



### **To Apply for Use of Facilities**

Please read the following information on facility use carefully. You will find a copy of the application on the last page of this packet. Applications can also be found online at [wccusd.net](http://wccusd.net).

West Contra Costa Unified School District  
Facility Use Office  
1108 Bissell Avenue, Rm. 106  
Richmond, CA 94801

**Please fill in the Facility Use Application completely, before submitting to the above address. Please submit Applications to the Facility Use Office (10) ten days prior to proposed date(s) of use.**

West Contra Costa Unified School District requests a Certificate of Insurance and a copy of the Policy Endorsement from your insurance carrier naming WCCUSD as additionally insured and certificate holder. WCCUSD name and address should appear on the certificate and the endorsement. Insurance Limits are as follows:

Liability	\$1,000,000
General Aggregate	\$2,000,000
Personal Injury	\$1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 5,000

The insurance limits listed above are required by the WCCUSD School Board. Permits will only be released when insurance requirements are met and any fees are paid in full prior to the event. If you have any questions concerning the Facility Use Permit process, please call Cathy Hood at 510 231-1113.

## **Administrative Regulations for Use of School Facilities**

**Authority** - The district Facilities Scheduling Office has the sole authority to grant use of the school facilities at each school during after school hours. The Facilities Scheduling Office shall schedule and determine use fees for all school facilities used by community groups after school hours and during the summer on a permit basis. If a conflict in scheduling should arise, the Facilities Scheduling Office shall have the authority to reschedule or cancel a community group for any reason the office deems necessary. The Facilities Scheduling Office shall clear and coordinate the scheduled use in advance of issuing the permit with the principal of the school.

**Priority** -The schools will have first priority for use of school facilities. Public Agencies within the district will have second priority. Non-profit organizations within the district providing community recreation programming will have third priority. When school activities take preference over scheduled activities, a 10 days' notice must be given so that the cancelled groups can be rescheduled.

**Permits** -All users including school related groups must file a facilities use permit. All use permits must be applied for at the district Facilities Scheduling Office. Permits for advance-scheduled use, during the school year (July 1<sup>st</sup> to June 30<sup>th</sup>) applicants must reapply for new permits annually to continue using the facility. Classrooms will be closed to all community groups on school holidays, during Christmas and Easter vacations, and for the annual cleanup before the start of each school year. Permits for school related groups must be applied for through the Facilities Scheduling Office. The permit of any scheduled group may be revoked or renewed at the discretion of the school district.

**Applications** -A Facility Application available at the Facilities Scheduling Office, located at 1108 Bissell Avenue, Richmond, CA 94801, telephone 510 231-1113, must be submitted by the group representative 10 days prior to the proposed date of use. The representative making application must be 21 years old, he or another official of the group must be in attendance at the scheduled meeting, and must be responsible for the requested facility. When groups change officers, the new president or representative must come to the Facilities Scheduling Office to sign above the signature on the application and give the new address and telephone number. Cancellation of the scheduled use of any facilities must be made to the Facilities Scheduling Office at least 48 hours previous to the scheduled activity. When submitting an application, dates of use must be specified. No applications will be accepted with tentative dates.

**Scheduling** - The Facilities Scheduling Office shall have the sole authority to schedule the use of school facilities after school hours. Principals of the respective schools will try to furnish notice of regularly scheduled P.T.A. and other approved activities by June 30 for the following school year, or in the case of a single date, 10 days prior to the proposed use date. All other requests have second priority to the school facilities. The Facilities Scheduling Office shall have the right to substitute adequate facilities where a personnel is on duty if such facilities are satisfactory for the intended use. Unnecessary and unreasonable cost to the district resulting from special or overtime assignments of personnel or by the use of unnecessarily large facilities shall be avoided.

**Use of Equipment** - School equipment may be used only when written permission has been obtained from the school principal or his delegate. Equipment owned by the P.T.A., Booster Clubs or School Groups, are not available for public use without permission of the P.T.A Booster Clubs or School Groups in question. Restitution must be made for all lost or damaged equipment.

