

**HOWELL MOUNTAIN SCHOOL DISTRICT
FACILITY USE RATES**

FACILITY	CAPACITY	CATEGORY 1	CATEGORY 11	CATEGORY 111
Classroom	30	No Charge	\$15/hour	\$25/hour
Multipurpose Room	300	No Charge	\$25/hour	\$65/hour
Library	70	No Charge	\$25/hour	\$45/hour
Athletic Field	N/A	No Charge	\$30/hour	\$50/hour

Please Note: Prices are subject to change

NOTE: Any costs to the school district for special services, personnel time beyond assigned duty hours or additional utilities will be billed for category 1 usage.

NOTE: Use of kitchen facilities requires the presence of Howell Mountain School District Food Service personnel. (See rates below).

OTHER FEES

OPEN/CLOSE FEE:	Custodial services will be billed at \$30.00 per hour (2 hour minimum) Food service personnel will be billed at \$25.00 per hour (2 hour minimum).
FIELDS:	An additional charge will be made when use results in additional costs to the district. i.e. excess garbage fees, special needs, and or damage to the facilities.
DAMAGE TO SCHOOL PROPERTY:	Organizations/groups/individuals using the school's facilities shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the organization/group/individual further use of the school facilities (EC 40043)

PAYMENT OF FEES

Category 11 and 111 use fees must be paid in **ADVANCE** of the activity and accompany the facility use application. If applicant cancels the reserved facility within 36 hours of scheduled use, a full refund will be made. Charges for additional use must be paid within seven (7) days of billing. Direct Cost use fees must be paid within seven (7) days of billing.

CATEGORY 1

The district may grant free use of facilities to those organizations that qualify under the Civic Center Act. All meetings and/or activities qualifying under these provisions shall be non-exclusive, open to the public and **free of charge**. The facilities and grounds shall be available for the following purposes:

1. Public, literary, scientific, recreational, educational, or public agency meetings. (Education code 40041)
2. The discussion of matters of general or public interest. (Education Code 40041)
3. Child care programs to provide supervision and activities for children or preschool and elementary school age. (Education Code 40041)
4. The administration of examinations for the selection of personnel or the instruction of precinct Board members by public agencies. (Education Code 40041)
5. Supervised recreational activities. (Education Code 40041)
6. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. (Education Code 40041.5)

Organizations/groups/individuals that qualify for “free use” include, but are not limited to the following:

1. Parent-Faculty organizations
2. School Community Advisory Councils
3. Boy Scouts of America and affiliated organizations
4. Girl Scouts of America and affiliated organizations
5. Campfire Boys and Girls
6. School Employee Organizations
7. 4-H groups

Should any of the above named groups use school facilities at a time when custodial services are not normally available, the district may charge a fee if a custodian is required to open and close the facilities or for extra clean-up (2 hour minimum). A minimum 2 hour fee is required to open and close the facilities when custodial services are not normally available. Additional fees will be charged for extra clean-up or for damages.

CATEGORY 11

These are non-profit organizations generally comprised of local non-school community residents formed for the purpose of conducting recreational, educational, cultural, and other general character building activities.

Activities of groups in this category, shall be charges a direct cost fee. The direct cost fee includes a cost factor for utilities, custodial supplies, maintenance, site personnel involved in processing applications and scheduling uses, and for business office personnel involved in billing and collecting the facilities use fees. The district will charge a separate fee if a custodian is required to open and close the facility or for extra clean-up (2 hour minimum). Additional fees may be charged by the district to cover the costs of excess garbage, special needs, or damage to the facilities.

The following groups shall be charged the direct cost rate:

- A) An organization and/or individual otherwise approved for free use that uses the school facilities for a meeting where admission or tuition is charged, or where a donation or contribution is solicited; but the net proceeds are not expended for the welfare of the pupils of the district or for charitable purposes.
- B) Senior Citizen Groups
- C) Churches-Religious Services (All application requests must go before the governing board)
Use of school facilities for religious services may be granted to organized church groups for a temporary period. Granting use of the facility for religious services is guided by the following criteria:
 1. Religious organizations which have no other facility available.
 2. Religious organizations which declare or demonstrate their intent to provide their own facilities.
 3. Religious organizations which expect to be able to use their own facilities within a reasonable time.

CATEGORY 111

These organizations/individuals use school facilities for commercial purposes and include all citizens, associations, clubs, or organizations which are not qualified for free or direct cost use, yet which are formed for recreational, educational, political, economic, artistic, or moral activities. Any monies received by these organizations/individuals may be used for purposes other than welfare of the youth in the district or for charitable purposes.

Organizations/individuals falling under this category will be charged a **facility use fee** which will include a direct cost factor for utilities, maintenance, custodial supplies, site personnel, involved in processing applications and scheduling uses, and business office personnel involved in billing and collecting of the facility use fees as well as a fair market value rental fee.

The district will charge separate fee if a custodian is required to open and close the facility or for extra clean-up (2 hour minimum). Additional fees may be charged by the district to cover the cost of excess garbage, special needs, or damage to the facilities.

COMMUNITY RELATIONS

Use of School Facilities

The Governing Board recognizes that district facilities are a community resource whose primary purpose is to be used for school programs and activities. The board will authorize the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

The Board believes that the use of school facilities should not result in costs to the district. The Board shall charge direct costs to all groups granted facility use under the Civic Center Act.

