

# Community Application

For Use of a School Facility at \_\_\_\_\_

Nevada Joint Union High School District

11645 Ridge Road  
Grass Valley, CA 95945  
(530) 273-3351

Booked

Posted on report

## Applicant & Organization


<b>Organization</b> Submit app. at least 10 days before event		<b>Contact Person</b>		<b>Today's date</b>	
<b>Non Profit Organization</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>If yes, Tax Payer ID #</b>			
<b>E-Mail Address</b>				<b>Fax Number</b>	
<b>Applicant's Address</b>				<b>Zip</b>	

## Facility & Event

<b>Is the general Public invited?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Admission Charge?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Insurance Carrier</b>	
<b>Facility Requested</b>							
<b>Equipment needed</b>							
<b>Dates of Activity</b>	Set up time		Event Start time		<b>Time: From</b>	<b>To:</b>	
					<b>Clean up times</b>	<b>To:</b>	
<b>2<sup>nd</sup> Facility Requested</b>							
<b>Equipment needed</b>							
<b>Dates of Activity</b>	Set up time		Event Start time		<b>Time: From</b>	<b>To:</b>	
					<b>Clean up times</b>	<b>To:</b>	

## Special Setups & Services

<b>Do you need any special set up or services?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (if no skip this section)	<b>Specify any other special set-up, attach sketch and/or extra info -if necessary.</b>
<b>Specify how many of each item you are requesting?</b> _____ 8ft Folding table _____ Folding chairs _____ Podiums _____ Other _____	

 Be aware that some events may require a 'Participant Wavier', proof of CPR, or additional insurance.  
**All community events require custodial support at a four hour minimum and \$28.00 an hour.**

## Signature & Phone Number

<b>Signature of authorized representative</b>	<b>Position or Office</b>	<b>Phone #</b>	<b>Date</b>

## For office staff use only:

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Unavailable Dates: \_\_\_\_\_ Fee Waivers: Yes/ No District signature \_\_\_\_\_

<b>Custodial cost \$28.00 hr</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Custodial Assigned</b>		<b>Est. Cost</b>	
<b>Kitchen personnel fee: \$22.00/Hr</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Kitchen Staff Assigned</b>		<b>Est. Cost</b>	
<b>Theater Tech Assigned \$7.00 Hr</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Theater tech Assigned</b>		<b>Est. Cost</b>	
<b>CC to Help Desk</b> <input type="checkbox"/>	<b>CC to Teacher</b> <input type="checkbox"/>	<b>Proof of CPR/ Life Guard</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Received flyer:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Insurance Completed</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Participant Wavier req. Yes <input type="checkbox"/> No <input type="checkbox"/></b>	

<b>Administration</b>	<b>Athletic Director</b>	<b>Theater Manager</b>	<b>Department Head</b>	<b>Kitchen Manager</b>	<b>Operations Manager</b>

Regular Classroom	\$12/hour
Special Classroom	\$20/hour
MPR	\$25/hour
Kitchen	\$25/hour
Servery	\$25/hour
Gyms	\$25/hour
<b>Stadium Football Field</b>	
Day time use	\$25/hour
Night time use	\$35/hour
Track	\$ 5/hour
Other Fields	\$ 5/hour

### Rental Cost Estimates

(Please read and sign below)  
Community Application

Locker Rooms	\$10/hour
Snack Bar	\$ 5/hour
Pool	\$15/hour + heating costs
Weight Room	\$20/hour
<b>Theater:</b> Mon-Fri	\$250/four hour minimum
Sat/Sun	\$300/four hour minimum
	\$25 each additional hour
If Food in Lobby	\$150 non refundable cleaning fee
Lighting Tech	\$ 7/hour
Stage Lighting	\$12/hour

