



(Permit # Assigned) \_\_\_\_\_

# ORINDA UNION SCHOOL DISTRICT

## APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTY

The Orinda Union School District reserves the right to cancel the use of the facilities at any time.

I hereby certify that I shall be personally responsible, on behalf of my organization, for any damage sustained by the school premises, furniture, or equipment because of the occupancy of said premises by our organization. I agree to abide by and to enforce the rules, regulations, and policies of the Orinda Union School District governing the use of school premises or equipment. The undersigned, as duly authorized representative states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any 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 Constitutions of the United States and the State of California. I also agree to hold the Orinda Union School District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused in any way by such use or occupancy of school property. **Note: No smoking or alcohol on school property.**

Name of Organization: \_\_\_\_\_

BILL TO NAME: \_\_\_\_\_

Tax Id #: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

Individual in Charge: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Overseer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Total Attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

School Site Requested: \_\_\_\_\_

Activity: \_\_\_\_\_

- Cafeteria Tables/Benches: how many needed \_\_\_\_\_
- Microphone
- Podium
- Overhead Projector/Screen
- Tables: how many needed \_\_\_\_\_
- Chairs: how many needed \_\_\_\_\_
- TV/VCR
- Other \_\_\_\_\_

**Facility Requested:**

- Classroom: how many needed \_\_\_\_\_
- Kitchen
- Restrooms
- Multipurpose Room
- Isola Gym (OIS Only)

Note: Additional custodial time will be added (1/2 hr for each classroom use & 1 hr for each gym use)

**Dates and Times Requested:**

<u>Series of Dates Requested:</u>		<u>Day(s) of Week (please circle):</u>					<u>Times:</u>	
From:	To:	M	T	W	Th	F	From:	To:
				Su	Sa		From:	To:
Special Instructions: (for school use only):								

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<u>For District Use Only</u>			
Certificate of Insurance Current: _____	Facility Fee:	_____ hrs x \$ _____	= \$ _____
Custodian on Duty: _____	Custodial Services:	_____ hrs x \$ _____	= \$ _____
	Total Due:		= \$ _____
District Approval: _____	Date: _____		
Distribution:	White-Business	Yellow-Applicant	Pink-School Secretary      Green-Head Custodian

**Application Process** ~ Permits for the use of buildings, grounds, and other district facilities shall be requested through the Administrative Secretary/Facilities & Technology at the District Office or from one of the school site Secretaries. Permit applications may also be found on the OUSD website @ [www.orindaschools.org](http://www.orindaschools.org) under Facilities. All requests shall be coordinated and subject to approval by the school site Principal, school site Head Custodian, and the Director of Facilities & Maintenance. In case of conflicting requests, the school district will make the final decision regarding usage. Before the scheduled event a group shall provide to the district: 1) a completed facility use permit, 2) a written schedule of practice or meeting dates, 3) a list consisting of names, daytime phone numbers and e-mail addresses of all supervisors, 4) a Certificate of Liability Insurance (\$1,000,000.00) and 5) non-profit tax ID number.

**Use Priority** ~ Use of district facilities must not interfere with the regular conduct of schoolwork. School functions in any school district building or any school district property shall receive first priority over use by any other group or organization. (Excluding Wagner Ranch Gymnasium, a joint use facility with the City of Orinda). At any time, permits issued to any group may be revoked by the district. The responsible staff member(s) involved will make reasonable efforts to give the permit holder as much advance notice as possible prior to permit revocation. As a matter of policy, multipurpose rooms will not be assigned to groups whose average attendance is less than 25 persons if other suitable facilities are available in the school for which the permit is requested. Applications for use of school district buildings, grounds, and equipment shall be made at least two weeks in advance of the time the use of the premises is desired.

**Use by Groups not Individuals** ~ Use and occupancy of school district property shall be primarily for public school purposes. Permits shall be secondary and subordinate to this primary purpose. Permits shall not be granted for the personal or individual use of school district property. An authorized representative or officer of the organization must sign permits requesting facility use. Other public agencies and organizations in the Orinda area will be given a priority over groups from outside the area except as otherwise directed by the Superintendent or designee.

