



WSD USE OF FACILITIES

Westminster School District makes school and athletic facilities available for rental when they are not being used for school purposes.

All outside groups must apply for and obtain a permit in order to use a school facility. As a convenience to our community, the Use of Facilities Application is available at the school site you are requesting.

USE OF FACILITIES CHECKLIST

Return this checklist with your application package at least 30 working days prior to your event. All applicable documentation must be included prior to approval.

CALENDAR DATE, FORMS, LISTS, SIGNATURES:

- Confirm date availability with school site. The school site is responsible for securing custodial services as needed.
- Complete the Westminster School District *Application and Permit for Use of District Facilities* form.

IDENTIFICATION:

- PTA, Booster, and *all* other group activities: Please clearly identify the representative contact name, phone number and title on the application form in the space provided.

NON-PROFIT DOCUMENTATION:

Nonprofit organizations must provide a non-profit tax ID number as well as the Letter of Determination from the State of California or Department of the U.S. Treasury assigning the I.D. number for your group. Non-profit use fees can be applied only with the documentation requested.

INSURANCE REQUIREMENTS:

- Contact your insurance provider and request a Certificate of Liability Insurance in the amount of \$2,000,000 per occurrence, \$2,000,000 aggregate for the following Certificate Holder(s):
Westminster School District
14121 Cedarwood Ave
Westminster, CA 92683
- REQUIRED:** Additional Insured endorsements. Endorsements are separate documents that are attached to the Certificates of Insurance that add the Certificate Holders to your policy. Westminster School District needs to be added to your insurance policy as Additional Insured's with the following wording:

"The Westminster School District, its Board of Trustees and Officers, agents and employees shall be named an Additional Insured, by separate endorsement. Any insurance maintained by (insert your group's name) shall be primary and any insurance or self-insurance maintained by the District shall be excess and non-contributing."

Current insurance policies must be provided each year. Renewal is the responsibility of the group requesting to use the facility. If the expiration date of your policy occurs while your group is using the facility, send a current copy of the insurance and follow up with a renewal (original) when it is received by your group.

All insurance policies on file must be original policies. We can accept a fax as proof of insurance to expedite the approval of request. However, an original must be received within five (5) business days of the acceptance of the fax.

Please note: Any and all vendors brought on school sites must provide Certificates of Insurance that meet the requirements of the District.

- Submit complete application package to the school site for signature by the principal. The principal's signature is attesting to the fact that the facility is available for use. School will forward all completed forms and attachments to the District Office, Maintenance & Operations Department.

PLEASE NOTE: NO GROUP HAS PERMISSION OR APPROVAL TO BEGIN USING A FACILITY WITHOUT THE SUPERINTENDENT OR DESIGNEE'S APPROVAL. PLEASE BE AWARE OF YOUR TIMELINE.

I have read and will comply with the requirements for the Use of Facility process.

Requestor

Group/Organization

Date

TIME PERIOD (Select one)

- January – June
 July – December

A new application/permit is required for each time period requested.

APPLICATION AND PERMIT FOR USE OF DISTRICT FACILITIES

Completed application must be submitted **AT LEAST 15 DAYS** prior to date of use.

APPLICANT:

Date Application Filed: _____

Organization: _____

Representative Name & Title: _____

Address: _____ Daytime Phone: _____

City/State/ZIP: _____ Email: _____

Organization Type: PTA Scout Troop Other: _____

Is your organization nonprofit? No Yes – Tax ID # _____ (If yes, please attach IRS 501 letter)

EVENT:

Event Name: _____

Will anything be sold, fees charged, or contributions solicited? No Yes

If yes, proceeds will be used for _____

Will flyers be distributed to advertise this event? No Yes (If yes, attach a copy of the flyer.) Is this event open to the public? No Yes

Number of attendees _____ What percentage of participants are residents of the District? _____ %

Date(s)	Start Time	End Time
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

FACILITIES REQUESTED:

