

SAN BRUNO PARK SCHOOL DISTRICT

500 Acacia Avenue, San Bruno, CA 94066

Telephone: (650) 624-3100 Fax: (650) 266-9626

APPLICATION FOR USE OF DISTRICT FACILITIES

Application Date: _____

Application must be received at least one (1) week prior to event.

Non-profit Yes No

Non-profit certificate attached Yes No

- Name of Organization: _____
- Dates (from/to): _____ Hours (from/to): _____
- School Site: _____
- The following facilities will be needed to accommodate _____ (number of persons) () Custodian Needed _____
 () Alarm Clearance () Classroom () Restrooms () Playground/Athletic Field () Keys: _____
 () Multi-Purpose () Kitchen () Number of Tables Needed _____ Signature _____
 () Gym () Other () Folding Chairs # Needed _____ () Projector () Media Center/Library () Other _____
- Type of Function: _____
- Is an admission charge, donation, collection, dues, or tuition fee required or solicited? Yes _____ No _____
- Waiver of Facility Fee will be considered only for school-related organizations whose activities are directly related to or for the benefit of district schools. If fees are charged they must be expended for the welfare of the students in the District.

Cleared by Principal _____ Date _____
 _____ Signature

Insurance certificate attached: Yes ____ No ____ Expiration Date: _____

501(c)(3) Group exemption letter attached: Yes ____ No ____ Group exemption number: _____

Background Checks: User is responsible for fingerprinting and conducting background checks of individuals who work with students as may be required by law.

Statement of Responsibility

I hereby certify that the organization, which I represent, shall be responsible for any damage sustained on the school premises, or to furniture or equipment because of the occupancy of said premises by our organization. I agree that my organization will abide by and enforce the rules, regulations, and policies of the San Bruno Park School District governing the use of school premises or equipment. I agree to the following assurances: that a) 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, and b) the organization, which I represent, abides and upholds the Constitutions of the United States and the State of California. I further certify that the organization I represent will hold the San Bruno Park 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. **I certify that I am authorized to sign this application on behalf of the applicant organization; and I certify that I have read the terms and conditions that have been provided to me and agree to abide by them.**

Organization's Contact Name (print) _____ Signature _____
 Address _____ City _____ Zip _____
 Phone _____ Cell _____ Fax _____ Date _____
 Organization's Contact Email _____

Office Use Only – Estimates Only, actual costs may vary and will be determined after event date.

Type	Non-Profit Fee*	For-Profit Fee*	Est. Hours	Est. Costs	Actual Hours	Actual Costs
Classroom	\$12.00/hour	\$18.00/hour				
Media Center/Library	\$17.00/hour	\$25.00/hour				
Multiuse/Cafeteria/Kitchen	\$50.00/hour	\$75.00/hour				
Gymnasium & Fields – Baseball/Softball/ Soccer/Lacrosse	\$10/participant/sport/season (< 4 month)** \$15/participant/sport/season (> 4 but < 8 month) ** \$20/participant/sport/season (> 8 month)**	\$15/participant/sport/season (< 4 month)** \$20/participant/sport/season (> 4 but < 8 month) ** \$30/participant/sport/season (> 8 month)**				
Custodial – Mon. – Sat. Sunday	District staff (Monday – Saturday) rate per hour (\$36.00) District staff (Sunday) rate per hour (\$49.00)	District staff (Monday – Saturday) rate/hour (\$36.00) District staff (Sunday) rate per hour (\$49.00)				
Bathroom Use	\$5.00/hour (children must be escorted, bathrooms must be locked when event is finished)	\$7.50/hour (children must be escorted, bathrooms must be locked when event is finished)				
Bathroom Key	\$150.00 deposit is required.	\$150.00 deposit is required.				
Other						
		TOTALS				

*Fees may be adjusted according to the level of volunteer labor and donations, as defined by the Superintendent or designee.

**A list of participants must be submitted with participant fee before the first practice/game/event/use of field(s) to the district business office.

