



**Morgan Hill Unified School District
Facilities Department**

15600 Concord Circle
Morgan Hill, CA 95037
408-201-6085 Fax: 408-776-0175

Dear Facility User:

The "Application and Agreement For use of School Property" form must be accompanied by a \$25.00 Filing Fee or it will be returned and not processed.

Also, please note that this request form requires that you, the representative of your organization/agency, as the responsible person for complying with the rules and regulations stated on the "Application for Use of School Facilities". The use of tobacco is prohibited for students, employees and visitors at all times (including evenings and weekends) and in all locations (including parking lots, district vehicles, athletic fields, and buildings). Please ensure that this policy is upheld. Abuse or misuse will result in the revocation of your permission to use Morgan Hill Unified School District property.

The following announcement must be read at all events.

"IN THE INTEREST OF PUBLIC HEALTH, THE MORGAN HILL UNIFIED SCHOOL DISTRICT IS PROUD TO PROVIDE A HEALTHY, TOBACCO-FREE ENVIRONMENT AND DOES NOT PERMIT THE USE OF ANY TOBACCO PRODUCTS ON SCHOOL DISTRICT PROPERTY"

THANK YOU FOR YOUR COOPERATION

**Morgan Hill Unified School District
Board Policy 3513.3**

If your organization/agency publishes a newsletter, please print this information for your members.

USE OF SCHOOL FACILITIES E 1330a

MORGAN HILL UNIFIED SCHOOL DISTRICT

Statement of Information

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property/equipment for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that, _____, the organization on whose behalf he/she is applying for the use of school property/equipment, upholds and defends the Constitutions of the United States and the State of California.

Signed: _____

Organization if applicable: _____

Date: _____

ADOPTED: April 11, 2006

Facility Use Fees

Fee Schedule

E 1330b

A \$ 25.00 filing fee (non refundable) will be charded for each application submitted in Groups 2 and 3 to cover administrative costs.

	Group 1	Group 2	Group 3
Facility Use Hourly Rate	MHUSD-district organizatins operating for the benefit of the students, District clubs/parent groups, Government Agencies (may pay direct costs)	Nonprofit organizations operating for the benefit of the youth of the community -Hourly Rate-	Profit making organizations including business organizations and religious organizations to conduct religious services -Hourly Rate-
Meeting Rooms-District Office			
Board Room	No Charge	\$ 30.00	\$ 60.00
Round Room	No Charge	\$ 12.00	\$ 24.00
East Wing	No Charge	\$ 12.00	\$ 23.00
Multi-Purpose Room	No Charge	\$ 30.00	\$ 60.00
Gymnasium	No Charge	\$ 46.00	\$ 91.00
Regular Classroom	No Charge	\$ 12.00	\$ 24.00
Specialized Classroom	No Charge	\$ 17.00	\$ 21.00
Library	No Charge	\$ 30.00	\$ 60.00
Kitchen (1)	No Charge	\$ 17.00	\$ 34.00
Theater (2) (5)	No Charge	\$ 30.00	\$ 60.00
Swimming Pools	No Charge	\$ 73.00	\$ 147.00
Locker Room	No Charge	\$ 17.00	\$ 34.00
Football Field (per site)ES&MS (4)	No Charge	\$ 15.00/day	\$ 30.00/day
Baseball/Softball Field (per site) (4)	No Charge	\$ 15.00/day	\$ 30.00/day
Soccer Field (per site) (4)	No Charge	\$ 15.00/day	\$ 30.00/day
Track-Britton (4)	No Charge	\$ 15.00/day	\$ 30.00/day
Field Lights	\$ 15.00	\$ 20.00	\$ 39.00
Tennis Courts (4)	No Charge	\$ 6.00	\$ 11.00
Time Clock/Scoreboard	\$ 12.00	\$ 16.00	\$ 32.00
Sound System	\$ 12.00	\$ 16.00	\$ 32.00
Computer Lab	No Charge	\$ 17.00	\$ 34.00
High School Football Field (3)(4)	No Charge	\$ 293.00	\$ 325.00
High School Track (3)(4)	No Charge	\$ 130.00	\$ 163.00
Parking Lot (High School) (4)	No Charge	\$ 33.00	\$ 65.00

(1) A member of the Food Service staff shall be present. A charge of \$ 40.00 per hour (2 hour minimum) will be made to cover costs.

(2) A member of Live Oak staff shall be present if any stage lighting/equipment is used. A charge of \$ 40 per hour (2 hour minimum) covers actual costs.

(3) A member of the custodial staff shall be present. A charge of \$ 40 per hour (2 hour minimum) covers actual costs.

(4) Use of restrooms requires a custodian on duty.

(5) A refundable damage deposit of \$500 is due prior to use. The deposit may be returned in full once the District representative has evaluated the facility to ensure no damage was caused during use. If damage is found, the District will use the deposit to correct such damage and future use of the facility by user may not be granted. If the damage exceeds \$500, the user will

*** Any use which results in the need for custodial time, either directly by requiring the custodian to be present beyond his/her normal working hours, or indirectly by keeping the custodian from performing regular duties which require additional hours to complete will be charged at the rate of \$ 40 per hour with a two hour mininum. (2 hour mininum to open a facility and 2 hour minimum to close, based on bargaining agreement). Additional charges may be made if other services are requested.

*** Certificate of liability and/or other insurance for a minimum limit of two million (\$2,000,000) is required for use of District facilities.

