute sufficient cause for the District to take whatever legal action the District considers appropriate against the applicant
- d. Such action may include, but is not limited to, immediate cancellation of the application, disapproval of future applications to use District facilities and grounds, and legal action to recover damages

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

Application for Use of Facilities

Any persons applying for the use of district property on behalf of any society, group or organization shall present written authorization from the group to make the application. Persons or organizations applying for the use district facilities shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use district premises to commit unlawful acts.

Applicants for a permit to use district facilities shall sign and submit to the statement of information integrated as part of the application (Exhibit 1330-A) which assures the Board that the operative provisions of Education Code sections 38131-38138 are met.

Policy Adopted: 03/15/07
Revised: 03/25/09

CARDIFF SCHOOL DISTRICT
Cardiff-By-the-Sea, California