Approved Denied CBO _____ Date _____

Reason for denial Scheduling Conflict District Holiday Other: _____

Fees Billed Date: _____ Fees Collected Date _____ Accounts Receivable Signature: _____

FACILITIES USAGE GENERAL RULES

Hours:

1. Individuals or groups seeking to use District Facilities must obtain a permit through the submission of an "Application for Use of District Facilities." Users must also pay all applicable fees and provide copies of insurance, as stated below.
2. These rules apply to the periodic use of discrete classrooms and facilities. Parties wishing to use more than one classroom or facility at the same time, or use a classroom or facility all day or for several days or more, may be required to enter into a lease agreement with the District. Pricing in such a case may not be governed by the rates set forth in the Application for Use of District Facilities, but upon market rates.
3. The District reserves the right to allow governmental entities to use its facilities for no charge, pursuant to pre-existing agreement between the parties.
4. The time you request on your permit must include warm-up/setup and cool-down/breakdown. Permit holders may not enter the facility until start time and must have vacated by designated end time. Consistent disregard for start times/end times will be just cause to revoke your permit. Should it be necessary to extend the time beyond that specified in this application, special permission must be obtained from the site administrator of the facility before the event convenes, and in such instances, permit holder may be subject to additional charges.
5. Hours requested should include time for your group's special setup and cleanup needs. Individuals associated with your event will not be allowed in the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
6. Events may not commence before 7:00 a.m. or end after 9:00 p.m., without prior approval/permission from the District.
7. Delivery of supplies or equipment will not be accepted in the facility prior to the indicated time listed on your permit.
8. Be respectful of the surrounding neighborhood, especially if you are renting early in the morning or late at night.

Building Setup/Cleanup:

1. Preparation shall not be used on floors; marks may not be made or applied to floors or walls.
2. School furniture and equipment may not be removed or displaced without permission of the site administrator of the facility.
3. Contents of classrooms may not be disturbed or removed without prior approval from site administrator.
4. Cellophane tape, nails, screw, staples, etc. are not permitted in/on the walls, woodwork, or fixtures. Blue painters tape is recommended.

Field - Additional Restrictions:

1. Lines may not be made on fields without permission of the District.
2. No strollers, bicycles, tricycles, skateboards, scooters, motorized vehicles, or roller blades are allowed.
3. All food and drink (except water), including sunflower seeds, gum, candy, and energy bars are prohibited.
4. The use of tape or adhesives is prohibited.
5. No pets or animals.
6. **No flames of any kind or barbecues without additional permit.**
7. **You must have an additional permit to sell food at a concession stand and/or to have a BBQ.**
8. No golf playing.
9. No punctures in the turf.
10. For footwear on field: use ONLY rubberized sport cleats or sport shoes.

Tobacco/Narcotics/Alcohol:

1. Smoking, possession, or use of narcotics or alcoholic beverages on school property, including parking lots, is prohibited. Any person under the influence of narcotics or alcohol will be denied participation in any activity. Violations of this regulation are justification for immediate termination of the event, and reason enough to deny future use of school facilities.

Payment of Facility Use Fees & Other Requirements:

1. All estimated fees must be submitted with application. Make checks payable to: San Bruno Park School District.
2. Renter must provide copy of tax-exempt letter to receive Non-profit rates.
3. User must provide copy of certificate of insurance and endorsement of additional insured before use of facilities.

Charges and Cancellations:

1. This reservation shall be granted with the understanding that the District may cancel a permit when the facility is needed for a District program.

I have received, read, and agree to follow the Facility Usage General Rules:

Organization's Contact Signature _____ Approved By _____

Application # _____ Application Date _____ Approval Date _____

2. Rain days for grass fields will be credited to the user or rescheduled for lost use of grass fields. Use of school playing fields is not permitted while it is raining, or if the field is wet and such activity will be harmful to the playing surface, and when such conditions may present a safety hazard to users.
3. If the nature of the event or number of participants changes, the District must be notified immediately and no changes may be made within one (1) week prior to the scheduled use. If necessary, fees will be changed according to applicable rates. The District reserves the right to disapprove any requested changes.
4. The District reserves the right to require a deposit of not more than 50% of the estimated rental, due at least one (1) week before the event. The rental is due in full prior to the commencement of the event, except where the District waives, in writing, this requirement.
5. If cancellation of a rental is necessary, the District must be notified immediately. Cancellation must be made at least 30 days in advance of the scheduled use or the user may be held liable for all charges.
6. All decorations must be fireproof or made of fire retardant materials and are subject to the approval of the Fire Marshall.

Building Supervision & Revoking a Permit:

1. Buildings will be opened, attended, and closed by an authorized employee of the District. School keys must remain in the possession of authorized District employees.
2. An attendant will be on duty at all times and is responsible for the general conduct in the building and enforcement of the rules governing the facilities. They represent the District and will be the users contact during the use of the facility.
3. A Permit may be revoked for failure to observe any District rules or regulations ordinance.
4. Fights, vandalism, or unacceptable behavior occurring during a rental shall cause immediate cancellation of the rental with no refund of fees.

