



Scotts Valley Unified School District

4444 Scotts Valley Drive, Suite 5B
Scotts Valley, CA 95066

USE OF SCHOOL FACILITIES: APPLICATION and AGREEMENT

Circle requested school site: Brook Knoll Vine Hill SVMS SVHS DO
 Requesting Organization: _____
 Are you a non-profit organization? ____ If yes, please provide proof of tax-exempt status (501c Tax Letter).
 Contact Person: _____ Phone: _____
 Date(s) of use _____ Hours of use _____
 Circle days of use: Su M T W TH F Sa
 Purpose of use: _____

This application expires on the last day of use in the fiscal year.

The following facilities are requested: (Indicate number of classrooms needed)

Gym/Pavilion	Multipurpose Room/ Student Union	Tables (#) _____ Folding Chairs (#) _____
Parking Area	Amphitheater	*Computer Lab
Tennis Courts (#) _____	Restrooms (see #9 below)	Classroom
*Cafeteria/Kitchen	Library	Field & Other Outdoor Areas

*District Personnel must be present.

For District Use Only

No Fee (check one)

____ PTA/Falcon Club/Parent Club
 ____ Advisory Council/SSC
 ____ School/District Use

Fee (check one)

____ Direct Cost
 ____ Fair Rental Value*
 ____ In-Lieu**

(*Attach proof of tax-exempt status (501c Tax Letter), if applicable.

**Attach pre-approved agreement by Superintendent or designee)

Fee: \$ _____ per _____ per _____ = \$ _____

Personnel _____ per _____ hours = \$ _____

Other charges _____

Total Fee Due _____

Attach check made payable to:

Scotts Valley Unified School District

CERTIFICATE OF LIABILITY INSURANCE
 LISTING SVUSD AS ADDITIONAL INSURED

____ Attached ____ Not Attached

____ On File Exp. Date _____

AGREEMENT BETWEEN DISTRICT AND USER OF FACILITIES

- Use of school facilities shall be subject to the rules and regulations set forth by the Board of Trustees, an abbreviated statement of which is on page 2 (E(2) 1330).
- Indemnification, Hold Harmless, Duty to Defend.** USER SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE DISTRICT, and respective officers and employees, from any and all claims against them for injuries and/or damages to persons and/or its property which arise out of the use or which result from breach of this agreement or from negligent acts of omissions of user officers and/or employees, invitees and guests, to the maximum extent permitted under Ed. Code 38134(i).
- Duty to Inspect, Repair and Warn, Covenant Not to Sue.** The school district makes no representations or warranties as to the repair or condition of the facilities which may be used hereunder, and USER TAKES SUCH FACILITIES AS IS. It shall be user's obligation, not school district's, to inspect such property and facilities before they are used, and thereafter, and to take reasonable steps to prevent injury to person or property, and USER AGREES THAT NEITHER IT, ITS SUCCESSORS, ASSIGNS NOR ANYONE ACTING ON ITS BEHALF WILL SUE THE DISTRICT, ITS TRUSTEES, OFFICERS, EMPLOYEES OR VOLUNTEERS FOR PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR ECONOMIC LOSS RESULTING FROM THE CONDITION OF ANY SCHOOL DISTRICT FACILITY.
- Care of Facilities.** User agrees that it shall exercise reasonable care in its use of facilities, shall reasonable maintain those facilities, and shall return the facilities to school district in the same condition as they were received. User agrees that it shall be responsible for and shall pay to repair or replace any facilities damaged or destroyed in connection with its use of same.
- Insurance.** As a condition to receiving permission to use district facilities, user shall provide to district a CERTIFICATE OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT with liability insurance coverage of \$1,000,000 per occurrence, applicable to the event in question. Both documents should be attached to this application.
- Lawful Purpose.** 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. Further, the organization making application for use of school property does not advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means, and is not an organization required by law to be registered with the Attorney General of the United States.
- Background checks.** User is responsible for fingerprinting and/or background checks of individuals who work with students as may be required by law.
- Licensing.** If your organization requires Federal, State, County and/or City licensing and/or approval, please attach such license or approval to this application.
- Restrooms.** Groups reserving two or more consecutive hours are required to provide a portable restroom at their expense or use school restrooms by special arrangement. Fees for opening and closing restrooms when a custodian is not on duty are based on his/her hourly rate. Additional fees may be charged for cleaning and supplies.

I AGREE TO THE FOREGOING AGREEMENT AND GENERAL INSTRUCTIONS.