Revised: April 11, 2006 (Renumbered replacing AR 1610)
 Revised: October 2006; May 2009; July 2009; February 2010; April 2010



**MORGAN HILL UNIFIED SCHOOL DISTRICT
APPLICATION AND AGREEMENT FOR USE OF SCHOOL PROPERTY**

(Must be submitted to the school at least 2 weeks prior to requested use)

Organization (Full Name) _____	Representative _____
_____	Title _____
_____	_____
Street Address _____	Street Address _____
Mailing Address _____	Mailing Address _____
City _____ Zip _____	City _____ Zip _____
Organization Phone _____	Home Phone _____
Email contact _____	Business Phone _____

PROFIT OR NON-PROFIT STATUS

This determination is to be based upon the status of your group as reflected in the rules/regulations of the Internal Revenue Service (IRS).

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

Facility Desired: School _____

<input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Gymnasium (Britton, Murphy, Live Oak) <input type="checkbox"/> Small Gymnasium (Live Oak) <input type="checkbox"/> Regular Classroom <input type="checkbox"/> Classroom # _____ <input type="checkbox"/> Specialized Classroom <input type="checkbox"/> Classroom # _____ <input type="checkbox"/> Library <input type="checkbox"/> Kitchen <input type="checkbox"/> Little Theater (Live Oak) <input type="checkbox"/> Stage Lighting (Live Oak) <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Football Field <input type="checkbox"/> Soccer Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Track <input type="checkbox"/> Restroom <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Locker Room <input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Field Lights <input type="checkbox"/> Time Clock <input type="checkbox"/> Field <input type="checkbox"/> Gym <input type="checkbox"/> Score Board <input type="checkbox"/> Field <input type="checkbox"/> Gym <input type="checkbox"/> PA System <input type="checkbox"/> Field <input type="checkbox"/> Inside	Other: Please Specify _____ _____ _____ Purpose of Use: _____ _____ _____ Expected Attendance: _____ _____ Additional Set Up: _____ _____ _____ _____ No. of Tables _____ No. of Chairs _____
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HOLD HARMLESS AGREEMENT

I hereby certify that I shall be responsible on behalf of our organization for any damage or abuse of school buildings, grounds or equipment growing out of the occupancy or use of said premises or equipment by our organization. We agree to abide by all rules and regulations governing the use of buildings, grounds and equipment, and hold Morgan Hill Unified School District harmless from all claims resulting from this use. I regulations, and is aware that all Morgan Hill Unified School District buildings and properties are drug, alcohol and tobacco free. The representative agrees to uphold this policy (BP 3513.3).

Date: _____
Signature of Representative*

STATEMENT OF INFORMATION

The undersigned states that, to the best of his/her knowledge, the school property for use of which applications 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 the organization on who behalf he/she is making application for use school property, does not, to the best of his/her knowledge, advocate the overflow of the government of the Unites States or of the State of California by force, violence, or other unlawful means, and that, to the best of his/her knowledge, 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. This statement is made under the penalties of perjury.

Date: _____
Signature of Representative*

AGREEMENT AND CERTIFICATION

The undersigned states, to the best of his/her knowledge, the information entered on this application is accurate. Further, the undersigned agrees to the terms and conditions of this application, District Policy #1330 and all other applicable policies, rules and regulations.

Date: _____
Signature of Representative*

INSURANCE AGREEMENT

Users of district facilities will be required to furnish proof of liability and/or other insurance for a minimum limit of two million (\$ 2,000,000.) for the protection of the public and the District.

_____ covenants that they have in effect a policy of liability
(Full name of organization)
insurance in the amount of \$ 2,000,000. _____ Combined Single Limits
with **MORGAN HILL UNIFIED SCHOOL DISTRICT** as an **ADDITIONAL NAMED INSURED**.

Date: _____
Signature of Representative*

*Any person applying for the use of school property on behalf of any society, group or organization shall be a member of the applicant group and unless he/she is an office of the group, must present written authorization from the applicant group to make the application.

THIS SECTION WILL BE COMPLETED BY SCHOOL ADMINISTRATOR:

The aforementioned facilities _____ [] are available [] are not available

The aforementioned facilities _____ [] are available [] are not available

The aforementioned facilities _____ [] are available [] are not available

Additional Personnel Required: [] Requires Regular Custodian [] Requires Sub Custodian

[] Requires call-back: [] Open and/or [] Close [] Requires Food Service Personnel

[] Requires Lighting Tech (School Staff Only) [] Other _____

Assignment of Personnel:

Name of Person _____ Title _____ Stat Time _____

Name of Person _____ Title _____ Stat Time _____

Name of Person _____ Title _____ Stat Time _____

Additional Comments: _____

Date: _____

Authorized Signature-School Administrator

THIS SECTION WILL BE COMPLETED BY THE DISTRICT OFFICE

The following is the estimated cost of your fee for this use request:

Filing Fee \$ _____ Hourly Rate \$ _____

Custodial Fee \$ _____ Food Service Fee \$ _____

Additional Costs \$ _____

Final charges will be determined, when you are billed. User may be charged an additional fee if extra expense is incurred by the District to return premises or equipment to original condition.

You will be charged for any costs incurred due to cancellation, if school is not contacted 48 hours prior to activity.

Date: _____

Authorized Signature-District

THIS SECTION TO BE COMPLETED BY THE BUSINESS OFFICE

[] Filing fee paid Date: _____ Received by: _____

Final Distribution: White-District Office Yellow-School Pink-User Goldenrod-Facilities