

Preparing students for the future...today!

**GUSTINE UNIFIED SCHOOL DISTRICT
FACILITY USE APPLICATION**

Date of Application: _____

Check Here:	FACILITY	SCHOOL SITE*	EXPECTED ATTENDANCE	DATE(S) OF USE	HOURS OF USE
	Standard Classroom				
	Multipurpose Room/Cafeteria				
	High School Auditorium				
	Gymnasium				
	Playing Field (without lights)				
	Playing Field (with lights)				
	Library				

*Gustine High School, Gustine Middle School, Alternative Education Campus, Gustine Elementary, Romero Elementary, District Office

APPLICANT INFORMATION:

Type of Event: _____

Organization name: _____ Phone: (____) _____

Is Organization a Non-Profit entity? YES NO If YES, non-profit number: _____

Applicant's Name: _____ Phone: (____) _____

Address: _____ City: _____ Zip Code: _____

Alternate Phone: (____) _____ E-mail Address: _____

Is this a fundraising event? YES NO Will a caterer be used? YES NO

Will a fee be charged? YES NO Will refreshments be served? YES NO

Is the event open to the public? YES NO

Insurance Policy (\$1 million coverage minimum but may need "Additional Insured Endorsement" naming the Gustine Unified School District as an additional insured on each layer of coverage depending on the event)

Company and Policy # _____

Must Attach Proof of Insurance

Facility	Hourly (price per hour)	8 Hours/ Full Day	Custodian (Hourly)* 2 hour minimum	Refundable Damage/ Cleaning Deposit
Standard Classroom	\$10	\$50	\$30	\$50
Multipurpose Room/Cafeteria	\$20	\$100	\$30	\$100
High School Auditorium **	\$20	\$150	\$30	\$150
GHS Gymnasium (GMS-\$20)	\$25	\$200	\$30	\$200
Playing Field (without lights)	\$10	\$50	\$30	\$50
Playing Field (with lights)	\$20	\$100	\$30	\$100
Library	\$10	\$50	\$30	\$50

***Custodian rate is straight time. If over-time hours are required or time requested is weekends, custodial cost is \$45/hour.**

**** Indicate on application if stage or backstage are requested.**

Additional Staff, Stage, or Equipment Not Listed

If additional staff or equipment needed please specify below. Be specific about number of hours needed and reason for additional staff. Charges will be assessed according to needs.

Staff: _____

Stage or Backstage: _____

Equipment: _____

Equipment Rental

- | | |
|--|-------------|
| 1. Use of Stage Lighting in Auditorium | \$40.00/day |
| 2. Use of Curtains/Backdrops in Auditorium | \$20.00/day |
| 3. Podium | \$10.00/day |
| 4. Movie Screen | \$10.00/day |
| 5. Sound System | \$15.00/day |
| 6. TV and VCR/DVD on cart | \$15.00/day |
| 7. Overhead Projector/Document Camera | \$15.00/day |
| 8. LCD Projector | \$15.00/day |
| 9. Easels with or without pads | \$10.00/day |

Signature of person making request:

I certify all information given is correct and accurate.

(Signature) Date

SCHOOL/ DISTRICT OFFICE USE ONLY

APPROVALS:

Building Principal _____ Yes ___ No ___ Date _____
Superintendent _____ Yes ___ No ___ Date _____

TOTAL AMOUNT OF RENTAL FEES \$ _____

UPDATED 2012

Decorations

Describe any decorations that will be hung in District facilities. Describe what methods will be used to hang decorations. All decorations must be flame retardant.

Return Check Service Charge ----- \$40.00

RULES OF USE

1. The sponsor/organization requesting use of facilities must accept responsibility for the conduct of those attending, the care of district property, and the payment of all fees.
2. Smoking and alcoholic beverages are not permitted on school district property.
3. No electric appliance or extensions may be used except those furnished by the school. Any exception requires approval of the principal.
4. All decorations must be flame retardant treated and approved by the District.
5. The use of nails, tacks, scotch tape or staples on furniture, equipment, walls, etc. is prohibited.
6. All decorations and equipment belonging to the sponsor must be removed immediately upon the conclusion of the event. The District will not be responsible for any property left on school premises.
7. Only shoes with non-marking rubber soles will be allowed by participants involving the use of the gymnasiums.
8. All stage and backstage areas are excluded from use unless specifically requested and approved.
9. Whiteboards may be used, but must be left clean. Material left on whiteboards by classroom teachers is not to be disturbed. All classroom materials should not be disturbed.
10. Sponsors/organizations are expected to clean up and return all furniture and equipment to its original location unless other arrangements have been requested on the Application for Use. Otherwise a charge will be made for cleanup.

UPDATED 2012