

# Roseland School District

1934 Biwana Drive  
 Santa Rosa, CA 95407  
 Phone 707 545-0102 ♦ Fax 707 545-5096

## APPLICATION AND AGREEMENT FOR USE OF SCHOOL PROPERTY

PLEASE FILL OUT AND RETURN ALL FORMS TO SCHOOL SITE FOR DESIRED USE, PAGES 1, 2 & 3

Name of Organization: City of Santa Rosa  
 Address of Organization: 100 Santa Rosa Ave., Room 3  
 Responsible Party: Jessica Jones Title: Senior Planner  
 Phone Number: 543-3410 Emergency Contact Number: \_\_\_\_\_

Circle Campus Requested: Roseland Sheppard Roseland Creek Roseland Accelerated Middle School Roseland University Prep

Facilities Requested:  Gym (Please check one:  Elementary  High School) for childcare  
 Staff Room  Kitchen  Classroom  Restrooms  
 Fields (Please check one:  Elementary  High)  Library  Other: \_\_\_\_\_

Dates of Use	Days of Use	Hours of Use	Persons in Charge	Description of Activity and Equipment Needed (Prior Approval Needed)	Estimated Attendance
4/22	1	4.5 5pm - 9:30pm	Jessica Jones	steering committee meeting for Roseland Projects + childcare - need tables/chairs	75

Please check this box if you will be charging an admittance fee or any other fees to the public in attendance.

**Declaration of Applicant:** Applicant hereby agrees to hold the Roseland School District, its Board of Trustees, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or be caused in any way by, such use and/or occupancy of school facilities. Applicant agrees to furnish such liability or other insurance for the protection of the public as the District may require.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds, sustained during the occupancy or use of said building and/or grounds by the applicant, normal wear and tear excepted.

I hereby certify that I have received and read the rules, regulations, conditions and terms including those on the reverse side of this application and that I, and the applicant that I represent, will abide by them and will conform to all applicable provisions of the Constitution and the laws of California and to all other rules and regulations of the Board of Trustees and its agents which may be communicated to the applicant.

In executing this declaration, I certify that I have been duly authorized by the applicant to act on its behalf in making application for use of said facilities.

The undersigned states that, to the best of his/her knowledge, the school property for use of which application is hereby made, will not be used for the commission of any act intended to further any program or movement, the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence, or other unlawful means, and that it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States.

Check only one of the following:

- We are a Non-Profit Group/Organization operating for the benefit of the youth of the Community and Community members.  
 We are a Profit-Making Group/Organization.

Signature of Representative \_\_\_\_\_

Date \_\_\_\_\_

*Do Not Write Below This Line*

Recommendations/Approvals

1. Fees: \_\_\_\_\_
2. Permit for use granted on: \_\_\_\_\_
3. Custodial/Kitchen Services: \_\_\_\_\_

4. Other Services: \_\_\_\_\_
5. Comments/Exception: \_\_\_\_\_

APPROVALS: Business Manager: \_\_\_\_\_  
 Superintendent/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: Original – District; Pink – Organization; Yellow – Maintenance Director; Golden Rod – Site Copy

## Schedule of Fees Use of School Property

	GROUP I	GROUP II	GROUP III
	Roseland School District Organization	Non-Profit/Non- Fundraising	Profit, Religious · Organizations and Non- Profit/Admittance Fee
<b>FACILITIES</b>			
Athletic Fields	No Charge	No Charge	\$40.00/day
Classroom	No Charge	No Charge	\$20.00/hr.
Gymnasium	No Charge	No Charge	\$50.00/hr.
Kitchen	No Charge	No Charge	\$30.00/hr.
Library	No Charge	No Charge	\$25.00/hr.
Lounge	No Charge	No Charge	\$20.00/hr.
Restrooms	No Charge	No Charge	\$5.00/hr.
Refundable Cleaning Deposit		\$75.00	\$75.00
*****	*****	*****	*****
<b>PERSONNEL RATES</b>			
Custodial Services	\$30.00/hr.		
Kitchen Services (required fee)	\$30.00/hr.		

1. The gym may not be used by any group that may harm the finish on floors.
2. Charges for unusual requests will be made on an individual basis.
3. When facilities are used, the permit holder is responsible for cleaning and restoring the facility to its original condition immediately after use. A fee will be charged if cleaning becomes a district responsibility.
4. Security personnel are required for activities involving more than 100 people and/or activities that are determined to be high risk (kitchen use, etc.). Please see Personnel Rates above.

## ***RULES AND REGULATIONS FOR USE OF ROSELAND SCHOOL DISTRICT***

1. A representative of the organization must complete the attached application form. The representative must sign the form, giving their address and phone number in case the school needs to contact them. This form must be returned to the District Office and approved by the administration before the event can be scheduled.
2. User Group II and III shall provide a Certificate of Insurance showing they are properly insured for their own negligent acts.
3. The use of District facilities by user Group II and III shall be conditioned upon the user agreeing to hold the District, its Governing Board of Trustees, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise out of or be caused in any way by such use or occupancy of school property, and shall also provide an "additional named insured" endorsement naming the School District. Users of District facilities shall furnish such liability or other insurance for the protection of the public and the Roseland School District in the amount of \$1,000,000.00 as the Chief Business Official may require.
4. The individual signing the Application for Use of School Property shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to district property.
5. School premises will not be available during hours that will interfere with the regular functions of the school. School activities and sporting events have priority over any other use of facilities.
6. All permission for use of facilities will be for the specific dates and times only. It is the responsibility of the organization to arrive and leave on time and to ensure the facility is left clean. Additional charges will be made for longer hours of use than what was requested.
7. After the event is over, the District will bill the organization for the charges. Charges will be based on the minimum number of hours the facility was requested, and additional charges will be billed for longer use. An additional charge may be made for any damage done to property or for excessive trash or spills.
8. No smoking, alcoholic beverages, drugs, gambling, fights or firearms are allowed on school property. No food or drinks are allowed in any facility except for the cafeteria and lounge. Food and drinks may be set up outside the gym, library, or individual classrooms. An adult must be stationed at each door to these facilities to ensure that no food or drinks are taken in.
9. Schools using the gym for athletic events must provide at least one adult in addition to coaches for supervision and meet with the district athletic director prior to use.
10. Cancellation or denial of facility use may be made at the school's discretion. Any organization causing damage or vandalism of school facilities will not be allowed to use the facilities again. Organizations that do not pay for facility use within 15 days after being billed will be denied future use of facilities.