SITE	<input type="checkbox"/> Anderson <input type="checkbox"/> Clegg <input type="checkbox"/> DeMille <input type="checkbox"/> Eastwood <input type="checkbox"/> Finley <input type="checkbox"/> Fryberger <input type="checkbox"/> Hayden <input type="checkbox"/> Meairs <input type="checkbox"/> Schmitt <input type="checkbox"/> Schroeder <input type="checkbox"/> Sequoia <input type="checkbox"/> Webber <input type="checkbox"/> Willmore <input type="checkbox"/> Johnson Middle <input type="checkbox"/> Stacey Middle <input type="checkbox"/> Warner Middle <input type="checkbox"/> Land <input type="checkbox"/> District Office
FACILITIES	<input type="checkbox"/> Basketball courts <input type="checkbox"/> Multi Purpose Room - w/o Kitchen <input type="checkbox"/> Multi Purpose Room/Kitchen <input type="checkbox"/> Classroom <input type="checkbox"/> Conference Room <input type="checkbox"/> Field <input type="checkbox"/> Gym <input type="checkbox"/> Outdoor Eating Area <input type="checkbox"/> Parking Lot <input type="checkbox"/> Restrooms
EQUIPMENT	<input type="checkbox"/> Microphone <input type="checkbox"/> Wireless Microphone System <input type="checkbox"/> Audio Video System (A/V technician required)

FEES: See current Use of Facilities Fee Schedule.

For school or district facility use other than fields, a custodian or other designated staff member must be on site during all activities.

By signing this application, I hereby declare my authority to act as a responsible party and applicant for the above-named organization. I certify that the information given above is true and correct. I have read and agree to comply with all terms and conditions of this application and permit, including the information, insurance requirements, and hold harmless agreement on the reverse of this form.

Applicant Signature _____

Submittal Date _____

INVOICE

APPROVAL(S)

Group Designation: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	School Principal (If applicable)	District Office Approvals
Facility _____ hours@ \$ _____ /hr. \$ _____	Date Received: _____	Date Received: _____
A/V Tech _____ hours@ \$ _____ /hr. \$ _____	<input type="checkbox"/> Facility is available for Use <input type="checkbox"/> Facility is not available for use	Maintenance & Operations <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Custodial _____ hours@ \$ _____ /hr. \$ _____		Signature _____
Food Service _____ hours@ \$ _____ /hr. \$ _____		Date Received: _____
Other _____ \$ _____	Signature _____	Executive Cabinet <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Total Amount Due \$ _____		Signature _____

IF APPROVED, PROOF OF INSURANCE AND PAYMENT MUST BE SUBMITTED TO WESTMINSTER SCHOOL DISTRICT/MOT WITHIN 10 DAYS OF EVENT.

Amount Received: \$

Date Received:

RULES AND REGULATIONS

The following prohibitions and restrictions shall apply to all individuals, groups, organizations, and agencies permitted to use school facilities:

Fire and Safety Regulations

1. At no time shall there be more persons admitted to the auditorium or other assembly room than the legal seating capacity will accommodate.
2. No device which produces flame, sparks, smoke, or explosions shall be used in the auditorium or other assembly room without the approval of the Fire Chief.