**Facility Use Fees** All school facilities and equipment requested for use are subject to either a facilities use fee or rental fee as appropriate. The fee will be based on the category of use and cost to the district. The charge will cover the cost of the attending custodian, equipment (such as and not limited to use of chairs, tables, public address systems) and a small overhead fee for heat, lights, water, garbage, consumables, and use of bathroom facilities. Use of kitchen equipment will be a separate additional charge; a Food Service employee must be present while kitchen is in use. The use and/or rental fee will be based on an established rate sheet and will vary according to the size of the group, facilities, equipment being used, and duration of use.

**Free Facility Use Requests** -Eligible organizations providing community recreation programs may annually apply for free use of facilities. Eligible organizations are defined as public and non-profit organizations within the district that provide community recreation programs. Fees for community recreation are subject to review by the district. Only direct costs to provide the program may be charged by public and nonprofit organizations.

**Annual Applications** -Eligible organizations must submit a free use request on an annual basis to have the fees included in the district MRAD Budget. Annual applications are due by December 1 of each calendar year. Annual use schedules approved in the MRAD Budget will be effective from July 1 to June 30 of each year. Free use to eligible organizations may be denied after the December 1 deadline for applications unless there is adequate funding remaining in the MRAD Budget. (Ex. applications for 2004-05 School Year Use are due by April 1, 2004.)

**Liability and Insurance** -Each group shall be responsible for the physical condition in which they leave the facility. The group shall be charged the expense resulting from any damage to school property to the responsible organization if the damage was due to negligence or abuse. Failure of the organization to meet this obligation within two weeks of date of billing will be cause for cancellation of the organization's privileges and legal action will be taken. All the applicant groups shall provide both a certificate of general liability insurance and the insurance policy endorsement naming West Contra Costa Unified School District as additional insured and if applicable, a refundable security deposit to indemnify the district in case of negligent damage to district property for an amount to be determined by the school district. The certificate of insurance shall be written with limits providing for a minimum liability of one million dollars (\$1,000,000) each occurrence, general aggregate of two million dollars (\$2,000,000), one million dollars (\$1,000,000) personal liability, one hundred thousand dollars in fire/property damage and five thousand (\$5,000) in medical expense. No application will be approved unless insurance requirements are met.

**Time** -Groups to whom permits have been issued must have a representative at the facility at the starting time indicated on the permit if the group, as a whole, cannot arrive on time. The facility must be in order and vacated promptly by the time specified on the permit.

**Fire Regulations** -Fire regulations are to be observed at all times.

**Alcohol, Narcotics and Weapons** -Possession or use of alcoholic beverages, narcotics, or weapons on school property is illegal and prohibited.

**Prohibited Activities** -Activities or affairs which require heavy maintenance or crowd control, such as swap meetings, weddings, parties, dog shows, rock bands, etc. are prohibited.

**Kitchen Use** -For the purpose of heating water and making coffee only, the attending school custodian will make the kitchen available and supervise its use in elementary, junior and senior high schools. The group must furnish all its own equipment.

**Catering** -Kitchen facilities at secondary schools are not available for use by community groups and food cannot be prepared at the schools unless one or more district food service personnel are employed to supervise. A rental fee will be charged in addition to the facility use fee. In such cases, an additional \$250 refundable property damage deposit is required to cover possible damage or theft.

**Gymnasiums** -Gymnasiums may not be used for dances. The serving of refreshments is prohibited in the gymnasiums.

**Facilities Set-Up**

It is to be stated on the application form what set up is required for the facility (i.e., "floor clear, 50 chairs set up around the walls, 3 tables available but not set up," etc.).

**Due Dates for Fees**

All monies for facility use, rental, custodial fees, etc., must be in the Facilities Scheduling Office at least 10 days before the scheduled time for use.

