

Wednesday 9/17 - 4/29 (28)
Thursday 9/18 - 4/30 (28)
(Both ch'd to Thursday)
per site secretary

APPLICATION FOR USE OF DISTRICT FACILITIES

Application for use of Huff Elementary at Food Service a MUR
(Name of School) (Room Assigned)
Date of Application 6/11/14 Use Date(s) _____ Preparation/Opening Time _____ to _____
Actual Program Time 12:45 to 1:25 Clean-Up Time _____ to _____ Type of Program or Event Public speaking Debate
Estimated Attendance 20 Open to Public? Yes ☒ No _____ Will admission or participation fees be charged or
donations accepted? Yes _____ No _____ If yes, price of admission \$ 80 If yes, what will the proceeds be used
for? _____ What percentage of participants reside in the Mountain View-
Whisman School District boundaries? 100 % Comments/Special Requirements/Type of Set-Up Needed: classroom style

I, the undersigned, certify that:

**In submitting this application, I have read and understand the General Rules on the reverse side of this application and will abide by the special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules, and understand that use is subject to advanced payment of all permit fees, damage deposit, submission of certification of insurance requirements (if required) and approval by the administrator in charge of facilities.

**The applicant agrees, at its own expense, cost and risk, to indemnify, defend, save and hold harmless the District, agents, employees and officers against any and all personal injuries, damages, liabilities, costs, suits or expenses, including reasonable attorneys fees, arising out of any act or omission of any officer, agent or employee of the Mountain View Whisman School District or resulting from the condition of any property owned or controlled by the District.

**The applicant agrees to furnish such liability or other insurance to include, if applicable, naming the Mountain View Whisman District as additional insured for the protection of the public and the lessor as the lessor may require. Requirement to be designated upon issuance of permit. Facility may not be used prior to receipt of certificate. The applicant shall provide and maintain during the term of this contract a program of insurance satisfactory to the District covering its operations hereunder. Certificates of insurance, along with significant endorsements, shall be delivered to the District on or before the effective date of this Agreement, and shall stipulate that the District is to be given written notice by registered mail at least thirty (30) days in advance of any modification or cancellation of any policy of insurance. Coverage shall include the following:

General Liability: Such policy of insurance shall include, but not limited to, comprehensive general liability, covering bodily injury and property damage with a combined single limit of not less than \$1,000,000 per occurrence. The District's insurance shall be considered excess insurance and won't respond until all primary insurance has been exhausted.

**I will be personally responsible on behalf of our organization for any damages occurring through occupancy or use of said facility, equipment or furniture by the applicant. Lost equipment or damages sustained shall be compensated for upon request.

**The above mentioned hours will be strictly observed, and should it be necessary to extend the time beyond that specified in this application, special permission will be obtained from the administrator in charge of facilities before the event convenes, and in such instances additional charges may be made.

**The reservation shall be granted with the understanding that the District may cancel a permit when the facility is needed for their own program. I further understand it is my responsibility to notify the District of any cancellations on my part. Failure to notify may result in charges.

Print Name of Applicant Ritu Khurana Address 45630 parkmeadow ct. Fremont
Sponsoring Organization Bay Area Debate club Address CA 94539
(Responsible Individual/Officer) Ritu Khurana Signature of Applicant RKhurana
Address 45630 parkmeadow ct. City Fremont Zip 94539 Telephone 510 573 2497
Approved by Principal [Signature] Date 6/11/14
Approved by MOT: [Signature] Date _____

Amount of Rental Fee \$ _____ Custodial: 56 Hrs-\$ 4263 Total Estimated Charges \$ _____
28 classes/session

Original - Principal

Copy - MOT

Copy - Business Office

Copy - Applicant

Original
MUR

$108.75 / \text{hr} \times 28 = 3045.00$
 $\text{Food Service } 43.50 / \text{hr} \times 28 = 1218.00$

RULES AND REGULATIONS

1. No official reservation will be made until the Facilities Application and Use Permit Form is completed and submitted to the school principal for approval.
2. Civic Center use may be permitted to any organization which activities are recreational, educational, political, economic, artistic or moral, provided none of these activities advocate the overthrow of our government by force.
3. The use of school facilities by religious and sectarian groups for religious purposes is forbidden by authority of both the Constitution and the Education Code except on a competitive fair rental basis. The use of school facilities by these groups for recreational purposes may be permitted.
4. Any use charges shall follow the schedule.
5. Any group granted the use of school facilities shall not use them for any purpose not specified in the permit for use.
6. Any hardball activities involving batting or any facilities come under the terms of this regulation. Hardball activities are restricted to the diamonds with regulation baseball backstops.
7. Permits for the use of school buildings for meetings at which there will be a discussion of social, economic, or political problems shall be granted only on condition that such meetings shall be open to all who desire to attend.
8. The district reserves the right to cancel any and all agreements for the use of school facilities up to twenty-four hours before the scheduled use.
9. Sponsors requesting use of facilities must accept complete responsibility for conduct of those attending, care of property, and payment of any charges or rental.
10. Reservations will not be approved for a longer period than the current school year.
11. Approval for use does not include any dates, time, rooms or equipment not specified on the application.
12. Smoking is not permitted.
13. Possession of alcoholic beverages on school grounds is a misdemeanor.
14. If school mechanical equipment is to be used, the school will provide personnel to operate this equipment, and a charge will be made for the services of the operator.
15. Any groups requiring the use of cafeteria will be billed in accordance with the schedule of charges.
16. Uses of nails, tacks, staples, scotch tape, etc., is not permitted in any of the woodwork or walls.
17. The use of slip retardants containing abrasives on floors is prohibited.
18. The school will set up the number of seats requested not to exceed capacity of the room used. Under no circumstances can additional seating be supplied and placed by the user in excess of the seating limit.
19. All sponsors' equipment, etc., must be removed from the school premises. The District will not be responsible for equipment, etc., not removed.
20. No electrical appliances or extensions may be used except those furnished by the school. Any exception to this regulation must have special approval by the Administrator in charge of facilities.
21. All decorations must be flame retardant treated.
22. Custodians will be on duty one-half hour before an activity is scheduled to begin, and they will stay on duty for one-half hour after it ends. This time may be chargeable to the organization using the space.

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT CALENDAR 2014-2015

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
September 2014						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
October 2014						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
November 2014						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Non-Student Days

Holidays

7/4	Fourth of July
9/1	Labor Day
11/11	Veterans' Day
11/26-11/28	Thanksgiving Holidays
12/22 - 1/2	December Break
1/19	Martin Luther King, Jr.
2/16-2/20	Winter Break
4/6-4/10	Spring Break
5/25	Memorial Day

Staff Development Days

8/12	Staff Development Day
8/13	Staff Development Day
8/14	Staff Development Day
9/19	Staff Development Day
1/5	Staff Development Day
3/16	Staff Development Day

Teacher Work Day

8/15	Teacher Work Day
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Minimum Days for Students

8/18 First Day for Student

Parent/Teacher Conferences, 6-8
10/6-10/10

Parent/Teacher Conferences, K-5
10/13-10/17

Other Minimum Days

11/7	End 1st Trimester
11/21	Professional Development Day
2/27	End 2nd Trimester
5/22	Professional Development Day
5/29	End 3rd Trimester

Last Day for Students

6/5	Last Day for Students
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Approved by the Board, December 12, 2013

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February 2015						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March 2015						
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22	23	24	25	26	27	28
29	30	31				
April 2015						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May 2015						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June 2015						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mountain View Whisman School District

Facility Use Fee Schedule 2014-15

Facility Charges (per hour with 2-hour minimum, includes restroom access)	Group 1	Group 2	Group 3	Group 4
Standard Classroom or Conference Room	no charge	\$ 15.50	\$ 21.75	\$ 43.50
Computer Lab or Specialized Classroom	no charge	\$ 27.00	\$ 33.25	\$ 65.25
Field or Blacktop (each designated area)	no charge	\$ 15.50	\$ 21.75	\$ 43.50
Parking Lot	no charge	\$ 15.50	\$ 21.75	\$ 43.50
Multi-use Room	no charge	\$ 38.25	\$ 55.00	\$ 108.75
Summer School/Camp (classroom/day)	no charge	\$ 136.25	n/a	\$ 154.00

Notes: (1) Except for computer lab or specialized classroom, facility charge does not include use of equipment, such as televisions, speaker systems, pianos (which, at the option of the District, may be rented for an additional charge). (2) Field use is subject to a joint use agreement with the City of Mountain View, which oversees field use after school and on weekends.

Personnel Charges (per hour with 2-hour minimum)	Group 1	Group 2	Group 3	Group 4
Custodial (if required for setup, preparation, or cleanup, or if facility use occurs outside of site custodian's regular work hours)	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00

Facility Use Group Descriptions

Group 1 District and school-related organizations and activities	Examples: (1) games, practices, meetings, performances, and other events sponsored by the school district and supervised by a district employee, (2) auxiliary organizations, e.g., PTA, (3) recognized school clubs
Group 2 Activities oriented toward community youth that are sponsored by recognized non-profit organizations	Examples: (1) scout meetings, (2) parks and recreation activities not covered by the joint use agreement with the City of Mountain View, (3) other public school districts, (4) YMCA/YWCA, (5) CSMA, (6) youth sports leagues
Group 3 Other community activities sponsored by recognized non-profit organizations or other public agencies	Examples: (1) city or governmental agencies not covered by joint use agreement with the City of Mountain View, (2) college or university groups, (3) civic organizations and service clubs, (4) fundraising events sponsored by non-profit organizations where receipts are expended for charitable purposes, (5) educational groups, (6) religious organizations, (7) adult sports leagues
Group 4 Activities and events sponsored by for-profit organizations or individuals requesting facilities for personal use. All fundraising events not for the benefit of district students.	Examples: (1) commercial use of facilities, e.g., music lessons, private tutoring, or summer camp, (2) activities sponsored by for-profit organizations, (3) private dances, parties, or other functions, (4) any events or meetings where receipts are not expended for charitable purposes or for the welfare of district students