

TTUSD

**TAHOE TRUCKEE
UNIFIED SCHOOL DISTRICT**
Facilities Department
11603 Donner Pass Road • Truckee, CA 96161
Phone: (530) 582-2540

TO: Applicants for Use of School District Facilities
FROM: Facilities Department
DATE: October 15, 2010
SUBJECT: Application Procedures and Fee Structure

We want to thank you for your interest in using our District's facilities for your group's activities, and we hope we will be able to meet your needs. The District's Board of Trustees recognizes that although the primary purpose of district facilities is for use by school programs and activities, these facilities are also a community resource and it authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

The use of school district facilities by community groups should not result in additional cost to the District or damage to District property. Therefore, the Board has adopted the attached fee schedule, procedures, and regulations to govern said use.

Our facilities represent a major financial investment, and the Board of Trustees is committed to an aggressive maintenance program to protect the community's investment. The costs to operate and maintain our facilities have increased dramatically in the past few years, and the District must ensure that all users of its facilities share the costs of operating the facilities they use.

We utilize a reservation and payment process to ensure efficient handling of your facility use requests. Even though there are detailed forms to fill out, the overall process is effective for everyone involved. Additionally, this process requires payment in advance of facility use.

Please be careful not to overestimate the number of days or amount of time you reserve for facility use – refunds will not be given for cancellations, or reductions, with less than 60 days prior written notice.

Also, there is no authorized use of any District facility without a fully executed (signed) Facility Use Agreement within which the express dates of use are outlined.

We look forward to working with you, and appreciate your support of our effort to be responsible stewards of our community's funds.

**TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
USER GROUP DESCRIPTIONS FOR FACILITY USE FEES**

1. **Group 1**(No Charge for Facilities during normal operating hours as specified in the fee schedule): District/school-related and/or sponsored organizations or events when an alternative location is not available (e.g., PTO, Boy Scouts, Girl Scouts, Parent and Booster Clubs, etc.)

2. **Group 2 (Direct Costs)**: Youth oriented non-profit and community-based organizations, public school districts, non-profit youth organizations and sports leagues, non-profit social and service clubs, other public and governmental agencies. Church/Religious organizations with non-profit status are eligible for Group 2 rates for events related to supervised youth recreational or sports activities in which youths can participate regardless of religious beliefs or denomination. Facilities requested for church services, religious meetings, or religious clubs will be charged Group 3 rates.

3. **Group 3 (Fair Market Value)**: For profit organizations, commercial use of facilities, individuals requesting use of District facilities for personal use, private performances or parties, private personal use, church services or religious meetings, and other groups not covered by the Civic Center Act (e.g., businesses, private clubs, seminars, athletic camps, martial arts events, etc.). Such rentals are at the discretion of the District.

4. **Group 4 (Fair Rental Value)**: Entertainments or meetings held by youth/school oriented non-profit organizations where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the District or for charitable purposes. For the purposes of the Fee Schedule, these Groups will be charged the same rate as Group 2 (Direct Cost).

**RESTRICTIONS AND CONDITIONS OF USE OF FACILITIES
EVIDENCE OF INSURANCE REQUIREMENTS**

By order of the Board of Trustees, all organizations or individuals requesting use of school district facilities shall provide verification of liability insurance prior to using those facilities. Both the school district and persons, or groups, requesting use of school district facilities may have liability exposure.

The District's liability insurance does not extend coverage to persons/groups other than the District's Board of Trustees, employees, agents, and volunteers who are engaged in official school district activities. Thus, persons or groups that are using school district facilities for other than official school district activities must obtain their own liability insurance and provide a certificate of such insurance prepared in accordance with the following instructions:

The insurance certificate must include:

1. An endorsement to the policy naming the "Tahoe Truckee Unified School District, its Board of Trustees, employees, agents, and volunteers as "additional insured" for a minimum of \$2,000,000.
2. 30 days notice of cancellation

Minimum limits of liability per occurrence:

Liability exposure may range from a low level (such as a community advisory council meeting) to a high level (such as a carnival). The school district reserves the right to determine the limits of liability required.

For some persons, or very small groups, whose activities in district facilities will entail a very low level of risk, the school district may, at its discretion, allow substitution of a waiver of liability and have a hold harmless signed by each participant in activity.

Tahoe / Truckee Unified School District

TTUSD Snow Removal Regulations

The Tahoe Truckee Unified School District requires that snow removal as defined here, be performed prior to facility user events at all school sites between November 1st and April 30th. Snow removal is necessary prior to any event when depth reaches 4 inches or more and time permits the completion of operations. Charges to users will be levied when removal is required to be in addition to regular removal. The following applies:

- 1) Facility users agree to pay for snow removal at the site as necessary to remove snow prior to their event. Snow removal is performed by either district snow removal crews or licensed and approved snow removal contractors for a particular site.
- 2) Facility users agree to use only district approved snow removal contractors and not permit any other private or public snow removal operations on school property.
- 3) Facility users agree to the hourly rate of one hundred dollars per hour for snow removal.
- 4) Facility users agree to provide the district with the following information...
 - a. Number of vehicles expected to attend event.
 - b. Date and time that first vehicles will arrive including setup people.
 - c. Exact location of event...i.e. school site, gymnasium, auditorium, etc.
 - d. Time that event will be completely finished and vehicles removed.
 - e. Contact person and number for event.
 - f. 24 hour call-off prior to cancellation of event.
- 5) Facility users agree to remove all vehicles related to the event, from school property promptly after event is scheduled to end, and not leave any vehicles overnight. Facility users will be charged for any towing or impound fees associated with illegally parked and towed vehicles.
- 6) Facility users agree to pay for any and all damage to school property, as a direct result of snow removal operations that were not approved through the signed return of the attached form, FacUse.1A
- 7) Facility users must return the signed form, FacUse1A to the District Office, attention Operations Department.
- 8) Charges will apply for removal is event is cancelled, removal operations are not notified within 24 hours of event, and removal has been performed.
- 9) Events scheduled for immediately following school hours are not included in the above charges and arrangements.
- 10) Late evening, holiday, and weekend events are included in the above charges and arrangements.

Tahoe / Truckee Unified School District

Snow Removal Information and Acceptance Form
FacUse1A

This form is to be used by facility users for snow removal at all locations within the Tahoe Truckee Unified School District. The form must be filled out and signed by all facility users requesting use of facilities between November 1st and April 30th. This form must be filled out and signed by an authorized representative of the requesting organization or agency who is at least eighteen years of age.

Name of requesting organization: _____

Name of requesting individual: _____

Name of school site to be used: _____

Date of event: _____ Time of event (when first vehicle arrives): _____

Duration of event (hours): _____ Number of vehicles expected: _____

Location of event at site (gym, auditorium, etc.), be specific and list all areas involved:

Phone Number of Contact Person: _____

E-mail of Contact Person: _____

Address of Organization: _____

Signature of responsible person: _____

Signature required for facility use. Your signature above, guarantees payment for snow removal services that may be necessary for your event.

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
Facilities Department
11603 Donner Pass Road • Truckee, CA 96161

FACILITY USE APPLICATION

This application form and all other required documentation must be submitted to the appropriate school district site at least 30 days prior to use of facilities.

REQUIRED DOCUMENTATION:

- 1. Facility Use Applicant Information Form (all applicants)
- 2. Verification of nonprofit status of non-governmental organizations (IRS Tax Exempt Letter)
- 3. Certificate of Insurance (all applicants)
- 4. Hold Harmless Agreement & Statement of Information (all applicants)
- 5. Payment in advance of all fees based on dates, times, and number of facilities requested.

CANCELLATION POLICY: Cancellation of reservations must be received in writing not less than 30 calendar days prior to use in order to receive a refund or credit for the dates cancelled.

RAIN DAYS: Rain days will be credited to the user or rescheduled at no charge, ***if possible, at the discretion of the approving person.*** Facilities cannot be "held" without charge to cover the possibility of rain dates.

PART 1: APPLICANT INFORMATION

SITE REQUESTED: _____ Date(s) Requested _____

TIME REQUESTED: _____ Non Profit Tax Exempt ID # _____

EVENT: _____

NAME OF "INSURED" ORGANIZATION: _____

APPLICANT: (i.e.; Team name, pack number) _____

Person submitting application: _____

Mailing address: _____
Street/PO Box _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

APPLICANT STATEMENT OF ACCEPTANCE:

I have reviewed all forms provided; I understand all terms and conditions for the use of facilities of the Tahoe Truckee Unified School District; all members of the applicant organization will comply with all rules, regulations, and restrictions.

Signature *Date*

Site Approval:

- Applicant Information Form is complete
- Date and time requested is complete and accurate
- Certificate of Insurance is attached/on file
- Facilities have been reserved
- Additional charges are noted
- Payment attached

District Office Approval:

- Certificate of Insurance is approved
- Payment in advance of _____ was received on _____, 20____ by _____ in cash or check # _____.
- Approval forwarded to site

AP Signature *Date*

Rev. 5/8/12 White – Site

Pink – District Office

Signature *Date*

Yellow – Applicant

Golden Rod - Site



Tahoe Truckee Unified School District
 11603 Donner Pass Road
 Truckee, CA 96161

PART 2: FACILITY USE CALCULATION WORKSHEET

Applicant organization:

PART A	Site requested: <small>(please circle)</small>	TE	THS	SHS	DT	DO	GE	ACMS	Rideout
			NTMS	NTHS	TL	CMS	KBE	SMCEC	Other
	Expected # Participants:	# Adults _____		# Children _____		Ages _____			Open to the Public: _____
	# Adults (21+) Supervising Children:			# Teen Counselors: _____					Yes ___ No ___
	Expected # Spectators:	# Adults _____		# Children _____					
	Dates Requested	to _____		Times Requested	to _____				
	Day(s) of the week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	SPECIAL INSTRUCTIONS:	(Please be specific – # tables, # chairs, nature of field prep needed, etc.)							

