

San Dieguito Union High School District
Application and Permit for Community Use of School Facilities or Grounds

School Information

CCA CV DNO EW OC LCC SDA SS/NC TP

Facility: _____

Date(s): _____ Time: _____ AM PM AM PM

(Above must include any set-up and clean-up time)

Set-Up Instructions: _____

(Attach diagrams if necessary)

Applicant Information

Group Name: _____ Contact Name: _____

Address: _____ City & Zip: _____

Phone: _____ Fax: _____ Email: _____

Number of Participants: _____ Purpose: _____

Is the activity open to the general public? Yes No Is Applicant a non-profit organization? Yes No

Admission fee charged or contributions solicited? Yes No

If yes, for what purpose will proceeds be used? _____

Applicant hereby agrees to abide by and to enforce the rules, regulations, and policies of the Board of Trustees of the San Dieguito Union High School District governing the use of school facilities as printed on the reverse side hereof and will provide timely notice if a change occurs or a cancellation of the activity becomes necessary.

The undersigned declares under penalty of perjury 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.

As a material part of the consideration due the District, the Applicant agrees to defend, indemnify, and hold harmless the San Dieguito Union High School District, its Board of Trustees, its officers, employees and agents for any loss, injury, death, damage, cost or expense, including attorney's fees, that may arise during or out of the Applicant's use or occupancy of the District's facilities unless such loss, damage, cost or expense arises out of the sole negligence of the District in its ownership or maintenance of the property.

The undersigned, certifies that all information provided herein is correct and, if the undersigned is signing this form on behalf of an organization, that the undersigned is authorized to enter into such agreements and bind the organization on its behalf.

Applicant Signature: _____

Date of Application: _____ Title: _____

This application is not a valid permit until signed below.

School Use Only

Administrator Approval: _____ **Date:** _____

Fee Determination: Direct-Cost Fair Rental **Total Due:** \$ _____

Certificate of Insurance: Verified & Attached

San Dieguito Union High School District
Application and Permit for Community Use of School Facilities or Grounds

RULES, REGULATIONS, AND POLICIES OF
THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT BOARD OF TRUSTEES

REGARDING USE OF SCHOOL FIELDS OR FACILITIES

1. In the event of a change of plans, notice of cancellation must be given to the school 48 hours before the date of intended use. Refunds are at the discretion of the District.
2. Any request for the use of school facilities or grounds by an organization or group shall be submitted to the school principal or designee in writing on an *Application and Permit for Community Use of School Facilities or Grounds* and signed by the president or secretary of the organization.
3. Applicants who are entitled to use of facilities and grounds under the Civic Center Act shall be charged Direct Costs. All other Applicants and any Applicant that will charge an admission, conduct sales, fundraise, or solicit contributions and the net receipts are not to be expended for charitable purposes or for the welfare of the District's students shall be charged Fair Rental Value.
4. Direct-Cost and Fair Rental Value charges shall be in accordance with the schedule adopted by the Board of Trustees.
5. Tobacco, intoxicants or narcotics shall not be used, nor shall profane language, quarreling, fighting, or gambling be permitted. Violation of this rule by any organization during occupancy shall be sufficient cause for denying the organization further use of school premises.
6. Distribution of brochures, leaflets, or any type written or printed material to students or postings on school property is prohibited except by special permission of the Superintendent or designee. Such materials must be submitted with application for approval.
7. Distribution or posting of written or printed materials promoting or advocating the commission of any crime or conduct prohibited by law is not permitted.
8. The use of school premises shall not be granted when, in the opinion of the Board of Trustees or its designees, there is a possibility of injury or damage to school property. The person or organization signing the *Application and Permit for Community Use of School Facilities or Grounds* shall be fully responsible and liable for any loss or damage incurred by the District arising out of the organization's use of school facilities or grounds, and shall agree to defend, indemnify, and hold harmless the District before being granted the use of school premises.
9. Persons or organizations using school premises including a stage or stage equipment shall not be permitted to permanently alter school property, or remove or displace furniture or apparatus, including lights, curtains, ceiling balances, except when premises are under supervision of the school custodian in charge, nor shall they change the counter weights system or the switchboard. Where stage is to be used full details of equipment and personnel needed must be furnished in advance. This will include a list of lights needed, curtains, number of dressing rooms, use of box office, number of assistants, such as electricians or additional custodians.
10. There shall always be a school custodian on duty when school facilities are being used by outside groups. It shall be the duty of this custodian to see that these and other district rules and regulations are enforced and to report any violations or attempted violations to the Superintendent. Whenever the Board of Trustees feels that these rules and regulations have been violated, they shall refuse to grant further permits to the violating organizations.
11. School facilities shall not be used for commercial purposes on Sundays or holidays without special authorization by the Board.
12. All applications for facility use must be accompanied by a certificate of general liability insurance evidencing coverage for a minimum of \$1,000,000 per occurrence. Except where exempt by law, the certificate must name the "San Dieguito Union High School District, its Board of Trustees, officers, employees, and agents" as additionally insured. The Applicant's insurance must be in force for the entire time the facility will be used by Applicant, including any set-up and clean-up time. Application will not be approved until a certificate of insurance with adequate coverage and additional insured language is received. The District reserves the right to require additional minimum insurance limits based on the type, size, and use of the facility.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
FEE SCHEDULE FOR GENERAL FACILITY USE**

