

Cold Spring Elementary School District

2243 Sycamore Canyon Road • Santa Barbara, CA 93108 • Phone (805) 969-2678 • Fax (805) 969-0787

Application and Agreement for Community Use of School Facilities and Grounds

Event or Activity Information

Single Event:

Date requested: _____

Exact Hours of Use: _____

OR

Recurring Event:

If you need to use school facilities on a regular basis, you must apply on a quarterly schedule:

- Fall Qtr (Sept-Dec) Deadline: July 31
- Winter Qtr (Jan-Mar) Deadline: December 1
- Spring Qtr (April-Mid June) Deadline: March 2
- Summer Qtr (Mid June-Aug) Deadline: June 4

Start Date: _____ End Date: _____

Days of Week: _____ Exact Time of Day: _____

Note: School-connected organizations must apply by the deadline in order to receive priority scheduling. After the deadline, space is first come first serve.

What Facility do you need? (Check all that apply)

- Auditorium
- Classroom
- Playground
- Basketball Court
- Kitchen
- Library
- Field
- Baseball Field
- Parking Lot
- Bathrooms

Applicant Information

Group Name: _____ Contact Name: _____

Address: _____ City & Zip: _____

Phone: _____ Email: _____

Number of Participants: _____ Purpose: _____

Is the activity open to the general public? Yes No

Is Applicant a non-profit organization? Yes No

Does your organization plan to charge an admission fee, collection of solicitation of funds? Yes No

I hereby certify that I have reviewed the *Use of School Facilities or Grounds Rules and Regulations* and shall be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school buildings, grounds, or equipment out of the occupancy of said premises by our organization.

Applicant Signature: _____ Print: _____

Date of Application: _____

This Application is not a valid permit until signed below.

District Use Only

Administrator Approval: _____ Date: _____

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

Certificate of Insurance: Verified & Attached

- Calendar check
- Maintenance Director
- Preliminary Approval
- Board Approval

Use of School Facilities or Grounds

Cold Spring Elementary School District Rules and Regulations

In conformance with Board Policy and Administrative Regulation 1330, the Board of Trustees of the Cold Spring School District has adopted the following rules and regulation for the use of school facilities for other than school purposes.

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for the Civic Center Act when such use does not interfere with school activities.

All school district activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Second priority shall be given to school connected organizations including the Parent Club and Foundation. Thereafter, the use shall be on a first-come, first served basis.

Any permit may be revoked where confliction dates have resulted or where the need of the property school purposes has subsequently developed.

Fees

The Board authorizes the use of school facilities or grounds without charge by organizations, clubs, or associations organized to promote youth and school activities and that directly serve or benefit district students. In accordance with Education Code 3813(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, AYSO, YMCA, Parent Club activities, and school-community advisory councils. Other groups, including nonprofit that request the use of school facilities under the Civic Center Act, who are not organized to promote youth and school activities, shall be charged at least direct cost.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meeting where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use that is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use that involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use.

During the school year, classrooms will not be used for after school programs except for districted operated programs. The district may exclude other school facilities from non-school use for safety or security reasons.

Any permit may be revoked or not renewed if the organization does not use the facility for the intended purpose as stated on the Application and Agreement for Use of School Facilities.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk (Education Code 38134).

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

FACILITY USE	DIRECT COST	COMMERCIAL USE
Classroom	\$40/hour - \$160/day	\$60/hour - \$240/day
Library	\$20/hour - \$80/day	\$60/hour - \$240/day
Kitchen	\$20/hour - \$80/day	\$60/hour - \$240/day
Auditorium	\$70/hour - \$280/day	\$100/hour - \$400/day
Restrooms	\$50 per day	\$50 per day
Athletic field or courts	\$20/hour - \$80/day	\$30/hour - \$120/day
Athletic field or courts (seasonal)	\$100/season x number days used/week	\$100/season x number days used/week
Playground and parking areas	\$20/hour - \$80/day	\$30/hour - \$120/day

Staffing Conditions/Charges:

Weekend use of Facilities are subject to an additional charge for staffing and is subject to the availability of staff.