**Supervision** ~ The Principal assigned to a school has full responsibility for supervision and management of all property of that school at all times. Upon receipt of notice that a permit has been issued to a non-school agency for use, the principal in charge of the school shall designate a regular employee to open the building, to be in charge of the building during use, and to close the building after the use whether the usage occurs during or following the regular working hours of district employees. If not during working hours, the permit holder must reimburse the district for the direct costs of personnel. The sponsor requesting the use of school facilities must accept complete responsibility for the conduct of those attending, care of the property, and payment of fair rental value. Where minors are involved, organizations seeking use of school premises must have sufficient adult sponsorship and adult supervision while using school district facilities to insure adequate control. *Adult sponsors must be present before facilities will be opened.* In all cases, there must be a responsible school employee present and on duty at all times. The district reserves the right to require additional personnel, at an additional cost to the user, if it deems it is in the school district's best interest to require such additional personnel. No one other than a district employee shall be issued a key to any facility. Only custodial or maintenance staff shall open and close facilities during non-school hours.

**Revocation of Permits** ~ The issuance of a permit does not guarantee use of the facility and the school district may revoke, modify, or suspend a permit if, in its discretion, it is advisable to do so. The Principal, designee, or other district employee shall ensure that the district's rules and regulations are enforced and shall report to the Director of Facilities & Maintenance any violations or attempted violations. Whenever the district believes that the use rules and regulations have been violated the district may revoke such permit or permits permanently.

**Cancellations** ~ Cancellations or changes in facility or time must be reported to either the appropriate school site secretary or to the Administrative Secretary/Facilities & Technology at the District Office at least 48 hours in advance. **Facility Limits and Purposes** ~ Any group granted use of any district school facilities shall use them only for such purposes as are specified in the district's policy, administrative regulations, or use permit, and shall limit use to the facility specified in the use permit. Neither the school Custodian assigned to the facility specified in the use permit nor any other school personnel, other than the Principal shall permit any individual, or group to use any equipment, room or other facility on the premises which was

not designated on the use permit application as approved by the principal. Any departure from the original approved use permit allowed by the principal shall be communicated to the Administrative Secretary/Facilities & Technology at the District Office. Applicants should be made aware of the possibility of additional charges resulting from the change in facilities.

**Permit Time Period** ~ No permit shall be issued for a period longer than the school year. At the expiration of each permit, written or site application for renewal must be made at the appropriate school. Permits may be issued for use during the period from the date of application through June. Ordinarily, use of indoor facilities must be completed by 9:30 p.m. to facilitate school or site closure.

**Damage & Restoration** ~ School district property must be protected by the user from damage or mistreatment. Each group using such district property must be responsible for the condition of the building and equipment. Users must keep the facility free of litter including, but not limited to, paper, spilled food and drink, etc. Damage to school property and/or equipment shall be paid for by the organization which has use of the facility. No school furniture, apparatus, or equipment of any kind, including classroom blackboard preparation for the next school day, may be removed or displaced by any organization without the permission of the Principal. All decorations must be removed completely by the group or organization in time for normal school use the following day. The use of nails, tacks, or staples in any of the wood work, drywall, etc. is not permitted. All tape, if used must be blue painters' tape, must be removed.

**Kitchens** ~ The school Principal is in charge of the equipment and supplies. Such equipment and supplies are the property of the district and must not be used by any person(s) for private benefit. Where use of the kitchens is authorized, a district employee shall be present and said group or organization will be charged for the time. Unless any user specifically requests the use of equipment, the kitchens will be kept locked. (See Schedule of Fees)

**Equipment** ~ When motorized equipment or equipment needing an operator is used, an authorized district employee must be present to operate such equipment. The group requesting the equipment use related to the permit will reimburse any actual costs to the district for this service.

**School Grounds Use (excluding buildings)** ~ It is the policy of the district school board that pedestrian access to playgrounds be left open for use by children and parents/guardians during the school year, after school hours, in the evenings, weekends, holidays, and vacation periods. The exceptions to this general policy are: 1.) Any organized group other than the school itself must have an approved Use of School Property permit. 2.) First priority is given to activities conducted by the school district. 3.) Second priority is given to any group having an approved Use of School Property permit. 4.) Horses, dogs, skateboards, bikes, self-propelled vehicles, go-carts, scooters, motorcycles, automobiles, or any other vehicular traffic will not be permitted on the school grounds at any time. 5.) Use of equipment of any type which would present a hazard to other users or to the property, such as, but not limited to, skateboards, roller-skates, in-line skates, golf balls, shot put, archery, javelins or gasoline and battery powered model airplanes or drones is forbidden. 6.) Signs regarding usage during inclement weather must be obeyed. New district field availability signage has been permanently installed at each school site playground. 7.) If any scheduled use occurs during drought periods declared by EBMUD, a 10 percent surcharge will be added to the total bill to help defray the additional cost of water. *At no time are the fields to be used for parking.*

**Insurance** ~ Groups are required to obtain insurance naming themselves as primary insured. *Groups other than Group I must name the district as additional insured.* Such insurance should be in at least the amount of \$1,000,000 combined single limit liability and property damage. Evidence of such insurance must be provided to the district prior to utilization of any facilities under use permits.