**Telephone Use** -Use of the school telephones by any community group is prohibited except in the case of an emergency (such as police, fire, ambulance, etc.).

**Cancellation and Refunds** -Groups desiring to cancel a prescheduled use of a facility must officially notify the Facilities Scheduling Office no less than 48 hours prior to the scheduled use. Cancellation notices giving less than the minimum of 48 hours prior notice will result in a forfeiture of all prepaid charges except for any property damage deposit on equipment use.

**Security Services** -The requesting group, where necessary, shall pay for the cost of security officers. Security services will be required as determined by the district.

**Smoking** - Smoking is prohibited in school buildings and on the school premises.

**In case of an Emergency call Police Services at 510-232-3473**



# West Contra Costa Unified School District

1108 Bissell Avenue  
 Richmond, CA 94801-3135  
 Phone (510) 231-1113 Fax (510) 232-4149

No. \_\_\_\_\_

**Not valid permit without Permit No.  
 and signed by Facility Use Office**

## Application for Use of School Property

Name of Organization		Name of Authorized Agent			Today's Date
Home or Business Address		City	Zip	Home Phone	Work Phone
Title or Office of Person Authorized to Apply					

**HEREBY MAKES APPLICATION FOR THE USE OF THE FOLLOWING:**

School				Room/Grounds			
For: (Education-Social-Athletic-etc.)				Purpose: (Class-Dance-Dinner (Potluck/catered, etc))			
Day	Month	Date(s)	Time	Day	Month	Date(s)	Time
			To				To
			To				To
			To				To
Access to Community Kitchen <input type="checkbox"/>		Access to Cafeteria Kitchen <input type="checkbox"/>		Food Service Worker required for use of Cafeteria Kitchen		Food Service Hours _____ To _____	

**APPLICATIONS NEED TO BE SUBMITTED TO FACILITY USE 10 DAYS PRIOR TO THE INTENDED DATE(S) OF USE. PLEASE ANSWER THE FOLLOWING QUESTIONS.**

1) Estimated Attendance _____ Age Group _____		4) Will an admission fee be charged? Yes <input type="checkbox"/> No <input type="checkbox"/>	
2) Will this meeting be open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/>		5) Are any support services requested? (List in box below) Yes <input type="checkbox"/> No <input type="checkbox"/>	
3) Are contribution, dues, registration fees, or other duties being charged? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, use of proceeds are for: _____			

**Please Complete the Indemnity Clause below**

\_\_\_\_\_ shall defend, indemnify and hold the West Contra Costa Unified School District, its officers, employees and agents harmless from any, against any and all liability, loss expense(including reasonable attorney's fees), or claims for injury of damages arising out of or related to any activity or conduct of the permit holder, its agents, servants or employees.

The \_\_\_\_\_ agrees to provide the West Contra Costa Unified School District with a Certificate of Liability Insurance and Endorsement naming West Contra Costa Unified School District as an additional named insured. The minimum general liability limits of insurance on the certificate shall be 1 million dollars per occurrence with an aggregate limited no less than 2 million dollars for the policy period.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the organization for any damage sustained by the school building furniture or equipment, occurring through the occupancy or use of same by the organization.

I hereby certify that I have read the attached applicable Rules and Regulations of the Governing Board of the West Contra Costa Unified School District and agree that the permit holder, as well as I personally, will abide by all rules, regulations and conditions set forth therein and will conform to all applicable provisions of the laws of California and to all Rules and Regulations of the Board of Education.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Site Administrator confirming space availability \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only - Do Not Write Below This Line**

**Insurance and Additionally Insured Endorsement has been furnished: Yes [ ]**

Work Order Numbers:
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Request	Open	Close	Notes
Custodian			
Food Service			
Grounds			
DPOS			OT Approved Yes [ ] No [ ] Restrooms Unlocked Yes [ ] No [ ]
Facility Use Approved by: (Not valid without Signature)			Date