- All groups requesting use of facilities must present a copy of a certificate of insurance indicating comprehensive general liability coverage of **\$1,000,000**. Also an additional separate endorsement page naming Nevada Joint Union High School district as additional insured.
- Facilities must be under supervision of at least one "responsible adult" who is 21 years of age or older. The designated responsible adult(s) shall be solely responsible for the supervision of the activity and all participants in the activity. The District shall have no responsibility whatsoever for supervision of the activity or participants in the activity. Presence of a high school student worker or a school official during the activity shall in no way be seen as undertaking a supervisory role over the activity or participants in the activity.
- A custodian must be present at a rate of **\$28/hour** when outside groups are using the facilities.
- This is a **NO TOBACCO USE** campus. Tobacco use is not allowed anywhere on this campus.
- NO ALCOHOL** allowed on school campus.
- Parking Regulations** are strictly enforced at all times. Attendees/visitors are subject to ticketing for all violations including but not limited to fire lanes, no parking areas, bus parking, loading zones, unauthorized handicapped parking, and any unmarked stall areas that impede emergency vehicle response.
- Gym shoes are required of all people using the gym floor.
- Service of food is restricted to the multi-purpose room (MPR). There is no food or drink allowed in the gyms. The presence of food in the Theatre Lobby will require a \$150 cleaning fee. A cafeteria worker must be present at the rate of **\$22/hour** if you are using the kitchen equipment. Events with significant impact on traffic and parking will be charged a four hour minimum at the prevailing rate, for two staff members. Staff members must be available and willing to work for event approval.
- Use is confined to the area(s) named on this application with appropriate corridor and lavatory facilities.
- School equipment will not be used unless specifically authorized.
- The using group agrees to assume financial responsibility for all damages and personnel services required.
- The using group will return the facility to its original arrangement and condition before leaving. The school custodian will perform normal clean up.
- The adult in charge must be present during the entire period of use and enforce the rules, including room capacity limits.
- The high school assumes **NO** responsibility for lost or stolen items, which owners have brought to campus.
- An authorized **staff member must** be present during the use of the gym (or gyms).
- Shoes are not allowed on the wrestling mats.
- The group using the facility shall provide a copy of the flyer (if they have one) advertising their event upon submitting application.

### RESTRICTIONS

- Any use by an individual or group for the commission of any crime or any act prohibited by law.
- Any use of school facilities or grounds, which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work.
- Any use which is discriminatory in the legal sense.
- Any use, which involves the possession, consumption, or sale of alcoholic beverages, or any restricted substances on school property.
- Advertising on school grounds or in school buildings are prohibited, except by groups whose activities are directly related to the district's educational program.
- Use of school facilities for **public** social dances will not be permitted. Square dancing and folk dancing are permitted.
- Any use, which may violate the normally accepted standards of good morals, manners or taste, shall not be granted.
- Fund raising campaigns shall not be permitted except by organized charity groups, i.e., American Heart Association, American Cancer Society, etc.
- The Nevada Joint Union High School District and school site administration reserves the right to deny permission to use any facility if they deem necessary.

The undersigned states that, to the best of her/his knowledge, the school property will not be used for the commission of any act intended to further any program or movement whose purpose is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means. The undersigned is responsible to enforce room capacity limits, (rule 10 listed on back).

The undersigned, who is in charge of this activity, is twenty-one years of age or older. She/he agrees that she/he will be responsible to the Board of Education for the use and care of school property. She/he further agrees that the character of entertainment will conform with that stated in the application. She/he agrees to indemnify agents and employees, against any and all loss, damage, and/or liability that may be suffered or incurred by the district, its officers, agents and employees, and against any and all claims, demands, and causes of action that may be made or brought against the school district, its officers, agents and employees, caused by, arising out of, or in any way connected with the use of the undersigned of the Nevada Joint Union High School District facility or the exercise of the privilege herein granted. The undersigned also agrees to abide by all the rules and regulations stated on the back of this form.

**General Billing Policy:** Some events will require a deposit. Bills will be mailed by the 30<sup>th</sup> of the following month in which the facility is used. Bills are payable to the Nevada Joint Union High School District, and are due within 30 days of receipt.

\* *The authorized group representative named on the front of this form agrees that these rules and regulations will be complied with in full.*

<b>Signature of authorized group representative</b>	<b>Position or Office</b>	<b>Phone Number</b>	<b>Date</b>

# Café Use

Is the sound booth required Yes  No  ( Cost- approx \$25.00 an hour for Tech support)  
Actual times of use (including ½ hr set up time) setup time \_\_\_\_\_ - Use time's \_\_\_\_\_ To \_\_\_\_\_

Comcast cable \_\_\_\_\_ Mic \_\_\_\_\_ DVD \_\_\_\_\_ CD \_\_\_\_\_ iPods \_\_\_\_\_ Stage Lights \_\_\_\_\_  
Projector \_\_\_\_\_ Screen \_\_\_\_\_ ability to connect External Mics supplied by user \_\_\_\_\_

Extra Tables and Chairs \_\_\_\_\_ / Reg Café Tables \_\_\_\_\_

Tables as is \_\_\_\_\_ Put away \_\_\_\_\_

Stage Yes  No  Full \_\_\_\_\_ or partial set up \_\_\_\_\_

Servery use Yes  No  setup time \_\_\_\_\_ - Use time's \_\_\_\_\_ To \_\_\_\_\_

Kitchen Yes  No  Help Assigned Yes  No  \_\_\_\_\_

Other: \_\_\_\_\_

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## For office use:

Notified help desk- Faxed \_\_\_\_\_ Date \_\_\_\_\_ Assigned Tech Yes  No  \_\_\_\_\_



## Computer Users:

The cable in the café looks like the picture on the left....Mac users need an adapter with VGA end like the one on the left. If you are a Mac user you need to supply your own adapter that will work with your computer.

## Other notes: