



APPLICATION FOR USE OF SCHOOL DISTRICT PROPERTY

REQUESTS FOR BUILDING USE MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE OF DATE REQUESTED

No regularly scheduled event may be held on a weekend unless approved by the Superintendent/Designee.

- To determine availability of the MS/HS facilities, Gazebo, MS/HS fields or the Elementary Gym, please contact **LAURA HIMROD** (September through May) at the MSHS Office (ext. 5407) or via e-mail at lhimrod@ucasd.org or **BELINDA DYLON** (June through August) at the MSHS Office (ext. 5400) or via e-mail at bdylon@ucasd.org.
- To determine availability of the Elementary School facilities EXCEPT the Elementary Gym, please contact **PAULA KLUS** at the Elementary School Office (ext. 3407) or via e-mail pklus@ucasd.org.

Today's Date ___/___/___ Name _____ Phone _____
 Name of Organization _____ E-mail address _____
 Complete Address _____ Alternate phone _____
 Type of activity _____
 Will admission be charged? ___ No ___ Yes – Amount \$ _____
 What will the proceeds be used for? _____
 Approximate number attending: Adults _____ UCASD Students _____ Non-District Students _____

Date(s) and Time of event(s)

1. (Date) ___/___/___ (Day of the week) _____ (time requested) _____ a.m./ p.m. to _____ a.m./p.m.

ACTUAL TIME of EVENT _____ a.m./p.m. to _____ a.m./p.m.

Please circle AND or THROUGH

2. (Date) ___/___/___ (Day of the week) _____ (time requested) _____ a.m./ p.m. to _____ a.m./p.m.

ACTUAL TIME of EVENT _____ a.m./p.m. to _____ a.m./p.m.

ATTACH SEPARATE SHEET OF PAPER FOR ADDITIONAL ENTRIES.

Facilities desired (please mark):

___ MS/HS Auxiliary Gym (seating capacity – 420)	___ MS/HS Main Gym (seating capacity - 641)	___ Elementary Gym (seating capacity - 851)
___ MS/HS Auditorium (seating capacity - 580)	___ MS/HS Large Group Instruction Room (seating capacity - 97)	___ Elementary Large Group Instruction Room
___ MS/HS Cafeteria	___ MS/HS Classroom _____	___ Elementary Kitchen
___ MS/HS Kitchen	___ Gazebo	___ Elementary Classroom _____

Equipment requested (Please list) _____

- Item(s) requested must be returned on the next school business day following completion of event.
- Athletic equipment is not to be removed from school property except with approval of Superintendent.

In the event school is cancelled, all use/rental events scheduled for that day are also cancelled.

- STIPULATIONS FOR USE OF SCHOOL DISTRICT PROPERTY -

1. Outside doors may not be propped open.
2. Any outside equipment must be pre-approved.
3. Charges for use of school facilities are listed on the Fee Schedule.
4. The building rental is only for the time requested. The applicant is responsible for supervising the activity to assure it begins and ends in accordance with the approved time as requested and ensure that the participants conduct themselves in a proper manner. Prompt evacuation of facility at the end time is required.
5. No alcohol or tobacco is permitted on school property.
6. Applicants must provide police protection *if deemed necessary*.
7. No group shall serve food or refreshments without prior permission.
8. Any food or beverage items being sold must have approval of the Food Service Director.
9. Footwear: Only athletic shoes or sneakers shall be permitted on gym floors when they are used for sports. No spiked shoes are permitted on the all-weather track.
10. Gym use for student groups must be adult supervised.
11. There is no parking in or around school fire lanes or along Academy Drive. Vehicles in violation will be towed.
12. **Non-District applicants are required to submit a certificate of liability insurance naming the District as certificate holder.** Approval will not be given by the Superintendent until the certificate of liability insurance has been submitted to the Superintendent's Office. If your group does not have liability insurance, please contact Tara Lineman, UCASD Business Manager at the Administration Office (ext. 5450), for information about applying for liability insurance through the District's insurance group.
13. The applicant will be responsible for any damage to school property, or damaged or missing equipment. The applicant will be billed for such damages to make payment to the District within thirty (30) days of the billing date. It is the responsibility of non-District applicants to file the claim with the insurance company as per the certificate of liability insurance which is to be included with this application. (ABUSE OF ANY PROPERTY OR EQUIPMENT WILL RESULT IN TERMINATION OF FUTURE USE.)

