



SYLVAN UNION SCHOOL DISTRICT

605 SYLVAN AVENUE + MODESTO, CA 95350

(209) 574-5000 + FAX: (209) 524-2672

WHERE KNOWLEDGE GROWS

Use of Facilities Application Process

The Sylvan Union School District allows use of facilities in our district through the following application process listed:

Applications require a two week approval process and need to be turned in two weeks before date of the meeting/activity. Applications cannot be processed unless we are given ample time. **Applications are to be turned in at the school site you are requesting and will be reviewed by Administration for approval. Applications may be accessed on the District website.**

A certificate of liability insurance of \$1,000,000 per occurrence insurance naming the "Sylvan Union School District" as the additional insured must be attached to the application to be considered for approval.

School personnel must be on the site during the event/activity and will open and close buildings at requested times. Your organization will be charged for the employee's time. Restrooms will be open for a fee only when authorized and pre-arranged.

There is a charge for the use of facilities which will be provided by the District Office before the application is processed.

School related activities/events would pre-empt any applications.

Once your application is approved, you will be notified by email with a final copy of the approved application. Please print the final approved application to have during your event/activity.

If you have any questions, please contact Tracy Kay at (209) 574-5685, extension 1102 or at tkay@sylvan.k12.ca.us.



Sylvan Union School District

605 Sylvan Avenue • Modesto, Ca 95350
Phone: 209-574-5000 • Fax: 209-524-2672



Facility Use Application

ORGANIZATION: _____ **PERSON REQUESTING:** _____
ADDRESS: _____ **TITLE:** _____
CITY/STATE/ZIP: _____ **PHONE:** _____
EMAIL ADDRESS: _____ **NON-PROFIT NO:** _____
SITE REQUESTED: _____ **TYPE OF MEETING/ACTIVITY:** _____

<input type="checkbox"/> MULTI PURPOSE ROOM <input type="checkbox"/> GYMNASIUM <input type="checkbox"/> FIELD USE <input type="checkbox"/> CLASSROOM <input type="checkbox"/> LIBRARY <input type="checkbox"/> # PEOPLE EXPECTED <input type="checkbox"/> RESTROOMS (EXTRA FEE) <input type="checkbox"/> CAFETERIA <input type="checkbox"/> STAGE <input type="checkbox"/> KITCHEN EQUIPMENT: <input type="checkbox"/> BASKETBALL HOOPS <input type="checkbox"/> MICROPHONE <input type="checkbox"/> PODIUM <input type="checkbox"/> PROJECTOR/SCREEN <input type="checkbox"/> # CHAIRS <input type="checkbox"/> # TABLES
--

DATE(S): _____ **TIME IN:** _____ **TIME OUT:** _____

Single Use:
Date requested: _____ Day of the week: **M T W TH F Sat Sun**
Access time: _____ Vacate Time: _____ **Actual** event start time: _____ End time: _____

Recurring Use:
Starting date: _____ Ending date: _____ Days of the week: **M T W TH F Sat Sun**
Access time: _____ Vacate time: _____ **Actual** event start time: _____ End time: _____
For additional dates or special set-up, please attach a detailed description and/or drawing

Full payment is due within 30 days of invoice date. Failure to pay in full will prohibit further use of district facilities.

Signature of Organization Representative: _____ **Date:** _____

FOR DISTRICT USE ONLY

Certificate of Liability Insurance: Verified Exp. Date: _____ Attached to application

1. Facility: _____ Available Denied

Principal: _____ **Date:** _____

2. Personnel assigned:

_____ **Hours charged:** _____ @ \$ _____ **Per hour(s)**

Account code: _____

3. District Office: Admin Fee, Facility Use of Fee, insurance verified, and district calendar coordinated.

Facilities Use Charge: Hours _____ @ \$ _____ Per _____ (s) _____

SUSD Approval: _____ **Date:** _____

PAID DATE: _____ **PAYMENT METHOD:** _____ **REC'D BY:** _____

Custodial Fee:
Facility/Field Fee:
Total Amount:

DISTRICT RULES AND REGULATIONS

(Please initial on the line beside each statement to indicate your understanding of the requirements and willingness to comply)

1. _____ Facility Use Applications must be turned in at least two (2) weeks before date of Meeting/Activity. We cannot guarantee date unless we are given ample time to process the Application. Failure to do so may result in the denial of a request.
2. _____ Before approval, organization must attach a certificate of liability insurance of \$1,000,000 per occurrence insurance naming the Sylvan Union School District as the additional insured.
3. _____ No structural change or modifications will be made to any school facility or equipment unless specifically authorized.
4. _____ Alcoholic beverages, intoxicants, drugs or controlled substances are not permitted on school grounds or in school facilities.
5. _____ Use of tobacco products is not permitted on school grounds or in school facilities.
6. _____ If user requires use of stage, cafeteria or classroom, all decorations, stage sets, etc., must be flame retardant.
7. _____ No motor vehicle of any kind will be allowed on school grounds except in designated parking areas unless authorized.
8. _____ No animals will be allowed on premises except Seeing Eye dogs unless authorized.
9. _____ A district employee may be on the site during the time the organization is present as determined by the district. The organization will be charged for the employee's time.
10. _____ School personnel will open and close buildings at requested times. Restrooms will be open for use only when authorized. School personnel will operate all school equipment.
11. _____ Clean-up of buildings and/ or grounds is required following each day's activity.
12. _____ The approved application will be considered a firm reservation for facilities on date (s) indicated, except as follows:
 - A. School related activities would preempt any approved use
 - B. No person/organization is permitted to monopolize any facility.
13. _____ A charge for the use of facilities will be assessed and the District Office will make this determination.
14. _____ A district cafeteria employee must be on the site when the **cafeteria kitchen equipment** is in use. **The organization will pay the employee's time.**
15. _____ Outdoor gates require a lock; any costs incurred due to theft, vandalism and/ or damage will be paid by the group/person authorized for that activity. The District Office has explained this to me and I fully understand the consequences.
16. _____ Any cost incurred by the district as a result of an approved activity use will be paid by the person/group authorized for that activity.
17. _____ No activity shall extend beyond 10:00 PM unless special arrangements have been approved prior to the event.
18. _____ **NO RESTRICTED INFLATABLES** are allowed at any school related event. (See attached or SUSD website for list.)