There are three categories of user groups.

RULES GOVERNING THE USE OF SCHOOL FACILITIES/GROUNDS

1. Permission to use school facilities shall not be granted for more than the current school year, and all applications expire on June 30th. Summer applications expire on September 1st. At the expiration of an application, a new facility use application must be completed.
2. The following weeks shall be reserved for **school use only**:
 - A) The first and last weeks of school
 - B) The last week prior to the winter break
 - C) Public School Week
3. Use may be denied during declared custodial employee holidays, and during maintenance and cleaning schedules occurring during winter, spring, and summer breaks.
4. Only under special circumstances will permission be granted to use school facilities on Sundays, legal holidays, or beyond 11:00 pm.
5. Groups will be assigned accommodations suitable to the size of the group and the activity.
6. Kitchen facilities at schools are not available for use by organizations/groups/individuals

unless a district food service personnel is hired (2 hour minimum) to supervise.

7. All school-related activities (clubs, class events, etc...) shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first-serve basis.
8. The School District may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.
9. Any persons applying for the use of school property on behalf of any organization or group, shall present written authorization from the organization/group to make application.
10. Organizations/groups applying for the use of school facilities shall submit a statement of information indicating that the organization/group upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

PROCEDURE FOR APPLICATION FOR USE OF DISTRICT FACILITIES

1. The superintendent or designee shall maintain application procedures and regulations and fee schedules for the use of school facilities which:
 - A) Encourage and assist groups desiring to use school facilities for approved activities.
 - B) Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.
 - C) Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work (Education Code 40042).
2. All organizations/groups/individuals must apply for use of facilities on the district's facility use application a minimum 10 days in advance of the scheduled use. Applicants may secure a facility use application form from the office at 525 White Cottage Road North, Angwin. The representative making application must be at least 21 years old and must agree to be responsible for the requested facility. Cancellation of the scheduled use of any facilities must be made at least 36 hours prior to the scheduled activity. Each organization/group/individual shall be responsible for the physical condition in which it leaves the facility. **The applicant organization/group/individual shall provide a certificate of general liability insurance naming Howell Mountain School District as an additional insured. The certificate of insurance shall be written with limits of liability of \$1,000,000 per person per occurrence for bodily injury and property damage.**
3. The principal is responsible for assuring that the applicant has filled out the application accurately and completely and signed the form.
4. The superintendent or designee will approve all applications for use of facilities and fields. While school is in session, the authority for approval of the use of the facility rests with the site principal. When school is not in session, the superintendent or designee shall authorize use, after every effort has been made to contact the principal.
5. The principal will be responsible for placing the approved facility uses on the master Calendar and for the proper timely notification of all personnel involved.

APPLICATION AND PERMIT FOR USE OF FACILITIES

1. Name of Applicant: _____ (Organization, Group, Individual)
2. Address of Applicant: _____
3. Representative: _____
4. Facilities Requested: _____
5. Location/Address: _____
6. Building/Room/Grounds/Special Facilities: _____
7. Location/Address: _____

Dates of Use	Days of Use	Hours of Use	Persons in Charge	Description of Activity	Estimated Attendance

DECLARATION OF APPLICANT

1. Nature or type of intended use:
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other receipts estimated in amount of \$ _____. If no receipts anticipated for these activities check here. ()
3. Receipts set forth in item 2 above will be used for:
4. I, the undersigned, hereby 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 said building and or grounds by the applicant, normal wear and tear excepted.
5. I hereby certify that I have received and read the rules, regulations, conditions and terms regarding this application for use of district facilities and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and 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.
6. It is agreed that in the event this permit is canceled by the applicant 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 school facilities.
7. 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.
8. The undersigned states that to the best of his knowledge the school property for use of which application is hereby 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 the overthrow of the Government of the United States by force, violence or other unlawful means and that to the best of his knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE HOWELL MOUNTAIN ELEMENTARY SCHOOL DISTRICT, ITS BOARD OF TRUSTEES, AGENTS AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE THAT MAY ARISE DURING OR RESULT IN ANY WAY FROM, OR BE ALLEGED TO BE CAUSED BY, THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT, INCLUDING PREMISES LIABILITY, REGARDLESS OF CAUSE. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGES SATISFACTORY TO THE DISTRICT.

Signature of Representative: _____ Date: _____
 Address: _____ Telephone: _____

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RECOMMENDATIONS/APPROVALS

<ol style="list-style-type: none"> 1. TERMS - 50% of fee payable with application, balance seven days prior to use. 2. PAYMENTS - payable to _____. Failure to comply with the terms will be cause to deny permission. 2. Insurance Required: \$ _____ P.L. \$ _____ P.D. 3. Additional Insured Endorsement Required: Yes _____ No _____ 4. Fee: \$ _____ Deposit: \$ _____ Balance Due: \$ _____ 5. Permit for use granted on _____, 20 ____ 6. Comments/Exceptions: 	<ol style="list-style-type: none"> 1. Office Authorization for Custodial Services: Yes _____ No _____ 2. Other Services: Yes _____ No _____ Describe: 3. Other Information:
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