

Facilities Use for Buellton Union School District

Jonata Middle School
301 Second Street Buellton, CA 93427
(805) 688-4222

Oak Valley Middle School
595 Second Street Buellton, CA 93427
(805) 688-6992

Categories and Priorities of User Groups

The following categories establish the basis for priority of use and the basis for charges and fees:

Category 1: School district activities and programs directly related to the educational and athletic program of the Buellton Union School District have first priority.

No Charge.

Category 2: Organizations sponsored by the district have second priority.

Examples would include; student body organizations, PTSA, School Site Council, and school related committees.

Charges may be applied if district determines staffing is needed to cover event.

No Charge.

Category 3: Activities or events designed to serve the valley-wide youth shall have third priority.

Examples: youth sports leagues, 4-H, Girl Scouts, non-profit and other activities involving Buellton youth.

No Charge.

Category 4: Activities or meetings designed to serve adults shall have fourth priority.

Examples would include: senior citizen groups, civic and social groups or performance groups catering to adult audiences.

Fees assessed, see fee schedule.

Category 5: Activities sponsored by a non-profit which are not used for direct benefit of the children of the district or a recognized charity shall have fifth priority.

Fees assessed, see fee schedule.

Category 6: Uses by commercial, religious, adult sports leagues, political organizations, or by individuals, shall have sixth priority.

Fees assessed, see fee schedule.

BUELLTON UNION SCHOOL DISTRICT FACILITIES FEE SCHEDULE

ALL ANNUAL FACILITY REQUESTS MUST BE RENEWED BY JUNE 1 TO MAINTAIN APPROVED STATUS

DISTRICT FACILITIES AVAILABLE ON WEEKDAYS FROM 3:15 P.M. TO 9:00 P.M.

(School hours and weekends subject to approval)

MULTI-PURPOSE ROOM USE

| USER GROUPS | TYPE OF CHARGE | | FEES (per hour) |
|-------------|--|---|-----------------|
| CATEGORY 1: | NO CHARGE | | \$ - |
| CATEGORY 2: | NO CHARGE | *Fees may apply if staffing is required to cover event on weekends or holidays, see custodial below | \$ - |
| CATEGORY 3: | NO CHARGE | *Fees may apply if staffing is required to cover event on weekends or holidays, see custodial below | \$ - |
| CATEGORY 4: | HOURLY CHARGE | | \$ 30.00 |
| CATEGORY 5: | HOURLY CHARGE (additional charges may apply) | | \$ 30.00 |
| CATEGORY 6: | HOURLY CHARGE (additional charges may apply) | | \$ 50.00 |

FIELD AND TENNIS COURT USE - Requested through Buelton Parks & Recreation

(DOES NOT INCLUDE RESTROOMS)

| USER GROUPS | TYPE OF CHARGE | | FEES (per hour or season) |
|-------------|--|---|---------------------------|
| CATEGORY 1: | NO CHARGE | | \$ - |
| CATEGORY 2: | NO CHARGE | *Fees may apply if staffing is required to cover event on weekends or holidays, see custodial below | \$ - |
| CATEGORY 3: | NO CHARGE | *Fees may apply if staffing is required to cover event on weekends or holidays, see custodial below | \$ - |
| CATEGORY 4: | HOURLY CHARGE | | \$ 20.00 |
| | SEASON CHARGE (A season is up to 6 months) | | \$ 300.00 |
| CATEGORY 5: | HOURLY CHARGE | | \$ 20.00 |
| | SEASON CHARGE (A season is up to 6 months) | | \$ 300.00 |
| CATEGORY 6: | HOURLY CHARGE | | \$ 40.00 |
| | SEASON CHARGE (A season is up to 6 months) | | \$ 300.00 |

OTHER FACILITIES AND EQUIPMENT

| FACILITY | TYPE OF CHARGE - Categories 4-6 | FEES (per hour) |
|---|--|-----------------|
| COMPUTER LAB | NOT AVAILABLE FOR USE | X |
| LIBRARY | HOURLY CHARGE | \$ 50.00 |
| KITCHEN | HOURLY CHARGE | \$ 50.00 |
| CLASSROOM | HOURLY CHARGE (REQUIRES 2 HR MINIMUM) | \$ 20.00 |
| PARKING LOT/GROUNDS | HOURLY CHARGE | \$ 5.00 |
| *CUSTODIAL | OVERTIME & WEEKENDS (per hour) | \$ 35.00 |
| ANNUAL CUSTODIAL | FOR LONG-TERM/ANNUAL APPLICATIONS | \$ 50.00 |
| | (minimum fee, additional charges possible) | \$ 50.00 |
| FEES (per item) | | |
| EQUIPMENT | SOUND EQUIPMENT | \$ 100.00 |
| | FACILITY KEY DEPOSIT | \$100 DEPOSIT |
| Fees include set-up and break down | Deposit will be returned when key is returned. | |

Any damages sustained to the facilities during use will be the responsibility of the renting organization. The renting organization will be billed for any repairs needed to restore the facilities to their original state.

Buellton Union School District Application/Permit for Use of School Property

Jonata Middle School
301 Second Street Buellton, CA 93427
805-688-4222

Oak Valley Elementary School
595 Second Street Buellton, CA 93427
805-688-6992

A completed Facilities Use Application/Permit must be submitted NO LESS than 30 days prior to event. Facilities are not available unless this form is returned to you approved. All permits will be issued for specific rooms and specific hours. Long-term/annual agreements must be renewed by June 1 of each year to maintain in affect. All certifications and insurance requirements must be renewed annually. Failure to renew applications annually will result in the cancellation of facility use agreement.

Name or Organization: _____

Today's Date: _____

Type or Category of Organization (see user categories)

- Category 1 – District activities
- Category 2 – District sponsored organizations
- Category 3 – Other activities serving valley-wide youth
- Category 4 – Community activities or meetings serving adults
- Category 5 – Non-Profit Organization activities
- Category 6 – For-Profit Business/Religious activities

Contact person: _____

Signature: _____

Address: _____

City: _____ State/Zip: _____

Phone: H: _____ W: _____

By signing this application, the applicant and representatives agree to be bound by all of the policies, provisions, and regulations of the School Board Policy 1330 as well as all safety measures. Fees will be assessed for non-school functions in accordance with the above referenced policy. Fees are subject to change without notice. All questions should be directed to the Business Office at: (805) 686-2767 ext. 1.

Activity Use (Be Specific)

Purpose: _____

Expected Attendance: _____

| |
|--|
| <input type="checkbox"/> Single Event |
| Exact hours of use: _____ |
| Date requested : _____ |

| |
|---|
| <input type="checkbox"/> Recurring Event |
| If you need to use school facilities on a regular basis, you must apply on a bi-annual schedule. |
| Exact hours of use: _____ |
| Start Date: _____ End Date: _____ |
| Day(s): <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun |
| <input type="checkbox"/> 1 st half of year – Jan - Jun Request deadline Dec 1 |
| <input type="checkbox"/> 2 nd half of year – July – Dec Request deadline June 1 |

Which Facilities/Resources are Requested?

- School Site Requested*
- Jonata Middle School Oak Valley Elementary School
- Facility Requested*
- Multipurpose Room Kitchen Library
- Classroom(s) – Total # of Rooms _____
- Other _____
- Parking Lot _____
- Equipment Requested: (If available)*
- Folding Chairs _____ Quantity _____

NOTE: Use of tobacco, products containing nicotine such as E-cigarettes or electronic vapor delivery systems, alcohol, and illegal drugs is expressly forbidden on school property.