NOTE: Failure to comply with any of the stated rules and regulations will result in revocation of this permit to use school facilities. I hereby acknowledge responsibility for any damage to school buildings, grounds or equipment that may result from the use of facilities by our organization. I hereby state that, the school property will not be used for the commission of any crime or any act, which is prohibited by law. I further declare that the stated organization, on whose behalf I am applying, upholds and defends the constitutions of the United States and the State of California. I agree to notify Sylvan Union School District of any change in this request.

Initial _____

FACILITIES USE FEE STRUCTURE GROUP IDENTIFICATION

Category 1 Group

Category 1 group users are non-profit organizations assumed under the school district or the individual school. Examples of these groups are Parent-Teacher Associations (PTA), School-Community advisory committees, parent education centers or other such affiliated groups engaged in a contractual agreement with the school district to provide services to the students, staff, and/or parents of the school for the purposes of enhancing educational or school related activities. This category includes all non-profit organizations formed to provide school generated and sponsored activities designed to meet the purposes of the school. This category includes all bargaining unit groups when conducting activities designed for the purposes of the bargaining unit. Groups in this category would have first priority for use of facilities over groups in category 2 and category 3 but still require District approval.

Category 2 Group

Category 2 groups include non-profit community organized and sponsor K-8 youth groups who are not under the authority of the Sylvan Union School District or under contractual agreement with the school district to provide services to the students, staff, and/or parents of the school. Such groups include youth sports and recreation organizations, Scouts, YMCA youth programs, PAL, and youth fine arts and performing arts activities and charitable organizations specific to the purposes of promoting the health and welfare of minors. Groups in this category would have first priority for use of facilities over groups in category 3 but would still require District approval.

Category 3 Group

Category 3 groups include non-profit organizations such as charitable organizations (not specific to the health and welfare of minors), cultural activities, Senior Citizen organizations, churches, and horticultural societies. This category also includes for-profit organizations for youth activities. Community organizations, such as housing associations and legislative action and review groups also fall under this category. Small business owners may conduct staff development activities and activities such as awards and banquet activities in these categories. Groups in this category would have last priority for use of facilities after groups in category 1 and 2 and would still require District approval.

All other provisions of the facility use rules and regulations (see attached Use of Facility Request form) would remain the same.

	Category 1 Group	Category 2 Group	Category 3 Group 1-3 hours	Category 3 Group Each additional hour
Application Processing Fee	N/C	\$20	\$20	N/A
Classrooms	N/C	\$15	\$25	\$10
Multipurpose Room	N/C	\$30	\$50	\$20
Fields	N/C	\$25 per month	\$50 per month	N/A
Kitchen	\$30 per hour	\$30	\$80	\$25
Gymnasium	n/c	\$30	\$80	\$25
Custodian	\$40 when extra time is required	\$40 per hour	\$40 per hour	\$40 Per hour
Bathroom usage	\$20 small group \$40 large group			

Full payment is due within 30 days of invoice date. Failure to pay in full will prohibit further use of district facilities.

HOLD HARMLESS CLAUSE

The _____, (Organization) shall indemnify and hold harmless and defend the Sylvan Union School District, its agents, officers and employees from and against any and all suits, actions, claims, and expenses including attorney fees, by reason of the liability imposed by law upon the District, except in cases of its sole negligence, for damage because of bodily injury, including death resulting there from, sustained by any person or persons, or on account of damage to property arising out of this agreement.

I hereby acknowledge responsibility for any damage to school buildings, grounds, or equipment that may result from the use of facilities by our organization. I agree to abide by and enforce the rules and regulations of the Sylvan Union School District.

STATEMENT OF INFORMATION

The undersigned as duly authorized representative for _____, states that, to the best of his/her knowledge, 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.

The undersigned further declares that _____; the organization on whose behalf he/she is applying for the use of school property upholds and defends the Constitutions of the United States and the State of California.

Signature of Representative: _____ **Date:** _____

SUSD Approval: _____ **Date:** _____

Please note the following dates are not available for use:

INFLATABLES APPROVED RENTALS

DUNK TANK

Yes -
Adult Only



SOAK N WET

Yes -
Adult Only



SPEED PITCH

No



5N1 SPORTS

Yes



AIR BALL SHOT

Yes



BASEBALL SWING

No



BASKETBALL TOSS

No



FIELD GOAL

Yes



FIELD GOAL

Yes



LIMBO

Yes



RACE COURSE

Yes



RACE DERBY

Yes



SHOOTING GALLERY

Yes



SUMO SUITS W/MAT

Yes



AIR RACERS

Yes



BULLSEYE

No



INFLATABLES APPROVED RENTALS CONTINUED

MOVIE SCREEN

Yes



RING TOSS

Yes



KNOCK ME OUT

Yes



POTTY TOSS

Yes



RING TOSS

Yes



STRIKE ZONE

No



TIN CAN ALLEY

Yes



TRACKLESS TRAIN

Yes



3 In One Carnival Game

YES



Zippy Pets

YES



Bungee Run

YES



Horse Racing Pony Hops
YES



Obstacle Course
YES



Jungle Maze
Yes



Bean Bag Piano
YES

