

APPLICATION AND PERMIT FOR USE OF DISTRICT FACILITIES

School Name: _____	Room: _____
Use Dates: _____	Prep Time: _____ to _____
Comment: _____	Actual Program: _____ to _____
_____	Clean Up Time : _____ to _____

Type of Program/Event: _____

Organization: _____

Address: _____ City _____ Zip Code _____

Open to Public? Yes No

Estimated Attendance _____

Will Admission be Charged or Donation Accepted? Yes No

Price of Admission \$ _____

Additional Areas/Services Needed: _____

I, the undersigned, certify that:

- In submitting this application, I have read and understand the District Board Policies, Administrative Regulations, and Procedures, and will abide by the special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations subject to advanced payment of all permit fees, the certification of insurance requirements and 501c3 Certification of Non-Profit Status (if applicable), and approval by the District Superintendent or the designated representative.*
- The applicant agrees to hold the Corona-Norco Unified school District Board of Trustees, the individual members thereof, and all the officers, agents and employees free and harmless from any loss, damage, and liability, cost expense that may arise during or be caused in any way by such use of occupancy of facilities. The applicant agrees to properly execute a Hold Harmless Agreement in favor of the District and to submit such agreement with its completed application.*
- I will be personally responsible on behalf of the applicant for any damages sustained by the facilities, furniture or equipment, occurring through occupancy or use of said building by the applicant. Any lost equipment or damages sustained to the above shall be compensated within seven days.*
- I understand that use of the stadium/field does not include the use of District sound equipment.***
- The above-mentioned hours will be strictly observed and should it be necessary to extend the time beyond that specified on this application, special permission must be obtained from the Principal or his/her designee before the event convenes and in such instances, additional charges may be made.*
- The reservation is granted with the understanding that the District may cancel this permit when the facility is needed for their own program.*
- I further understand it is my responsibility to notify the District/School Site, in writing, of any cancellations on behalf of my group, a minimum of one (1) week prior to the scheduled date of the event. Failing to do so, will result in fees charged at the full facilities usage fee rate.***
- The group's use of the school property will neither be inconsistent nor interfere with the District's operation of school classes and programs. The applicant agrees to maintain in full force and effect, during the term of this agreement, full comprehensive public liability insurance in the amount and form specified in the District's Administrative Regulation. I will furnish to the Board of Education any information, which the Board deems necessary to make the determination that the use of school property for which application is made is consistent with the objectives and purposes enumerated herein.*

Signature of Requestor _____	Print Name: _____
Address: _____	Phone No: _____
Email Address: _____	Cell Phone No. _____

Approval of School Administrator: _____ Date: _____

To Be Completed by School Site: (Choose One)

No Custodian needed, Administrator or Designee will open/close school

Custodian Needed for Entire Time

RULES AND REGULATIONS FOR THE USE OF CORONA-NORCO UNIFIED SCHOOL DISTRICT FACILITIES

Schools in the Corona-Norco Unified School District, as community institutions, are oriented to the educational, cultural and recreational needs of all the citizens of the School District, and the Board of Education and administration encourage the use of all facilities when the schools do not require them to carry on their programs.

CRITERIA AND PRIORITIES FOR USE

To prevent conflicts between groups wishing to use the School facilities at the same time, the following priority system is established:

1. Top priority is given to schools' instructional program and School events.
2. Adult Education Instructional programs.
3. Schools' youth sponsored activities.
4. Priority will be in terms of cultural events and activities, youth groups, civic and service groups, etc.
5. Groups who do not qualify under the Civic Center Act but desire use of school facilities for a fee.
6. No group shall monopolize the use of School facilities.