General Rules

3. Sections 38130-38138 of the Education Code of California are the basis for these rules and are incorporated into the application for use of facilities.
4. No use may legally be granted if school facilities are needed for school purposes. Final approval for use of school facilities shall normally not be granted more than three months in advance of first date of use, nor for more than a twelve month period.
5. The school principal has full responsibility for supervision and management of all property of that school during school hours—which extend, generally, from early morning to late afternoon. They are authorized to certify the availability of the facility. Final authorization will be given by the Superintendent and/or designee.
6. In the case of entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the district or for charitable purposes, a charge shall be made for the use of school facilities, property and grounds, which charge shall be equal to the fair rental value.
7. There shall be no smoking, E-Cigs and Vapes on school property, no use of intoxicants or narcotics; nor shall profane language, quarreling, or gambling be permitted. Violations of this rule or any other rule set forth herein during occupancy shall be sufficient cause for denying further use of school premises to the organization.
8. No structures may be erected or assembled on any school premises, nor may any electrical, mechanical, or other equipment be brought thereon nor may furniture and/or equipment be displaced unless special written approval has been obtained in advance from the office issuing the permit.
9. No motor homes or campers will be allowed onsite for any event without prior written approval.
10. Access to rooms or facilities other than approved by application shall not be permitted.
11. The program offered in or during the use of any school premises shall at no time contain matter which might cause a breach of the peace, or advocate illegal activity. (Penal Code Sections 11400-11401)
12. Nothing shall be sold, offered or advertised for sale on school premises without prior written approval of the office issuing the permit.
13. School premises shall not be used by any person, groups, or organizations as political campaign headquarters for any purpose.
14. No gratuities shall be given to or accepted by custodians, directors, or others in charge of any school facility.
15. A permit does not authorize the use of school district equipment. Arrangements for the supervision and operation of and payment for any equipment made available shall be made through the principal with the approval of the Superintendent or designee.
16. Juvenile organizations must have adult sponsorship.
17. In the event of infraction of any rule or regulation, the principal of the school concerned shall advise the district office who will advise the permittee of the infraction and give him/her notice that future permits will not be granted if any further infraction occurs. In certain cases, the first infraction may be of such a serious nature that any future request for use of premises would be denied.
18. When the kitchen is used, a cafeteria worker normally will be employed (to protect the interest of the district) for the time the kitchen is used, or a minimum of two hours. This employee will assist in the use of equipment, dishes, silverware, and closing of cafeteria, but the applicant will make all necessary arrangements for serving, dishwashing and general cleanup. Additional charges will be made for breakage, soap, and similar items, and mopping, if required. The cafeteria must be left in the condition in which it was found.
19. When utilizing the Audio/Video System within our middle school multi-purpose rooms and or gymnasium facilities it will be required to employ a district-employed A/V technician (to protect the interest of the district) for the time the Audio Video System is used, or a minimum of two hours. This employee will assist in the use of equipment such as, microphones, wireless microphones, DVD player, lighting system, and video equipment.
20. Each person or group requesting the use of premises shall, as a condition for the issuance of the permit, file the following statement.

The undersigned 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 act which is prohibited by law, or for the commission of any crime. I certify (or declare) under penalty of perjury that the foregoing is true and correct.
21. In locations where parking is allowed on school premises, vehicles must be parked in such a manner that firefighting equipment may have easy access to buildings at all times. All parking regulations must be adhered to during the facility use.
22. Any facility for which a permit has been issued shall be held available for the permittee until one-half hour after the time designated in the permit for that meeting to begin.
23. Unless special permission to extend the closing hour has been granted by the Superintendent or designee, all activities will terminate by 11:00 p.m.
24. Requests for use of the Board room during the business day are handled by the Superintendent's office. Night use—and uses after the end of the business day—require an application for use of facilities and the approval of the Superintendent. A facilities application is necessary for day use which is outside normal activities connected with the daily work routine of the district office staff.
25. Permits are not transferable.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT: The undersigned agrees to defend, indemnify and hold harmless the Westminster School District, its Board of Trustees, Agents and Employees, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, regardless of cause, including the District's negligence, that may arise in any way from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment.