FACILITY USE	DIRECT COST	COMMERCIAL USE	COMMENTS
Classroom (Basic)	\$35/hr 2 Hr Min	\$80/hr	
Classroom (Specialty)	\$45/hr 2 Hr Min	\$100/hr	
Multi-Purpose Room (Crest Hall, Mustang Center, etc.)	\$75/hr 2 Hr Min	\$175/hr	Custodial charged at actual rental hours + one
Kitchen w/Nutrition Services Staff	\$80/hr 4 Hr Min	\$150/hr 4 Hr Min	Must be operated & sanitized by district personnel
Performing Arts / Theaters			
PAC - MS House Lights/Microphone Only	\$125/hr 2 Hr Min	\$250/hr	Plus minimum custodial charge of 3 hours
PAC - MS With Theater Tech	\$125/hr 2 Hr Min	\$250/hr	Plus minimum custodial charge of 3 hours and Theater Tech for sound board/lights operation
VPAC - HS House Lights/Microphone Only Plus \$300 Day of Production	\$150/hr 2 Hr Min	\$400/hr 2 Hr Min	Plus minimum custodial charge of 3 hours
VPAC - HS Requires Theater Tech Plus \$300 Day of Production	\$150/hr 2 Hr Min	\$400/hr 2 Hr Min	Plus minimum custodial charge of 3 hours and Theater Tech for sound board/lights operation
Amphitheater (Outdoor)	\$75/hr 2 Hr Min	\$175/hr 2 Hr Min	Plus minimum custodial charge of 3 hours
Black Box Theater Requires Theater Tech	\$100/Hr 2 Hr Min	\$200/hr 2 Hr Min	Plus minimum custodial charge of 3 hours
Athletics (Fields & Courts)			
Multi-Purpose Fields	\$50/hr \$250/Day	\$100/hr \$500/Day	Plus minimum custodial charge of 3 hours & field lining costs
Baseball (Varsity)	\$75/hr \$350/Day	\$125/hr \$1000/Day	Plus minimum custodial charge of 3 hours
Gymnasium	\$125/hr \$600/Day	\$300/hr \$3000/Day	Plus minimum custodial charge of 3 hours
Auxiliary Gymnasium	\$75/hr \$350/Day	\$175/hr \$1750/Day	Plus minimum custodial charge of 3 hours
Stadium (Grass) Daylight Use 4 Hr Min	\$100/hr \$650/Day Daylight Use	\$250/hr \$1500/Day Daylight Use	Plus minimum custodial charge of 3 hours
Stadium (Grass) with Lights 4 Hr Min	\$175/hr	\$300/hr 4 Hr Min	Plus minimum custodial charge of 3 hours
Stadium (Turf) Daylight Use 4 Hr Min	\$175/hr \$1200/Day Daylight Use	\$550/hr \$3000/Day Daylight Use	Plus minimum custodial charge of 3 hours
Stadium (Turf) with Lights	\$225/hr	\$575/hr	Plus minimum custodial charge of 3 hours
Concession Stands	\$25/hr \$200/Day	\$100/hr \$750/Day	
Hard Courts	\$50/Half Day \$100/Day	\$100/Half Day \$200/Day	
Tennis Courts (Per Court)	\$25/hr/court	\$50/hr/court	Group rentals are 2 hour minimum (# courts x rate)
Parking Lots	\$100/Half Day \$200/Day	\$200/Half Day \$350/Day	

