

GRAVENSTEIN UNION SCHOOL DISTRICT
Use of School Facilities
 Gravenstein Elementary School and Hillcrest Middle School

No alcohol, tobacco products, drugs or drug paraphernalia are allowed on campus at any time. Use of any room, field, etc. by any Gravenstein Union School District groups pre-empts use. A \$200.00 cleaning deposit is required upon acceptance of facility use Application. The District Facility Coordinator will refund this fee upon satisfactory inspection of facility after the last scheduled use. Multiple dates – check with Facility Coordinator for possible conflicts.

Type of Event _____ Date(s) of Event _____
 Hours of Facility Use: _____ Facility Requested _____
 Total Hours: _____ User Group Name _____
 Authorized Contact Name _____ Address _____
 Telephone _____ City _____ Zip _____
 Primary purpose of the organization _____ Non-Profit _____ For Profit _____
 Do you plan to charge admission or collect contributions or fees? ___ Yes ___ No
 What are the proceeds to be used for? _____ Do you plan to serve food? ___ Yes ___ No

The applicant agrees that to the best of his/her knowledge, the organization on whose behalf she/he is making application for use of school facilities upholds the state and federal constitutions and does not intend to use the school premises to commit unlawful acts.
 The undersigned party fully understands that the Gravenstein Union School District does not provide, nor does it have available, any health or accident insurance for users of the school district's facilities and that events such as sports/athletics, performances, assemblies, etc. must produce a certificate of insurance with the district named as additionally insured, and be attached to the Facility Use Application, in the following amounts: Provide a copy of co-insured, One million dollars for a single event and 2 million dollars aggregate.

Include **Your Insurance Agent's Name and Telephone #** at time of application: _____
 The applicant agrees that at all times the school facilities remain under the control of the agents of the Governing Board of the Gravenstein Union School District.

The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.
 I accept responsibility for meeting the requirements stated herein:

Signature of Applicant _____ Date _____

References, Names and Numbers

Please list the name and number of the facilities used in the past (use a separate sheet of paper if needed)

Name: _____ Phone #: _____ Dates of previous event: _____
 Name: _____ Phone #: _____ Dates of previous event: _____
 Have you requested the use of other facilities for this event? ___ Yes ___ No ___ If yes, where _____
 Other pertinent information: _____

Note: The need to use any room, field, etc. by any Gravenstein Union School District group may pre-empt outside users.

Location	For profit rates Cost/Hour	Rates for non-profit groups from end of school day until 8PM (During normal Custodial hours)	Rates for non-profit groups on weekends and after 8PM. (Outside of normal Custodial hours)	Rates for non-profit groups for the primary benefit of GUSD students
		Cost/Hour	Cost/Hour	Cost/Hour
Gymnasium/Multi-Purpose Room	\$ 60.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
with Kitchen	\$ 100.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
Performing Arts Theater in Hillcrest Hall	\$ 200.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
Classroom	\$ 40.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
Field/Baseball Diamond	\$ 60.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
Custodian (2 hr Minimum) - for repair/maintenance when necessary	\$ 120.00	\$60	\$60	\$60

Subtotal \$ _____ Fees are for use only.

*Custodial time for set-up, open and close, overtime hourly wages and benefits will be additionally charged (see below).

Fees charged for use of facilities are payable 15 days in advance, unless other arrangements are made with the District Superintendent.

These agreements are subject to change or cancellation when buildings/facilities are needed for school functions.

FOR OFFICE USE ONLY: Cleaning deposit collected _____ No fee charged _____ Proof of Insurance on file _____ No services required _____
 Total Rental Fee for Facility \$ _____ Date billed: _____
 Application received by: _____ Date _____ Approved _____ Denied _____