All must be in place prior to application being approved:

- Certificate of Insurance naming Buellton Union School District as additionally insured in the amount of \$1,000,000.
- State of California Certificate: Statement by Domestic Nonprofit Corporation
- Any special licensing/certifications for all on-site contacts (i.e., CPR, Certificate, lifesaving certificate, etc.)
- Statement of Information , and Hold Harmless Agreement and Covenant Not To Sue

DISTRICT BUSINESS OFFICE USE ONLY

Approved Disapproved Date: _____ School Year _____

Fee Category _____ Fee Estimate: \$ _____ Application Fee Paid: (Check #/Date) _____

Insurance Certificates Received Y N N/A Other Required Materials received Y N N/A

DISTRICT AUTHORIZED SIGNATURE _____ DATE _____

Invoiced Date: _____ Invoice # _____ Invoice Amount: _____

SECTION 1 - BUILDING POLICY AND FACILITY RULES

1. The facilities at Buellton Union School District are available for rent by contacting the District Office, 595 Second Street, Buellton, between 9:00 a.m. and 4:00 p.m. Monday through Friday or by phone at (805) 686-2767 Extension 1.
2. Individuals or groups desiring to use the facilities should contact the district to ascertain if the date(s) desired is/are available. If the date(s) and group are satisfactory, an application form must be completed and returned to the district office as soon as possible.
3. If an application for use is found to be in good order, the permit for use of the facility will be granted. The completeness and validity of the application will not be recognized until the district policies have been reviewed, fees paid and application signed by the renting organization and the district. A floor plan may need the approval of the Superintendent/District Representative.
4. Groups must enter and leave the facilities within the time frame of the agreement. This includes set-up and clean-up. Use of the facility before or after the agreed upon time frame is grounds for an increase in the rental fee.
5. When the facilities are used by minors, the group must at all times be under the direction of its own adult leadership. There must be at least one adult for each 20 minors in attendance. (All children under the third grade and younger must be supervised by an adult.)
6. Smoking is not allowed in the facility or on district grounds. Use of products containing tobacco or nicotine is prohibited. These include, but are not limited to: cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes and electronic hookahs. Use of other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. Use of these products in the building or on district grounds is automatic grounds for forfeiture of use in the future. No exceptions will be made.
7. Alcohol beverages are strictly prohibited in the facility and on the school grounds. No exceptions will be made.
8. No food or drink shall be allowed in the facilities unless pre-approved as per request for use document. The only exception shall be pre-approved use of food such as PTSA or "Back to School Night" activities. .
9. Street shoes shall be worn only on matted areas in the multipurpose room/gym.
10. Sound equipment, stage, lighting, chairs, etc., shall be set up and moved by **district personnel only**.
11. The only concession/food sales to be sold shall be by the group responsible for rental.
For example, if the athletic department is sponsoring a basketball game, all concessions shall be athletic department approved.
12. The district, its individual Board members, district officers, agents and employees are not responsible for accidents, injury, loss or damage to private property within the school grounds and facilities.
13. Any request for exceptions to rules or service charges for use of the facilities must be presented in writing no later than 30 days prior to the date of the function. The Buellton Union School District will make exceptions based only on extreme hardships. Appeals must be addressed to the district. Total waiving of fees must be approved by the district office.
14. The district reserves the right to limit the use of the facilities as deemed in the best interest of the district.

SECTION 2 - UNAUTHORIZED USES OF BUELLTON UNION SCHOOL DISTRICT FACILITIES

The following uses or actions are prohibited and shall serve as a reasonable basis for denying use or assessing additional charges:

1. Any alterations to buildings, moving furniture or other equipment
2. Any decorations, scenery, or sets which are not flameproof, the use of cellophane adhesives, nails, screws, staples, etc., in walls or woodwork, the obstruction or covering of exits, and exit signs
3. Discriminating against a person because of race, color, creed, sex, gender, or handicap
4. Rioting, disturbing the peace, or damage to property
5. Advocating the overthrow of the Government of the United States or of the State of California
6. Using intoxicants or narcotics. Smoking on school grounds. Using products containing tobacco or nicotine including, but not limited to: cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes, electronic hookahs. Using other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.
7. Exceeding the capacity of the Facility
8. Gambling, profane language, or fighting
9. Firearms, pellet/BB guns, riding of bicycles, go-karts, skateboards, rollerblades, automobiles in unauthorized areas, running of model cars, model planes, model rockets, horseback riding, and hitting golf balls.