First & Last Name (please print) _____ Signature _____ Date _____

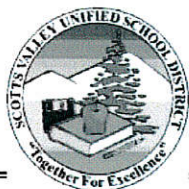
Title/Position in Organization _____ Phone _____

Address: _____ City _____ State _____ Zip _____

APPROVALS:

Site Administrator: _____ Date: _____

Chief Business Official: _____ Date: _____



▲ Scotts Valley Unified School District

▲ AGREEMENT BETWEEN DISTRICT AND USER OF FACILITIES

1. Use of school facilities shall be subject to the rules and **instructions** set forth by the Board of **Trustees** **board policy 1330**.
2. **Indemnification, Hold Harmless, Duty to Defend:** USER SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE DISTRICT, and respective officers and employees, from any and all claims against them for injuries and/or damages to persons and/or its property which arise out of the use or which result from breach of this agreement or from negligent acts of omissions of user officers and/or employees, invitees and guests, to the maximum extent permitted under Ed Code 38134(i).
3. **Duty to Inspect, Repair and Warn, Covenant Not to Sue:** The school district makes no representations or warranties as to the repair or condition of the facilities which may be used hereunder, and USER TAKES SUCH FACILITIES AS IS. It shall be **user's** obligation, not school **district's**, to inspect such property and facilities before they are used, and thereafter, and to take reasonable steps to prevent injury to person or property, and USER AGREES THAT NEITHER IT, ITS SUCCESSORS, ASSIGNS NOR ANYONE ACTING ON ITS BEHALF WILL SUE THE DISTRICT, ITS TRUSTEES, OFFICERS, EMPLOYEES OR VOLUNTEERS FOR PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR ECONOMIC LOSS RESULTING FROM THE CONDITION OF ANY SCHOOL DISTRICT FACILITY.
4. **Care of Facilities:** User agrees that it shall exercise reasonable care of its use of facilities, shall **reasonably** maintain those facilities, and shall return the facilities to school district in the same condition as they were received. User agrees that it shall be responsible for and shall pay to repair or replace any facilities damaged or destroyed in connection with its use of same.
5. **Insurance:** As a condition to receiving permission to use district facilities, user shall provide to district a CERTIFICATE OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT with liability insurance coverage of \$1,000,000 per occurrence, applicable to the event in question. Both documents should be attached to this application.
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7. **Background checks:** User is responsible for fingerprinting and/or background checks of individuals who work with students as may be required by law.
8. **Licensing:** If your organization requires Federal, State, County and/or City licensing and/or approval, please attach such license or approval to this application.
9. **Restrooms:** Groups reserving two or more consecutive hours are required to provide a portable restroom at their expense or use school restrooms by special arrangement. Fees for opening and closing restrooms when a custodian is not on duty are based on his/her hourly rate. Additional fees may be charged for cleaning and supplies.

I AGREE TO THE FOREGOING AGREEMENT AND GENERAL INSTRUCTIONS:

Name: Date: Signature
Title/Position: Phone:
Address: City: Zip:

District Use ONLY: APPROVALS

Signature

Date:

Signature

Date:



Scotts Valley Unified School District

AGREEMENT BETWEEN DISTRICT AND USER OF FACILITIES

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I AGREE TO THE FOREGOING AGREEMENT AND GENERAL INSTRUCTIONS:

Name: Date: Signature
Title/Position: Phone:
Address: City: Zip:

District Use ONLY: APPROVALS

Signature

Date:

Signature

Date:



Scotts Valley Unified School District

USE OF SCHOOL FACILITIES: APPLICATION and AGREEMENT

Requesting Organization:

Non-profit? ☐ N ☐ Y attach 501c3 tax letter

Contact Person:

Phone #:

Contact Email:

Site requested: ☐ BK ☐ VH ☐ MS ☐ HS ☐ DO

Days Requested: ☐ Su ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa

Dates & times of use:

Purpose of use:

The following facilities are being requested:

Gymnasium: <input type="checkbox"/>	Multi-purpose Room/Student Union: <input type="checkbox"/>
Parking Area: <input type="checkbox"/>	Restrooms: <input type="checkbox"/>
Tennis Courts: <input type="checkbox"/> - <input type="checkbox"/> # needed	Library: <input type="checkbox"/>
**Cafeteria/Kitchen: <input type="checkbox"/>	Classrooms: <input type="checkbox"/> - <input type="checkbox"/> # needed
Amphitheater: <input type="checkbox"/>	Fields/Other Outdoor areas: <input type="checkbox"/>
Tables: <input type="checkbox"/> - <input type="checkbox"/> # needed	Please specify: <input type="text"/>
Chairs: <input type="checkbox"/> - <input type="checkbox"/> # needed	Janitorial: <input type="checkbox"/>
Additional Info: <input type="text"/>	Upload layout (if applicable) <input type="checkbox"/>

**** District personnel must be present**

- 1 I received, read, and will comply with the Agreement Between District and Users of Facilities information.
- 2 I have attached my 501c3 tax letter as proof of my tax-exempt status.
- 3 I have provided the district with a certificate of insurance listing SVUSD as additional insured.
- 4 I have provided the district with payment for the use of facilities specified above.
(Payable to: *Scotts Valley Unified School District*)
- 5 I have provided the district with fingerprinting verification and TB results (if applicable).

Please initial

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

I AGREE TO THE FOREGOING AGREEMENT AND GENERAL INSTRUCTIONS

First/Last Name (print): Date:

Title/Position: Phone:

Address & City: State: Zip:

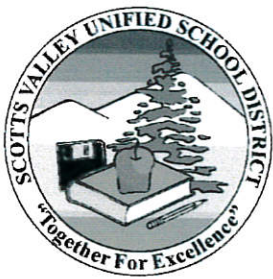
District Use ONLY: APPROVALS

Signature

Date:

Signature

Date:



Scotts Valley Unified School District Facility Use Fee Schedule

ELEMENTARY Facility Fee Schedule

Facility:	Direct Cost (Per Hr)	Fair Rental (Per Hr)	SV resident ONLY
Amphitheater (VH)	35.00	50.00	35.00
Classroom	25.00	35.00	25.00
Field 1 - T-Ball (VH)	25.00	35.00	25.00
Field 2 - Baseball AA (VH)	25.00	35.00	25.00
Field 3 - Baseball AAA (VH)	25.00	35.00	25.00
Janitorial (2 hr minimum)	50.00	50.00	50.00
Library	20.00	25.00	20.00
Parking Area (daily rate)	75.00	100.00	75.00
Restrooms	20.00	25.00	20.00

Non-Refundable Deposit

\$100 (if renting 4+ classrooms)

SECONDARY Facility Fee Schedule

Facility:	Direct Cost (Per Hr)	Fair Rental (Per Hr)	SV resident ONLY
Cafeteria/Kitchen HS *	65.00	85.00	65.00
Classroom	25.00	35.00	25.00
Field 1 - Admin Field (HS)	60.00	70.00	60.00
Field 2 - Upper Field (Softball- HS)	45.00	65.00	45.00
Field 3 - Upper Field (Baseball-HS)	45.00	65.00	45.00
Field 4 - Lower Field (Football-HS)	60.00	80.00	60.00
Gymnasium	75.00	100.00	75.00
Janitorial (2 hr minimum)	50.00	50.00	50.00
Library	20.00	25.00	20.00
Multi-Purpose Room/Student Union	50.00	75.00	50.00
Parking Area (daily rate)	100.00	150.00	75.00
Restrooms	20.00	25.00	20.00
Tennis Courts	25.00	45.00	25.00

Non-Refundable Deposit

\$100

\$100 (if renting 4+ classrooms)

\$100

\$100

\$100

\$100

* = District Personnel must be present

OTHER FEES:

Re-keying rooms: \$ 75 per room

1. A cleaning deposit equal to the rental rate **may** be required and will be returned upon approval of the facility by the district after use. With the approval of the Superintendent or designee, this deposit may be waived.
2. Cleaning charges will be applied and applicable as needed.

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

The following fee schedule is applicable for use of all school facilities within the Scotts Valley Unified School District. Fees collected will be used for District maintenance programs. Fees for one-time use are to be submitted with the application. For ongoing (e.g. weekly) use, user may request to be invoiced quarterly.

Facility	Direct Cost (per hour)	Fair Rental (per hour)	Half Day	Full Day
Amphitheater	\$9	\$12	\$35	\$70
Cafeteria/Kitchen* (Middle School)	\$20	\$30	\$70	\$120
Cafeteria/Kitchen* (High School)	\$30	\$40	\$85	\$150
Classroom	\$16	\$20	\$40	\$90
Computer Lab * (must be pre-approved by Director of Technology)	\$21	\$32	\$120	\$200
Field & Other Outdoor Areas	\$650(max/season)	/	/	/
Small	\$10 (per use)			
Regular	\$15 (per use)			
Gymnasium	\$34	\$50	\$90	\$170
Library (room only: no access to books or equipment)	\$18	\$23	\$50	\$110
Multi-Purpose/Student Union	\$30	\$45	\$55	\$100
Parking Lot	\$12	\$20	\$40	\$90
Pavilion	\$21	\$32	\$60	\$120
Tennis Courts* (cost per court)	\$25/2 hours \$45/4 hours	/	/	/

*District personnel must be present.

OTHER FEES

Custodial Fees	\$35 per hour regular time and \$52 per hour OT
Re-keying rooms	\$75 per room

A cleaning deposit equal to the rental rate will be required and will be returned upon approval of the facility by the district after use. With the approval of the site administrator, Superintendent or designee, this deposit may be waived.