



# 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 MS Office (ext. 5411) or via e-mail at [lhimrod@ucasd.org](mailto:lhimrod@ucasd.org) or BELINDA DYLAN (June through August) at the HS Office (ext. 5400) or via e-mail at [bdylon@ucasd.org](mailto: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](mailto: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 If yes, Amount \$ \_\_\_\_\_  
 What will the proceeds be used for? \_\_\_\_\_  
 Approximate number attending: Adults \_\_\_\_\_ UCASD Students \_\_\_\_\_ Non-District Students \_\_\_\_\_

### Requested Date(s) and Time(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.

PLEASE ATTACH A SEPARATE SHEET OF PAPER FOR ADDITIONAL ENTRIES.

### Desired Facilities (please mark all that apply):

___ <b>MS/HS Auxiliary Gym</b> (seating capacity – 420)	___ <b>MS/HS Main Gym</b> (seating capacity - 641)	___ <b>Elementary Gym</b> (seating capacity - 851)
___ <b>MS/HS Auditorium</b> (seating capacity - 580)	___ <b>MS/HS L.G.I.</b> (seating capacity - 97)	___ <b>Elementary L.G.I.</b>
___ <b>MS/HS Cafeteria</b>	___ <b>MS/HS Classroom #</b>	___ <b>Elementary Kitchen</b>
___ <b>MS/HS Kitchen</b>	___ <b>Gazebo</b>	___ <b>Elementary Classroom #</b>

### Equipment requested (Please list) \_\_\_\_\_

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

**Please note: In the event school is cancelled, all use/rental events scheduled for that day will also be cancelled.**

**- STIPULATIONS FOR USE OF SCHOOL DISTRICT PROPERTY -**

1. Outside doors may not be propped open.
2. Equipment from outside the District must be pre-approved.
3. Use of School Facilities Charges are listed on the Rental Fee Schedule attached to this form.
4. The building rental is approved 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, and also to ensure that all participants conduct themselves in a proper manner. Prompt evacuation of the facility at the approved end time is required.
5. Alcohol and tobacco products are strictly prohibited 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 the prior 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 supervised by an adult.
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, and/or damaged or missing equipment. In such a case, the applicant will be billed for such damages, and payment to the District must be received 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 DISQUALIFICATION OF FUTURE USE OF DISTRICT PROPERTY.)

**- 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)

\_\_\_\_\_ (Applicant's Complete Address)

**Approval of Athletic Director (if applicable)**

\_\_\_\_\_ Date \_\_\_\_\_

**Approval of Building Principal**

\_\_\_\_\_ Date \_\_\_\_\_

**Approval of Building Facilities Manager**

\_\_\_\_\_ Date \_\_\_\_\_

**Approval of Superintendent or Designee**

\_\_\_\_\_ Date \_\_\_\_\_

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

## Union City Area School District - RENTAL FEE SCHEDULE -

**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 submitted to the 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 listed below, and will be billed separately and at the discretion of the Food Service Manager. When the kitchen is requested, a cafeteria service fee of \$20.00 per hour will be charged.

**Swimming Pool rental:** POOL CURRENTLY CLOSED.

### - RENTAL FEES-

	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>	<b>Class E</b>
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 on weekends and/or times when custodians are not on duty.**

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