SECTION 3 - INSURANCE

FACILITY USER shall furnish the District 10 days in advance of the occupancy time of this permit and PRIOR TO THE ISSUANCE OF THIS PERMIT, a Certificate of Insurance and an Additional Insured Endorsement, naming Buellton Union School District, its officers, employees, agents and volunteers as Additional Insured. Required coverage shall include \$1,000,000 per occurrence covering personal injury, bodily injury, and property damage. The insurance must be written on an Occurrence basis and shall be stated on the certificate. **COVERAGE DATES MUST BE CURRENT.** The Board of Education, Superintendent, or designee reserves the right to revoke any permits granted without liability should such action be deemed necessary or desirable.

SECTION 4 - DAMAGE TO DISTRICT PROPERTY

FACILITY USER agrees both as an organization and as signatory individual to be jointly and personally responsible for all damage to District Property that may arise during or by the permitted activity.

SECTION 5 - FIRE AND SAFETY REGULATIONS

1. At no time shall there be more people admitted to the facility or any room thereof that the legal seating capacity allows.
2. No flammable decorations shall be used unless flame resistant or flame proof in accordance with the State Health and Safety Codes.
3. No device that produces flame, spark, smoke or explosion (including fireworks) shall be used on the premises.

SECTION 6 - FACILITY USERS

The use of District facilities shall be determined, in part, based on the nature of the group. The priority order for usage is as follows:

- | | |
|---|--|
| 1. District activities | 4. Community activities or meetings serving adults |
| 2. District sponsored organizations | 5. Non-Profit Organization activities |
| 3. Other activities serving valley-wide youth | 6. For-Profit Business/Religious activities |

Pursuant to the Civic Center Act, the use of school buildings, grounds, and equipment, **shall** be granted, when an alternative location is not available, to non-profit organization and clubs or associations organized to promote youth and school activities, including but not limited to: Girl/Boy Scouts, Campfire Girls, Parent-Teacher Associations, and School Community Advisory Councils. Such permissive use shall not apply to any group that uses school facilities or grounds for fundraising activities that are not beneficial to youth or public school activities, as determined by the governing board. All other users **may** be granted use of the facility if the purpose is for public, literary, scientific, recreational, educational, or public agency meetings.

FACILITY USERS holding functions or meeting where admission fees are charged or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the District, or for charitable purposes, the District **shall** charge the user an amount equal to fair rental value of the property.

Initial _____

STATEMENT OF INFORMATION

(Required Certification in accordance with Education Code section 381535-38136)

The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means;

That _____, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalties of perjury.

HOLD HARMLESS AGREEMENT AND COVENANT NOT TO SUE

I, (individual/organization) _____, hereinafter referred to as Undersigned, being permitted to use facilities owned or controlled by the Buellton Union School District, hereinafter referred to as District, for personal purposes, between the dates listed on application form do hereby covenant and agree that the District, their officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any undersigned's use of facilities, pursuant to the restrictions and limitations of Education Code Section 38133.

Notwithstanding anything to the contrary herein contained and irrespective of any insurance carried by the District, the Undersigned agrees to protect, indemnify, covenant not to sue and hold the above enumerated entities harmless from any and all damages or liabilities of whatsoever nature arising out of or in connection with the use of facilities, pursuant to the restrictions and limitations of Education Code Section 38131.

I have read and will comply with all of the above.

Signed: _____

Dated: _____