

YUCAIPA-CALIMESA JOINT UNIFIED SCHOOL DISTRICT  
12797 Third Street  
Yucaipa, California 92399

STATEMENT OF INFORMATION AND AGREEMENT  
FOR THE USE OF A SCHOOL FACILITY



The Yucaipa-Calimesa Joint Unified School District is happy to make facilities available to the public. However, in order to use any of the District facilities, you must take the following steps:

- ✓ Initial the statements below where indicated on this form (Form BUS 9010-A) and complete and sign the Application for Use of School Facilities (Form BUS 9010). Submit the forms to the site principal and then the District Business Services Department for approval.
- ✓ Provide a Certificate of Insurance to the District Business Services Department. Coverage is available through the District's insurance carrier; however there is a charge for the insurance and approximately two weeks are required for processing.

1. School Use: The instructional program shall have priority over all other uses of a school facility. In an emergency, it may be necessary to cancel this application. Use of the gymnasiums and/or multipurpose rooms at Yucaipa High School, YHS9, and the middle schools is extremely limited. Use of these facilities can be scheduled in advance; however, confirmation of availability will only be issued thirty (30) days in advance on a monthly basis. \_\_\_\_\_Initial

2. Certificate of Insurance: The user shall provide a certificate of insurance naming the Yucaipa-Calimesa Joint Unified School District as additional insured prior to use of the facility.

3. Application Procedures: Applications must be submitted two (2) weeks in advance to the school site to be used for groups subject to the Civic Center Act. Other profit making groups and private individuals must submit applications at least three (3) weeks in advance.

4. Charges: Certain non-profit organizations may be granted use of facilities without a rental charge. Costs of custodial and/or security services will not be billed to these organizations unless events take place outside hours when normal district personnel are available for custodial and security services. Groups not eligible for use of facilities through the Civic Center Act are subject to a rental charge. Advance payment may be required and a damage deposit may also be required, which may be refundable at the full discretion of the school district. (EC§40043) \_\_\_\_\_Initial

5. Use of Kitchens: If the kitchen is to be used for preparation or service of food, a cafeteria worker must be present. No equipment other than that which is normally present will be furnished. (EC §39870-39874)

6. Adult Supervision: Lack of proper adult supervision may subject a group to loss of use of all or a portion of school facilities. \_\_\_\_\_Initial

7. Vehicles: All vehicles are prohibited on playing fields, areas such as asphalt play areas, and any other area not normally available for public traffic. Violation of this procedure may result in a loss of a group's privileges to use school district facilities. \_\_\_\_\_Initial

8. Clean Up: The users are responsible for cleaning up after use. \_\_\_\_\_Initial

9. Non-Civic Center User: For certain non-civic center uses, the governing board may limit the use of a facility to no more than five separate or consecutive calendar days or portions thereof in each fiscal year. This limitation does not apply to school activities including adult education, PTA, and park and recreation activities. (EC §39379)

10. Description of Activity: A description of the proposed activity shall accompany the application if the information provided on the form itself is not completely self-explanatory. The review by the Assistant Superintendent, Business Services, is to insure compliance with appropriate safety, insurance, and fire regulations.

11. Advertising Conditions: If a requester intends to advertise the proposed activity, copies of all advertising material shall be cleared with the Assistant Superintendent, Business Services, prior to release. The purpose is to insure that the requester is clearly identified as the sponsoring agent and to insure that the District will not incur indirect costs attributed to the advertising material. \_\_\_\_\_Initial

12. Restricted Use: Use of school facilities for religious or sectarian purposes is permitted by law for temporary use at cost. (EC §40041 & 40043)

YUCAIPA-CALIMESA JOINT UNIFIED SCHOOL DISTRICT  
 12797 Third Street  
 Yucaipa, California 92399  
 APPLICATION FOR USE OF SCHOOL FACILITIES

**DATE FORM COMPLETED:** \_\_\_\_\_

Request is hereby made by the undersigned for the use of the following school facility on the date(s) set forth below:

**School** \_\_\_\_\_ **Facility** \_\_\_\_\_  
**Date(s)** \_\_\_\_\_ **to** \_\_\_\_\_ **Time** \_\_\_\_\_ **to** \_\_\_\_\_ **Total No. Days** \_\_\_\_\_ **& Hrs.** \_\_\_\_\_  
**Purpose of meeting is** \_\_\_\_\_  
**Anticipated attendance** \_\_\_\_\_

	YES	NO
Is this a school organization?	_____	_____
Is this a Park and Recreation activity?	_____	_____
Is this a closed meeting, not open to the public?	_____	_____
Is your organization affiliated with a church group?	_____	_____
Are you making application as an individual?	_____	_____
Is there to be an admission charge or a fee?	_____	_____


If there is a charge or fee, proceeds are to be used for: \_\_\_\_\_

Will you use the kitchen for preparation or serving food? \_\_\_\_\_  
 Are special arrangements needed? \_\_\_\_\_


If special arrangements are needed, what are they? \_\_\_\_\_

**NAME OF ORGANIZATION** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
**Application made by: (name)** \_\_\_\_\_ **(title)** \_\_\_\_\_

**Statement of Information:** "The undersigned states that, to the best of his or her knowledge, the organization on whose behalf he or she is making application for use of school property upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts."