**Schedule of Fees** ~ 1.) A district schedule of fees will be prepared each year by the business and facilities departments based on current costs. All changes listed will go into effect July 1st. 2.) To provide district personnel at times other than during their own normal work time, the permit holder will be charged for the applicable overtime. 3.) Charges for additional school personnel or equipment not listed in the fee schedule will be charged to the permit holder in accordance with the type of service or equipment requested or reasonably related to the use permit. 4.) In all cases when an indoor facility is used by groups 2, 3 and 4 the permit holder will be charged for the time, plus one hour custodial charge for cleanup. 5.) *On holiday weekends the gyms, restrooms, and classrooms will be closed and custodial services cannot be obtained.* 6.)

Restrooms will not be opened specifically for field or the Wagner Ranch Nature Area. Nature Area user groups should rent a portable toilet at their own expense. Groups should coordinate with the Head Custodian at the school site or the Director of Facilities & Maintenance for the Nature Area, for delivery, clean up, and pick up. 7.) The Director of Facilities & Maintenance must approve any waiving of custodial fees. 8.) Groups 2 and 3 will be charged a four-hour minimum custodial fee on weekends and other than normal working hours.

**Payment of Fees** ~ Payment of fees will be made in accordance to the established fee schedule. Such fees are paid directly to the business office. No individual or employee of the school district may accept gifts in-lieu of payment of fees to the business office.

**Group Classification** ~ **Group I:** School Community Advisory Councils and Parents' Clubs from the district schools. If an admission fee or collection is made, all proceeds from such fees are spent for the welfare of the students of the district. **Group II:** Groups or organizations, other than those in Group I above, who have a prime objective of a civic or recreational nature and provide moral and physical improvement for the good of the community, whose officers serve without compensation even though the group or organization may charge an admission or collect dues. Includes youth groups such as Boy/Girl Scouts, and Camp Fire Girls and Cub Scouts whose majority membership is composed of students from the district. Must provide tax identification number. **Group III:** Commercial groups, religious organizations (for religious services) and/or groups or organizations which charge an admission fee or collect dues or contributions, or have an elected group of officers or representatives who receive compensation or any share of the profits of such groups for directing, administering, or participating in the group. **Group IV:** License Agreement. District wide public agencies that lease facilities from the district who have entered a valid use of school property license agreement with the district.

**Wagner Ranch Nature Area** ~ The nature area at the Wagner Ranch site will be rented to outside groups with the following stipulations: 1.) All use must be approved by the Director of Facilities & Maintenance. 2.) If at any time the district determines that the area is being misused or if the area appears to be suffering, then use permit may be revoked permanently. 3.) Usage will be evaluated on a case by case basis. 4.) Wagner Ranch School bathrooms will not be open for the specific use of organizations using the nature area. It is the user group or organization's responsibility to obtain a portable toilet, at its expense. 5.) No permits will be granted during "high fire" days.

**Use by Group I** ~ It is the responsibility of the individual or organization using the facilities to keep it clean and orderly. The organization is responsible for keeping the facility free of litter including, but not limited to, paper, spilled food, and drink, etc. **UNLESS AUTHORIZED BY OUSD PRIOR TO THE EVENT, NO FOOD OR DRINKS ARE ALLOWED IN ANY OF THE GYMS AT ANY OF THE SITES.** The facility used must be clean and orderly at the end of each use. It is up to the head custodian of the facility to determine if the facility is clean and orderly. If the facility is not clean and orderly the organization will be charged a custodial fee. Otherwise there will be no charge. Due to safety and liability concerns, parents/guardians are not allowed to take down and put away tables and benches in the multi-purpose rooms and gymnasiums. The officer of the organization must accept complete responsibility for the conduct of those attending and for the care of the property. The organization is liable for any property damage caused by the activity. When minors are involved, adult supervision must be present and on duty at all times. Whenever the district believes that the use rules and regulations have been violated the district may revoke such permit(s) indefinitely.