- RELEASE OF ALL CLAIMS -

The individual/organization agrees to indemnify and hold the Union City Area School District harmless of and from any and all liability for personal injury, property damage, or liability of any other kind whatsoever, in connection with the individual's/organization's use of the facilities and agrees that it shall at its sole expense, defend any legal proceedings brought against the District for personal injury or property damage arising out of the use of the facilities in accordance with this application, and agrees to indemnify the Union City Area School District of and from any judgment entered against it.

By signing this form, the applicant agrees to abide by the stipulations above and to the release of all claims statement.

_____ Applicant's Signature

_____ Complete Address

Approval of Building Principal/Assistant Principal

_____ Date _____

Approval of Building Facilities Manager

_____ Date _____

Approval of Superintendent or Designee

_____ Date _____

<u>FEES</u>	
Room/area	\$ _____
Custodial	\$ _____
Kitchen	<i><u>billed separately</u></i>
Pool	<i><u>billed separately</u></i>
TOTAL	\$ _____

Union City Area School District - RENTAL FEE SCHEDULES -

CLASS A - School-Sponsored Activities including Scouts, Booster Clubs, U.C. Pride, Community Sports teams and Alumni.

CLASS B – Organizations located within the School District when no admission fee is charged

CLASS C – Non-profit organizations charging a fee

CLASS D – Fundraisers for public benefit

CLASS E -Activities for Private Profit

UNION CITY ADULT COMMUNITY RECREATION: \$1.50/person will be collected by the individual submitting the Building Use Rental Form. Must be ten [10] or more adults (post-high school) per rental or minimum of \$15.00. Building Use Waiver must be filled out for each participant. Sign-in sheet is to be kept for each time the building is used. Sign-in sheet, building use waivers and money collected must be promptly turned into Administration Office following event.

Kitchen: The kitchen facilities of the cafeteria cannot be used without the presence of the Food Service Manager or personnel designated by the Manager. Health Regulations permit only authorized personnel in the kitchen. The fee for this service is in addition to the schedule of fees as and will be billed separately and at the discretion of the Food Service Manager. When kitchen is requested to be open, cafeteria service fee of \$20.00 per hour will be charged.

Swimming Pool rental: Contact Pool Manager, Carley Gilson, for appropriate form, availability, fees, or other related information via e-mail at cgilson@ucasd.org or by phone at 438-2601.

- RENTAL FEES-

	Class A	Class B	Class C	Class D	Class E
High School Auditorium	No fee	\$ 50.00	\$ 75.00	\$ 100.00	\$ 150.00
Auxiliary Gym	No fee	\$ 50.00	\$ 75.00	\$ 100.00	\$ 150.00
Elementary Gym	No fee	\$ 50.00	\$ 75.00	\$ 100.00	\$ 150.00
Elementary LGI MS/HS LGI	No fee	\$ 50.00	\$ 75.00	\$ 100.00	\$ 150.00
Cafeteria Gazebo	District costs only	\$ 30.00 plus District costs	\$ 35.00 plus District costs	\$ 40.00 plus District costs	\$ 45.00 plus District costs
Stadium Lights	No fee	\$10.00/hour	\$10.00/hour	\$10.00/hour	\$10.00/hour

A fee of \$50 will be charged for each time the building is used by non-District groups for weekends and times when no custodian is on duty.

Additional charges will apply for set-up and clean-up, if needed.