

# Dublin Unified School District

## Procedures for Use of District Facilities 2017-2018

**Quote received is only for the room rental fee. Custodial charges will be applied at the time of invoicing.**

- **Room rental fee must be paid in full, and insurance certification must be provided, before a Facility Use Agreement will be approved. Custodial charges will be billed after use.**

All users agree to defend, indemnify and hold harmless the District, its officers, employees and agents from any and all injuries, losses or damages, including damage to district property, which may result or arise in any way out of their use of the facilities, negligence of the user group, its officers, employees or agents.

Applicant shall furnish liability providing coverage for District for all activities of Applicant conducted on District property. The liability insurance shall provide coverage for no less than \$1,000,000 per occurrence, combined Single Limit of Liability for Bodily injury and Property Damage. Applicant will provide additional insured endorsement, naming Dublin Unified School District as an additional named insured.

Room reservations only include floor space and furniture only. AV equipment, computers, screens, microphones and other presentation equipment is not included in the rental of school property.

The District reserves the right to cancel any Rental Agreement due to unforeseen issues.

Groups composed of minors must be supervised by one (1) adult for each twenty (20) minors while using school facilities.

**Fingerprinting:** As a result of Assembly Bill 1025, requests for use of facilities from organizations or individuals who supervise, direct or coach a student activity program sponsored by, or affiliated with a school district must obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing.

Non-certificated staff and/or volunteers must also obtain fingerprint clearance for the commission on Teacher Credentialing in order to obtain the ASCC and be eligible for an approved Facilities Use Agreement with the Dublin Unified School District.

- Alcohol is not permitted on school district property.
- Smoking and/or use of tobacco products is not permitted on school district property.
- Storage is not available either before or after scheduled uses.
- Only athletic shoes can be worn on the gym floors, not street shoes.

Only water may be brought into the gym, no food or drink is allowed.

Unless special arrangements are made, users are responsible for setting up chairs and tables required for their event. If you need assistance of a custodian for this, prior arrangements must be made with the school site. An additional charge for this service will be applied.

Access to rooms or facilities other than approved by application shall not be permitted.

Parking is permitted in painted parking stalls only.

Parking is not permitted on sidewalks, lawn area or unmarked blacktop areas. No parking allowed in fire lanes and vehicles will be towed.

Driving on playgrounds or grass area is not permitted by user or spectators.

During rainy season, if the playing fields are wet, games or practices must be cancelled to prevent damage to the playing fields.

Facility must be left clean.

- A. Litter must be picked up from fields.
- B. Equipment must be put away.
- C. Floors must be swept as needed.

Any group event larger than 200 attendees may require additional custodial charges.

Any athletic event on sports fields or play fields require a port-a-potty delivered and secured prior to the day of the event. (A-1 Porta Potty Company 925-846-4062). User is responsible for all invoicing from A-1 and maintaining and servicing porta potty.

District reserves the right to add custodial fees for excessive clean up as needed.

Rental requests will not be approved until previous outstanding balances are paid in full.

Premises must be vacated by the time specified on the Facility Use Application.

School District property must be protected from damage and undue wear and tear.

Each use of such property shall be responsible for the condition in which it leaves a building or field. Damage to property, equipment and/or field shall be paid by the user. The District Staff will record information and user will be billed.

The use of any Unmanned Aircraft Systems (SUAS/UAS – drones) must be approved by Dublin Unified School District.

**Flyer Approval Process:** All written materials distributed within the Dublin Unified School District must first be approved by the Educational Services Department. The following disclaimer must appear on the flyer in order to receive approval: "**Disclaimer:** This event is not sponsored by the Dublin Unified School District. Approval for this flyer distribution does not imply endorsement, but it is a courtesy service to the community." You can find the Flyer Approval Process under Dublin Unified School District [website](#): Go to Community; Flyers - upcoming events.

Please print a copy of this agreement and review the policies and procedures with your staff.

1. I agree to the above terms