**WESTMINSTER
SCHOOL
DISTRICT**

2014/15 Facility Rental Fees Schedule Effective 4/17/15

NOTE: • "Per Use" = Up to eight hours • Custodian needed at all non-school events	Free Use Group 1	Non-Profit Youth Group 2	Non-Profit Other Group 3	For Profit Group 4
Application Fee	0.00	0.00	75.00	75.00
FACILITIES FOR USE				
Basketball Court – Per Hour	0.00	0.00	9.00	20.00
Per Season	0.00	0.00	220.00	220.00
Multipurpose Room – Per Hour w/o kitchen - (Requires Restroom Fee)	0.00	21.00	26.00	98.00
Restrooms – Per Day	0.00	26.00	31.00	88.00
Multipurpose Room – Per Hour With kitchen - (Requires Cafeteria Worker and Restroom Fees)	0.00	26.00	26.00	83.00
Restrooms – Per Day	0.00	26.00	31.00	88.00
Classroom	0.00	12.50/use	40.25/hour	46.50/hour
Conference Room – Per Hour	0.00	0.00	25.00	50.00
Field (any type) – Per Hour	0.00	6.00	7.00	8.00
Gym – Per Hour (Requires Restroom Fees)	0.00	50.00	70.00	140.00
Restrooms – Per Day	0.00	26.00	31.00	88.00
Library – Per Hour (Requires Restroom Fees)	0.00	8.00	25.00	50.00
Restrooms – Per Day	0.00	26.00	31.00	88.00
Outdoor Eating Area – Per Hour	0.00	0.00	37.50	40.00
Parking Lot – Per Use	0.00	0.00	0.00	144.50
Restrooms – Per Day	0.00	26.00	31.00	88.00
Water Hook-Up – Per Use	0.00	0.00	4.00	4.00
PERSONNEL COSTS				
Cafeteria Worker – Per Hour (2-hour minimum)	26.00	26.00	26.00	26.00
A/V Technician – Per Hour (2-hour minimum)	23.95	23.95	23.95	23.95
Custodian – Per Hour (2-hour minimum)	41.25	41.25	41.25	41.25

Fees may be adjusted to reflect actual direct costs of operation of the Westminster School District including increases in the cost of utilities and employee salaries. All groups are subject to custodial services at Westminster School District's discretion.

Group Type - Description

- Group 1 **FREE USE:** Westminster School District (WSD) District/WSD school-affiliated or school-sponsored groups, clubs and student body groups (i.e., PTSA, school/community advisory councils, Westminster School District Education Foundation, etc.)
- Group 2 **NON-PROFIT YOUTH:** Non-profit community organizations, clubs and associations with 501(c)(3) status (documentation is required at time of application), serving enrolled WSD students and operating **within the district boundaries** (e.g., Boy Scouts, Girl Scouts, Little League, Jr. All American, Pop Warner, AYSO, etc.). Fees apply during those times when a custodian would not otherwise be available at the facility: weekends, holidays, and after 7:00 p.m. on school days. If the size or activities of a group require, in the District's sole determination, additional custodial services, custodial fees will apply as appropriate to the situation.
- Group 3 **NON-PROFIT OTHER:** Religious groups; senior citizen groups; charitable fund raising activities which are not youth activities; public agencies (other schools/school districts); non-profit special interest groups and cultural groups, with priority given to groups serving WSD students and community. For-profit groups doing fundraiser for non-profit group/purpose not directly benefiting the students or school activities of WSD.
- Group 4 **FOR PROFIT:** Profit making or commercial events; Corporate or commercial uses.

Important to Note

- (A) For use during the school day (before 7:00 p.m.) the custodian is required to open, close, and re-secure the facility. The using group is required to perform all set-up and clean-up operations. If the using group requires set-up and/or clean-up assistance, appropriate additional custodial fees will be charged.
- (B) Facility availability must meet the criteria of the Application and Permit for use of School Facilities and is subject to the District's ability to meet the staffing and resource requirements of the facilities request and honor the requirements of CSEA/WTA contractual agreements.
- (C) The District retains the right to make unavailable any facility at any time. The operational needs of our district and/or schools and the schedules required by schools for those facilities take priority over any other requested use. Classrooms are not available for use by cost groups 3 and 4 at elementary school sites.
- (D) The anticipated size and proposed activities of a group must not be inconsistent with the nature of the facility and the surrounding neighborhood. Considerations such as traffic congestion, parking, and the burden on the facility and neighborhood residents may result in the denial of permission to use any District facility, in the sole discretion of the District.

Fees are updated on an annual basis effective July 1 of each year.