By \_\_\_\_\_  (Signature) \_\_\_\_\_ (Title)

**Hold Harmless Agreement:** "The \_\_\_\_\_ (name of organization or undersigned) agrees to indemnify, defend and save harmless the Yucaipa-Calimesa Joint Unified School District, its officers, agents and employees from and against any and all claims, demands, losses, defense and other litigation costs, or liability of any kind or nature which the district, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with \_\_\_\_\_'s (name of organization) use of District facilities under the term of this application, except liability arising out of sole negligence of the District. It is agreed and understood that \_\_\_\_\_'s (name of organization) members, volunteers, employees and contractors are agents of the \_\_\_\_\_ (name of organization) and not of the District."

By \_\_\_\_\_  (Signature) \_\_\_\_\_ (Title)

**PRINCIPAL'S RECOMMENDATION:** \_\_\_\_\_  **Approved**  **Not Approved**

**Comments:** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

**DISTRICT RECOMMENDATION** **Approved**  **Not Approved**

**Signature** \_\_\_\_\_ **Insurance**

**Assistant Superintendent, Business Services**

BUS 9010 10/07

- No Charge       Benefit of Youth       Direct Cost       Commercial

**YUCAIPA-CALIMESA JOINT UNIFIED SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES  
FEE SCHEDULE**

<u>FACILITY</u>	<u>BENEFIT OF YOUTH</u>	<u>AR 1330 - III.C DIRECT COST NON-PROFIT ORGANIZATIONS</u>	<u>AR 1330 - III. D COMMERCIAL USE FOR THOSE CHARGING ADMISSION/DONATION</u>
<b>Classroom (1)</b>	-0-	5.00	20.00
<b>Gymnasium</b>			
Yucaipa High School	22.00	35.00	150.00
Yucaipa Junior High School	18.00	25.00	100.00
<b>Shower Facilities - (per day) (2)</b>	20.00	40.00	100.00
<b>Kitchen</b>			
Calimesa/Dunlap/Meadow Creek/Ridgeview/Valley/ Wildwood/Yucaipa Elementary and Canyon Middle School	15.00	25.00	40.00
Park View Middle School/Yucaipa Junior High School	20.00	30.00	45.00
Yucaipa High School	30.00	50.00	80.00
<b>Multipurpose Room</b>			
Dunlap/Meadow Creek/Ridgeview/Yucaipa Elementary Canyon Middle School, Yucaipa Junior High School	17.50	27.50	60.00
Calimesa/Valley/ Wildwood and Park View Middle	25.00	40.00	90.00
Yucaipa High School	35.00	55.00	120.00
<b>Small Dining Room (75 capacity)</b>			
Yucaipa High School	15.00	25.00	40.00
<b>Fine Arts Building/Auditorium</b>			
Yucaipa High School	12.00	20.00	40.00
<b>Board Room, Conference Rooms</b>	1.50	5.00	20.00
<b>Field</b>			30.00
<b>Parking Lot</b> (car washes, rummage sales, etc.)	1.50	5.00	35.00
<b>Yucaipa High School - Multi-Purpose Stadium (3)</b>			
Stadium - No Lights or Sound	25.00	50.00	100.00
Stadium - Including Lights Only	50.00	100.00	200.00
Stadium - Including Sound Only	30.00	60.00	120.00
Stadium - Complete including Lights & Sound	65.00	130.00	260.00
<b>Service Fee (per day) (2)</b>	1.50	5.00	10.00
<b>Turf Management (per day) (2)</b>	10.00	20.00	40.00
<b>Custodial (7)</b>	32.00	32.00	32.00
<b>Food Service Worker 1 (4)</b>	20.00	20.00	20.00
<b>Food Service Worker 2 (5)</b>	25.00	25.00	25.00
<b>Event Planning Fee - per AR 1330 (b) "E" (6)</b>	-0-	-0-	300.00

Fees shown are **per hour** rates except where indicated per day. **A minimum of two hours will be charged.** Any fraction of an hour counts as a full hour. The above rates will be charged from the time the facility is first opened until it is finally closed and secured.

- (1) This does not include classrooms with specialized technology, such as computer classrooms, science labs, etc. Fees for specialized classrooms shall be negotiated between users and the district and may be adjusted due to frequency of use.
- (2) **Charge per day of use.** The maximum charge for use by any youth league for one site shall be \$100.00 and the maximum charge for multiple site users shall be \$500.00 per season.
- (3) Field use may be extremely limited in order to preserve turf. All requests must be scheduled and approved through the Yucaipa High School Athletic Director or Principal.
- (4) A food service worker is required to be present when kitchen/cafeteria is used to be sure that equipment is used properly and that health and safety rules are followed. Food service workers working on holidays shall receive 2-1/2 times wage.
- (5) If a food service worker is required to assist with food preparation, the fee is increased. Students should not be allowed to prepare food. Food service workers working on holidays shall receive 2-1/2 times wage.
- (6) For certain events requiring complex coordination, the fee may be increased. One half of the deposit shall be retained by the district if the event does not take place.
- (7) Custodians working on holidays shall receive 2-1/2 times wage.
- (8) Facility use requests will not be approved until outstanding fees have been paid in full.