Food Service:

1. The Food Service Supervisor needs a **minimum of 2 weeks' notice** to assure that District food service staff is available. If no District food service staff is available to work, the kitchen will not be used.
2. The rental organization will provide foil, gloves, aprons, silverware, etc.
3. No individual or group is allowed to bring food or beverages into a kitchen for storage (refrigerator and/or freezer) unless purchased through the school District food service department.
4. Return all kitchen equipment if it has been removed from the kitchen.
5. Any pots, pans, knives, cutting boards, trays, or bowls will be cleaned and sanitized.
6. Lights and ovens will be turned off before leaving for the day.
7. The group is responsible for leaving the kitchen clean and in order.
8. Failure to clean up could result in additional charges.

Other:

1. No activities or entertainment is permissible which discriminate or negatively characterize any person because of race, color, creed, or gender.
2. There should be no profane language, offensive music, fighting or gambling on the school premises.
3. A facility use permit will not be granted for a period exceeding one year.

Acknowledgment:

The parties agree that the District makes no representations or warranties as to the repair or condition of the facilities, which user is entitled to use hereunder, and user takes such property and facilities as is. The parties further agree that it shall be the user's obligation, not District's, to assure that the property and facilities are in a proper and safe condition to be used for the purpose anticipated; that it shall be the user's obligation and duty, and not the District's to inspect such property and facilities before they are used and to take affirmative steps to repair, or where necessary, warn, in order to prevent injury to person or property; and that in the event such injury does occur, any claim arising there from shall trigger lessee's indemnity and defense obligations.

It is agreed that the user shall defend, hold harmless and indemnify the District, its officers, agents and/or employees from any and all liability, damage, cost, expense, and/or claims for injuries to persons (including, but not limited to, sports programs participants and spectators) and/or damage to property which arise from the user's use of the premises (including ingress and egress to the premises), and for such liability, damage, cost, expense, and/or claims arising from the negligent acts or omissions of the user, its officers, agents and/or employees.

Jennifer M. Blanco
Patrick J. Flynn
John P. Marinos
Kevin J. Martinez
Henry Sanchez, MD



ADMINISTRATION
David E. Hutt, Ed.D.
Superintendent

Steven J. Eichman
Chief Business Officer

Ellen Merritt
Director of Student Services
and Special Education

MEMORANDUM

To: San Bruno Park Facility Users
From: Steven J. Eichman
Date: July 11, 2014
Subject: Sweat Equity

Consideration of Sweat Equity shall be given at the sole discretion of the District, and only if the items listed are met. The decision of the District is final and non-negotiable.

1. All work, field amendments, purchases, donations, and services shall be approved in advance and in writing to be considered for approval and to be applied as sweat equity.
2. All work, field amendments, purchases, donations, and services must improve and/or add value to the fields.
3. Said approval must be received prior to the start of any work, field amendments, purchases, donations, and services.
4. All work, field amendments, purchases, donations, and services shall be verifiable.
5. All work, field amendments, purchases, donations, and services shall not be duplicative of District, City, or other facility user's efforts.
6. All local, County, State, and Federal laws must be adhered to and followed.
7. Field amendments is defined to include any addition to a field including infield dirt, infield clay, calcined clay (a product used on the skinned areas of baseball and softball fields to improve drainage), fertilizer, topsoil, sand, etc. that is used to improve the overall condition of a field.
8. Quarterly reports of actual work, field amendments, purchases, donations, and services shall be sent to the CBO according to the following schedule:
 - a. 1st quarter report due by the 2nd Monday of April
 - b. 2nd quarter report due by the 2nd Monday of July
 - c. 3rd quarter report due by the 2nd Monday of October
 - d. 4th quarter report due by the 2nd Monday of January

9. A calendar of all practices, scrimmages, games, etc. shall be provided to the Chief Business Officer (CBO) of the District and the City of San Bruno Parks & Recreation Department by each organization, team, etc. using the facilities.
10. Report any safety concerns to the CBO for the San Bruno Park School District.
11. Submit all proposed improvement plans (drawn to scale) for District approval and technical assistance to: CBO, San Bruno Park School District, 500 Acacia Avenue, San Bruno, CA 94066.
12. The labor rate per hour applied to Sweat Equity shall be \$18.00 per hour.
13. The annual cap on Sweat Equity earned by any organization is \$3,000.00.
14. The annual amount of sweat equity to be carried over to subsequent years shall be capped at \$1,500.00.

As an authorized representative of _____ I have received, read, and agree to the terms and conditions of this document related to Sweat Equity.

Authorized Signature of Organization

Date