San Dieguito Union High School District

Administrative Regulation Issued: December 5, 1985

Administrative Regulation Revised: June 2, 2011

CHANGE OF SCHEDULE FEES

A change fee of \$25 per requested schedule change shall be applied to all invoiced events.

CANCELLATIONS

Notice of cancellation must be given to the reserving office 48 hours before the date of intended use in order to avoid financial obligation for all charges involved. A \$25 processing fee will apply.

Refunds are not issued for rain-outs or other inclement weather conditions, except for the reserved use of baseball fields. In the event of a baseball rain-out, make-up dates will be offered at the discretion of the District, space permitting, providing the make-up date is rescheduled within 48 hours of the rained-out event. It is the responsibility of the renter to notify the renting office within 48 hours of the rained-out event. A \$25 processing fee will apply.

STAFFING CONDITIONS/CHARGES

Staffing requirements for facilities use cannot be waived. Rates are as follows:

Custodian	\$42/hr
Grounds Keeper	\$48/hr
Nutrition Services	\$44/hr
Theater Tech	\$43/hr

Facility use permits must be carried by the renter at all times while on campus and presented on demand. Failure to present permits upon demand may result in revocation of privileges.

San Dieguito

Union High School District

710 Encinitas Boulevard, Encinitas, CA 92024
Telephone (760) 753-6491
www.sduhsd.net

Board of Trustees
Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Superintendent
Ken Noah

Risk Management Department
Fax (760) 943-1542

To: ALL FACILITY USE APPLICANTS
From: Christina Bennett
Re: SDUHSD Insurance Requirements

Every organization or community group wishing to use any San Dieguito Union High School District facility or field must meet our minimum insurance requirements. Applications cannot be approved until your certificate of insurance and additional insured endorsement forms are reviewed and determined to be in strict conformance with our administrative regulations by the Risk Management Department.

- You must submit a Certificate of Insurance along with your application. Copies of policy declarations pages, binders, or invoices are not acceptable.
- You must also submit a separate Additional Insured Endorsement form with your certificate of insurance naming "San Dieguito Union High School District, its Board of Trustees, officers, employees, and agents" as additional insured on your commercial general liability policy.
- We do not accept statements on a certificate of insurance as evidence that the District is an additional insured, unless accompanied by a separate endorsement form.
- Minimum liability limits are \$1,000,000 per occurrence.
- Certificate Holder should read:
San Dieguito Union High School District
710 Encinitas Blvd.
Encinitas, CA 92024

A sample certificate of insurance and additional insured endorsement showing our required forms and language are attached for your insurance agent's convenience. You may contact me at 760-753-6491, extension 5597 if you or your agent has any questions regarding compliance with our insurance regulations.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Facility User
GL

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGE

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
	OTHER												

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

San Dieguito Union High School District, its Board of Trustees, officers, employees, and agents are additional insured per attached CG2011 endorsement.

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

San Dieguito Union High School District
710 Encinitas Blvd
Encinitas, CA 92124

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE

Please forward this sample to your insurance agent

POLICY NUMBER: GL Policy Number

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You):

<<SCHOOL NAME>>

SAMPLE

2. Name of Person or Organization:

San Dieguito Union High School District, its Board of Trustees, officers, employees and agents
710 Encinitas Blvd
Encinitas, CA 92024

3. Additional Premium:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule