

Wheatland Union High School District FACILITIES USE REQUEST

Group and/or Personal Information

Organization Requesting Facility Use: _____

Name and Title: _____ Email: _____

Address: _____ Phone #: _____

Organization is requesting use of:

Athletic Facilities (PLEASE MARK WITH AN 'X')

Stadium _____	Varsity Baseball Field _____
Tennis Courts _____	JV Baseball Field _____
North Gym _____	Varsity Softball Field _____
South Gym _____	JV Softball Field _____
Other (please indicate) _____	

Non-Athletic Facilities (PLEASE MARK WITH AN 'X')

Library _____	Classroom(s) _____
Cafeteria _____	Kitchen _____
Other (please indicate) _____	

Date(s) Requested: _____ Time Requested: From _____ To _____

Is an admission/registration fee being charged? (Yes/No)
If yes, what will the proceeds be used for? _____

Equipment Request (chairs, tables, etc.):

Liability Insurance Carrier and Policy Number (Required): _____

Additional Insured Endorsement Attached (Required): Yes _____ No _____

Please plan to arrive early to set up tables and chairs to fit your group's needs. The room must be returned to its original set-up, if the District is required to do special setup or clean the facility after you leave, you will be invoiced for the service.

If a custodian is not on duty (i.e. nights, weekends, school breaks), use may incur a minimum two (2) hour facilities use charge for custodial time to open and/or an additional two (2) hour minimum charge to close the facility. If the use occurs on a Holiday, you will be charged the listed hourly rate multiplied by a factor of 1.5.

A Certificate of Insurance is to be provided along with this application. Wheatland Union High School District must be named as an additional insured. The District reserves the right to charge a \$100 deposit.

Signature of person in charge of using facility: _____ Date: _____

Approval of Site Administrator/AD approving use: _____ Date: _____

Approval of District Administrator approving use: _____ Date: _____

OFFICE USE:	
Custodians Assigned: _____	Time: _____
_____	_____
Food Service Assigned (if applicable): _____	
Billed to: _____	In Kind Donation Approval: ____ Yes ____ No

FACILITIES USE FEE SCHEDULE

FOR PROFIT ORGANIZATIONS

North Gym (includes restrooms in foyer)	\$35.00 per hour
South Gym	\$35.00 per hour
Cafeteria (no kitchen privileges)	\$35.00 per hour
Cafeteria (including kitchen privileges)	\$35.00 + \$20.00 per hour
Library	\$35.00 per hour
Football / Baseball Fields	\$35.00 per hour
(sideline markers, down markers, and scoreboard are not provided)	
Football Field Lights	\$75.00 per
hour	

NON-PROFIT ORGANIZATIONS

North Gym (includes restrooms in foyer)	\$30.00 per hour
South Gym	\$30.00 per hour
Cafeteria (no kitchen privileges)	\$30.00 per hour
Cafeteria (including kitchen privileges)	\$30.00 per hour
Library	\$30.00 per hour
Football / Baseball Fields	\$30.00 per hour
(sideline markers, down markers, and scoreboard are not provided)	
Football Field Lights	\$75.00 per hour

WHEATLAND COMMUNITY

Fee schedule will be determined on a case-by-case basis.

Indemnity and Hold Harmless Agreement

IMPORTANT: A CERTIFICATE OF INSURANCE and ADDITIONAL INSURED ENDORSEMENT must be attached to this Application

APPLICANT CERTIFIES THAT:

1. The WUHSD facilities and equipment have been inspected by a knowledgeable representative of the applicant and have been found to be in good repair and safe for the activity to be conducted by applicant. Applicant assumes full responsibility for making this determination.
2. A sufficient number, appropriate to the activity, of adult supervisors will be present at all times.
3. Properly trained and experienced coaches will supervise all athletic activities.

CERTIFICATE OF INSURANCE: Applicant shall provide WUHSD with a Certificate of Insurance, specifically indicating participant inclusion, and showing that coverage includes comprehensive general liability insurance, including bodily injury, property damage, and auto liability of at least \$1,000,000 combined single limit, and providing for 30 days prior written notice by the insurance company of cancellation in coverage. Applicant shall also provide a separate Additional Insured Endorsement showing WUHSD as an additional insured.

INDEMNITY AND HOLD HARMLESS AGREEMENT: Notwithstanding any insurance coverage which may be in effect, and in addition to any additional undertakings referred to herein, user agrees at all times to protect, indemnify and hold the Wheatland Union High School District, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees of the Wheatland Union High School District free and harmless, and to provide legal defense from any and all liabilities, claims, losses, judgments, damage, demands or expenses resulting from the user's use or occupancy of the Wheatland Union High School District's facilities and/or the active or passive negligence of the user or of the Wheatland Union High School District, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees, specifically including, without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

1. The loss of or damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein; or
2. The injury to or death of any person including, but not limited to, the officers, members, representatives, agents, guests, invitees, and/or employees of the user or of the District; or
3. Damage to any property arising from the use, possession, selection, delivery, return, condition or operation of the district's facilities.

User further agrees to reimburse the Wheatland Union High School District for all liabilities, claims, losses, judgments, damage, demands, expenses, fines, penalties, including reasonable attorney's fees imposed or incurred by the District because of the user's use or occupancy of

the district's facilities and/or active or passive negligence of the user or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitees, and/or employees.

DECLARATION: User agrees to conform to all the rules and regulations of the Wheatland Union High School District. SMOKING, TOBACCO PRODUCTS, ALCOHOL and DRUGS are prohibited on district property.

The undersigned certifies that he/she is authorized by the organization to request use of these facilities and to sign this Indemnity and Hold Harmless Agreement.

In addition to the Indemnity and Hold Harmless Agreement, the following Rules and Regulations apply:

1. The enforcement of the rules is the responsibility of the adult in charge, who must be present during the entire period of use.
2. Use of tobacco, tobacco products, alcohol and drugs is prohibited on Wheatland Union High School District property.
3. Use of facility is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities.
4. Wheatland Union High School District equipment will not be used unless specifically authorized. If authorization is made, the applicant will ensure the timely return of equipment in good condition. Wheatland Union High School District-owned equipment will not be removed from the facility under any circumstances. The applicant will accept liability for injury to any person or property while any equipment is on loan.
5. The using group will return the facility to its original arrangement and condition before leaving. If facility is not returned to its original condition, a charge will be incurred for custodial services. Custodial rate is \$25.00/hour.
6. The using group agrees to assume financial responsibility for all damages or services and any additional custodial services if required.
7. The building must be vacated prior to 10:00 p.m. (unless special permission is granted).
8. The applicant will make sure the building is not available to non-authorized individuals during the entire period of use.
9. Wheatland Union High School District shall be given 48 hours advance notice of cancellation.
10. Animals of all types and kinds, whether or not people are controlling them or have custody of them, are prohibited on all Wheatland Union High School District facilities except as provided below:
 - a. The Superintendent or designee may grant permission to an applicant who wishes to bring an animal on campus for the purpose of furthering an instructional program of Wheatland Union High School District.
 - b. Properly licensed seeing-eye or hearing-ear dogs accompanying a handicapped participant in an instructional program are uniformly and automatically exempted from this policy.

No group or organization may use Wheatland Union High School District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

The undersigned agrees the aforementioned rules and regulations will be complied with in full. The undersigned further states that, to the best of his/her knowledge, the Wheatland Union High School District's property will not be used for the commission of any act that is prohibited by law. The undersigned declares that the organization, on whose behalf he/she is applying for the use of school property, upholds and defends the Constitution of the United States and the State of California. The using group will be required to include Wheatland Union High School District as additional insured on their liability policies. The undersigned, who is to be in charge of the activity, should be 21 years of age or over. He/she agrees that he/she will be responsible to the Wheatland Union High School District for the use and care of said property.

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Phone Number: _____

Email Address: _____

Date: _____