CHECKS SHOULD BE MADE PAYABLE TO: TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
DEPOSIT TO INCOME ACCT: 01 . 0114 . 0 . 8650 . 00 . 0000 . 0000 . 00 . 9XX . 00

	Group 1*	Group 2 and 4	Group 3	Designated Group #	Select those that apply (x)	# Hrs	#Days/ #Weeks/ #Months	Rate	Total \$\$
	Application Fee (per request)	\$0.00	\$15.00	\$15.00					
Facility charges (per area/per hr): 2 hr min unless noted									
Standard Classroom/Conference Room	\$0.00	\$7.50	\$30.00						
Specialized Classroom	\$0.00	\$10.50	\$42.00						
Dining Facilities	\$0.00	\$23.00	\$60.00						
Kitchen (No Equipment)	\$0.00	\$13.50	\$60.00						
Small Auditorium- Tahoe Lake	\$0.00	\$20.50	\$60.00						
Theater***- Per Hour (4 hour min)	\$0.00	\$35.00	\$70.00						
Theater***- Weekly Rate 3-11 PM only- when school in session (Custodial service additional)	\$0.00	\$840.00	\$1,680.00						
Gym (Large) NTHS/MS/E, THS, ACMS	\$0.00	\$40.00	\$80.00						
Multi-Purpose Room/Gym (Small) DT, GES, KB, TE, TLE, SM	\$0.00	\$25.00	\$60.00						
Locker Room	\$0.00	\$11.00	\$30.00						
Field (Baseball/Football,soccer, etc.) Natural Turf	\$0.00	\$15.25	\$30.50						
Field (Baseball/Football, soccer etc.) Artificial Turf-Alder Creek MS	\$0.00	\$20.00	\$40.00						
Field-Small Playfield & Apparatus (Truckee Elementary)	\$0.00	\$15.00	\$30.00						
Parking Lot (W/out use of facility) Hourly	\$0.00	\$7.00	\$15.00						
Restroom Access-Flat fee per use	\$0.00	\$6.50	\$24.00						

PART C	Personnel Charges-Flat Fee Per Area (Reg Shift Custodial/Grounds)								
	Classroom		\$12.50	\$25.00					
	Small Gym/ Multi-purpose Room		\$25.00	\$35.00					
	Large Gym		\$50.00	\$75.00					
	Theater		\$50.00	\$100.00					
	Field/Parking Lot		\$25.00	\$35.00					

PART D	Personnel Charges-O/T & Other Services: Per Hour + 1 Hour for set-up and Clean-Up								
	Custodial Overtime (Weekends/Afterhours)	\$45.00	\$45.00	\$45.00					
	Cafeteria Staff	\$28.50	\$28.50	\$28.50					
	Theater A/V Staff	\$30.00	\$30.00	\$30.00					
	Deposits								
Facility Deposit (percent of total)	0.00%	5.00%	5.00%						
Grand Total**									

* Group 1 events scheduled (Sat-Sun) and beginning after 5:30pm (M-F) will be subject to Group 2 rates
 ** The Grand Total represents the estimated fees payable at the time of application and prior to event. Applicant is responsible for any additional hours of facility use or staff time not included on application and will be billed accordingly.
 *** Reservation of Theater includes changing room/green room (ie. standard classroom, conference room, specialized classroom) at no charge.

HOLD HARMLESS AGREEMENT AND
STATEMENT OF INFORMATION

The undersigned, as the duly authorized representative for _____
("Applicant"), 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 crime or any act which is prohibited by law.

The Applicant agrees to and does hereby indemnify and hold harmless the Tahoe Truckee Unified School
District, its officers, agents and employees from every claim or demand made, from every liability, loss,
damage, or expense, of any nature whatsoever, which may be incurred'
by reason of:

- a) Death, personal injury, or bodily injury to persons, loss of or injury or damage to property, or any
loss, damage or expense which may have been sustained by
the District or any persons, firm or corporation employed by the
District upon or in connection with the use of property or activity called for in
this agreement caused by Applicant's negligence during the use of District facilities.
- b) Any injury to or death of persons or damage to property, any loss or theft sustained by persons,
firms or corporations including the Applicant arising from any act of neglect, default, omission,
negligence or willful misconduct of the Applicant or any person, firm or corporation employed by
the Applicant, either directly or by independent contract and attributable in connection with the
activity covered by this agreement, on or off District property.

The Applicant, at his/her own expense, cost and risk, shall defend any and all actions, suits or
other proceedings that may be brought or instituted against the District, its officers, agents or
employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against
the District, its officers, agents, or employees in any action, suit or other proceedings as a result of
the activity called for in this Agreement for which Applicant is liable.

PROPERTY/FACILITY USED: _____

ACTIVITY: _____

FOR THE USER:

Legal Name: _____

(Please Print)

Authorized Agent _____

(Signature)

Address: _____

Telephone: _____

Date: _____

FOR THE SCHOOL DISTRICT:

Tahoe Truckee Unified School District

Authorized Agent: _____

(Signature)

Title: _____

Date: _____