



## *Application for Use of School Facilities*

### Steps to apply for a Facility in the Sausalito Marin City School District

**Contact** the Facilities Use Coordinator at (415)332-3190 or e-mail [facilities@smcsd.org](mailto:facilities@smcsd.org) to inquire about availability.

**Complete:** Application for Use of School Facilities

**Return Completed Application:** E-mail to [facilities@smcsd.org](mailto:facilities@smcsd.org); mail or deliver to Sausalito Marin City School District Office at 200 Phillips Drive, Marin City, CA 94965; or Fax:(415)332-9643.

**Certificate of Insurance:** Required to use any facility ten (10) business days prior to use. (Insurance requirements are described in the application.)

**Payment:** Once the application has been processed and approved, you will be invoiced via e-mail or mail by the school district Business Department. To confirm the dates and times we require a 50% non-refundable deposit to be paid seven (7) days prior to the use. Remaining fee shall be invoiced no later than 30 days after use. Please make payable to SAUSALITO MARIN CITY SCHOOL DISTRICT.

**Confirmation:** Once deposit and Certificate of Insurance are received, final confirmation will be sent via e-mail.

# Sausalito Marin City School District

200 Phillips Drive, Marin City, CA 94965 District Office-Phone:(415)332-3190 Fax:(415)332-9643

## Application for School Facilities Use

Application Date: \_\_\_\_\_ Facilities Requested: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ Building or Grounds: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_ Room #: \_\_\_\_\_  
Representative Phone #'s: Day \_\_\_\_\_ Night \_\_\_\_\_  
Date of Use: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Hours of Use: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **Declaration of Applicant:**

1. Nature or type of intended use: \_\_\_\_\_
2. Applicant has received or will receive for the activities herin listed controbutions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated in the amount of \$ \_\_\_\_\_. If no receipts are anticipated for these activities, Check here
3. Receipts set forth in item 2 will be used for: \_\_\_\_\_
4. I, the undersigned, herby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment or grounds occurring through the occupancy or use of the said building/or grounds by the applicant, normal wear and tear expected.
5. If extra charge "clean up" work is required by the usage, it is agreed upon the using organization will pay for the custodial time even though this charge may not appear on the statement of charges.
6. I hereby certify that I have received and read the rules, regulations, conditions and terms which I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and the laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
7. Cancellations must be made no less than 48 hours prior to the date of use. It is agreed that in the event this permit is not cancelled by the applicant within the specified time frame, no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of the school facilities.
8. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.
9. The undersigned states that to the best of his knowledge the school property for use of which application is herby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish to overthrow the government of the United States by force, violence or other unlawful means and that to the best of his/her knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.

### **HOLD HARMLESS & INDEMNIFCATION AGREEMENT**

THE UNDERSTATED AGREES TO DEFEND, INDEMNIFY AND HOLD HARLESS THE SAUSALITO MARIN CITY SCHOOL DISTRICT, AGENT AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGANST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE HOWEVER CAUSED, THAT MAY ARISE FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE TO THE DISTRICT, DISTRICT AS ADDITIONAL INSURED.

\_\_\_\_\_  
Signature of Representative Date

\_\_\_\_\_  
Signature of Site Administrator Date

# Sausalito Marin City School District

## TERMS & FEE SCHEDULE

District facilities are available for community use when the activity is consistent with the best interest of the District and does not interfere with the regular educational programs. The facilities are not for private parties; alcohol and tobacco are not allowed on school district property,

**Before an application can be finalized, the group or organization using the property must provide a Certificate of Liability for no less than \$1,000,000 naming the Sausalito Marin City School District as a certificate holder and additional insured no later than ten (10) days before the event.**

### FACILITY FEE SCHEDULE

	N/P YOUTH OR PUBLIC AGENCY	N/P ADULT	ALL OTHERS
	Community Youth Groups	Local Park & Rec. Adult Programs	Businesses & Business Organizations
	Local Park & Rec. Youth Programs	Community Service Groups & Organizations	Business Recreation Leagues
	Local Youth Groups	Groups & Associations with 501c non-profit status	Religious Organizations
		Adult Recreational Groups & Colleges	
<b>Multi-Purpose Room</b>	\$15 per hour/\$120 per day	\$30 per hour/\$240 per day	\$150 per hour/\$1200 per day
<b>Classroom</b>	\$15 per hour/\$120 per day	\$20 per hour/\$160 per day	\$60 per hour/\$480 per day
<b>Blacktop/Field*</b>	24 per hour/\$192 per day	\$65 per hour/\$520 per day	\$85 per hour/\$680 per day

\* Use of school fields NOT permitted while it is raining, has rained in the past 24 hours of more than 1/2" or if the field is wet and any use will be harmful to the playing surface.

The day rate applies for any event or activity that extends past six (6) hours of use, including setup and break down.

### Additional Fees:

1. Facility usage subject to additional charges for custodial personnel
2. Custodial Fee: \$37.50 per hour with a two (2) hour minimum. Events at night or on weekends or non regularly scheduled hours is mandatory.
3. Required Cleaning deposit: \$250 per event- refundable after event close out inspection.
4. Facilities usage MUST conclude by 10:00pm Monday thru Friday, Saturday on a case-by-case basis.

50% of estimated total Use of Facilities fee computed by District staff are due in the Business Office seven (7) business days prior to the event. The remainder of fee including any additional fees will be invoiced no later than 30 days after use.

# Sausalito Marin City School District

## STATEMENT OF THE INFORMATION

Exhibit 1330-Version Feb. 11, 2010

The undersigned, as duly authorized representative for \_\_\_\_\_, states that, to the best of his/her knowledge, the school property for of which application is hereby made will not be used for the commission of any crime or act which is prohibited by law.

The undersigned further declares that \_\_\_\_\_, the organization on whose behalf he/she is applying for the use of school property upholds and defends the Constitution of the United States and of California.

Signed By \_\_\_\_\_ Date \_\_\_\_\_ Organization Name (if applicable) \_\_\_\_\_

### **Board Policy 1330-Use of School Facilities-adopted February 11, 2010**

The Board of Trustees recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 - Student Organizations and Equal Access)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary (cf. 0450 - Comprehensive School Safety Plan)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

#### **Fees**

The Board authorizes the use of school facilities or grounds without charge 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, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. 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.

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)

**All legal references to this policy available upon request.**

**FAILURE TO COMPLY WITH THE ABOVE MENTIOND TERMS WILL BE CAUSE TO DENY USE.**

### **DISTRICT OFFICE USE ONLY**

1. TERMS-Estimated fee payable with application. Additional fees will be billed within 30 days after the event.

2. PAYMENTS-Payable to the SAUSALITO MARIN CITY SCHOOL DISTRICT

3. INSURANCE- Received:  YES  NO

4. Application Fee \$ \_\_\_\_\_

5. Usage Fee \$ \_\_\_\_\_ Hours/Days of use @ usage rate: \_\_\_\_\_

6. Balance Due \$ \_\_\_\_\_

7. Control # \_\_\_\_\_ Key issued:  YES  NO

Authorization for Custodial Services  YES  NO \$250 cleaning deposit received:  YES  NO

Other services Needed:  YES  NO Describe: \_\_\_\_\_