GENERAL RULES

1. Applications under the Civic Center Act shall originate with established and responsible organizations of good reputation located in the School District. Groups not qualifying as community organizations but organized for educational purposes may also qualify to use the facilities. Applications from individuals will not be considered.
2. Specific restrictions are contained in the laws of the State against the use of school property for sectarian purposes. Also State law specifies that no entertainment shall be permitted which discriminates in any way upon any persons because of race, color, or creed.
3. Applications for the use of School facilities during the current academic year should be filed at least thirty days in advance of the time the use of the premises is desired. Calendar approval may be expected, if granted, within two weeks.
4. Late applications may be denied.
5. Permit may be cancelled at any time prior to use, should facilities be needed for school purposes.
6. Applicant shall abide by and enforce the rules and regulations set forth by the Board of Education and conform to all city/county ordinances and fire regulations.
7. All permits expire June 30 each year.
8. Rental fees shall be paid in advance. The group using School facilities is responsible for salaries of personnel required to operate facilities in addition to the basic rental fee unless otherwise specified.
9. All equipment and facilities to be used must be listed on the application and permit.
10. Permits are for specified hours and include the group or organization's set-up and performance time. Last minute extra rehearsals or additional room use cannot be permitted. The applicant shall not arrive before the time authorized.
11. Negligence will result in a group being accountable for damages and withdrawal from consideration upon subsequent request.
12. Use of building or grounds on Sundays and Holidays is normally not authorized.
13. There shall be no profane language, fighting or gambling on the school premises.
14. The possession or use of narcotics, alcoholic beverages, and or tobacco products on the school property is prohibited.
15. The possession or use of Firearms, pyrotechnics, smoke machines or fireworks on school property is prohibited.
16. Preparations shall not be used on floors at any time by groups using buildings for dancing or other purposes.
17. Facilities are available during vacation periods if the use does not conflict with cleaning and renovating schedules.
18. School furniture and equipment may not be removed or displaced without the permission from and under the supervision of the School District employee in charge.
19. Upon completion of use, the facility shall be left in its normal state of cleanliness and order.
20. It shall be the responsibility of the applicant to furnish the School District with a Certificate of Insurance for a minimum of \$1,000,000 liability coverage. Said certificate will name the School District as an additional insured.
21. Fees will be based on the current Fee Schedule.
22. When cafeteria kitchen facilities are to be used, it must be under the supervision of properly designated cafeteria personnel. School district equipment shall not be used to transport food to and from the requested facility.

FEE CATEGORIES

A. Group I – Free Use (Non-Profit without Impact)

Community organizations shall be granted free use of facilities at a time convenient to school operations if no admission fee or contribution is collected OR where such monies are collected are used for benefit of School District students or for welfare purposes.

This free-use category shall apply to, but not be limited to, District/school-related meetings or functions, School sponsored groups or clubs, Booster clubs, In-service programs, Periodic meetings of community organizations such as Boy Scouts, Girl Scouts, PTA, parks and recreation departments, and senior citizen's groups. Public agencies, including the American Red Cross, shall be granted free use of the facilities for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

B. Group II – Direct Cost Fee (Non-Profit with Impact)

Direct Costs include the costs of supplies, utilities, janitorial services, services of other District employees, and salaries paid to District employees necessitated by the organization's use of the school facilities and grounds. Except for public agencies using the school facilities during disasters or other emergencies, organizations listed in Group I will be charged a fee to cover the District's direct costs, as described above, when:

- Buildings are used during periods when custodians are not on regularly-scheduled duty.
- A school kitchen is used for food preparation.
- Buildings are used at a time when they are not being regularly staffed by District personnel and it is necessary to recover District expenditures for utilities.
- Custodial services are needed prior to, or at the conclusion of any event to move furniture or make similar physical arrangements for an activity.
- Custodial or other personnel are required to be physically present on the campus or site being used for all or part of the period when the space is being used.
- Groups or clubs make use of turf-ed playfields for extended periods of time during the year.

A direct cost fee shall be collected from an entity, including a religious organization or church, that arranges for supervised recreational activities for youths and in which youths may participate regardless of religious belief or denomination.

Any church or religious organization that has no suitable meeting place for the conduct of the services shall pay a direct cost fee to use the District's facilities to conduct religious services for temporary periods, on a one-time or renewable basis.

C. Group III – Fair-Rental Value Fee (Private Community Organizations)

The fair rental value fee includes the direct costs to the District, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.

A fair rental value shall be charged for the use of school facilities or grounds to organizations that do not qualify under the free use or direct cost fee categories above, but which are local in nature and are engaged in recreational, educational, political, economic, artistic, civic or moral activities, and which conduct their meetings for their own membership only and/or that charge admission or fees, and spend the money for other than charitable or welfare purposes.

Included but not limited to this category, are private dance groups, dog clubs, private educational agencies or institutions, local business or industrial organizations, service clubs, churches with other suitable meeting place available, and adult sport leagues.

For activities of exceptional nature when large numbers of people will attend or a substantial profit is anticipated to accrue, additional fees may be established by the Board for such use. The fee amount shall be established prior to the granting of approval and communicated in writing to the applicant.