

Cold Spring Elementary School District

2243 Sycamore Canyon Road • Santa Barbara, CA 93108 • Phone (805) 969-2678 • Fax (805) 969-0787

Application and Agreement for Community Use of School Facilities and Grounds

Event or Activity Information

Single Event:

Date requested: _____

Exact Hours of Use: _____

Note: School-connected organizations must apply by the deadline in order to receive priority scheduling. After the deadline, space is first come first serve.

OR

Recurring Event:

If you need to use school facilities on a regular basis, you must apply on a quarterly schedule:

- ☐ Fall Quarter (Sept-Dec)
- ☐ Winter Quarter (Jan-Mar)
- ☐ Spring Quarter (April-Mid June)
- ☐ Summer Quarter (Mid June -Aug)

Start Date: _____ End Date: _____

Days of Week: _____ Exact Time of Day: _____

What Facility do you need? (Check all that apply)

- | | | | | |
|-------------------------------------|------------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Classroom | <input type="checkbox"/> Playground | <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Library | <input type="checkbox"/> Field | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Bathrooms |

Applicant Information

Group Name: _____ Contact Name: _____

Address: _____ City & Zip: _____

Phone: _____ Email: _____

Number of Participants: _____ Purpose: _____

Is the activity open to the general public? ☐ Yes ☐ No

Is Applicant a non-profit organization? ☐ Yes ☐ No

Does your organization plan to charge an admission fee, collection of solicitation of funds? ☐ Yes ☐ No

I hereby certify that I have reviewed the ***Use of School Facilities or Grounds Rules and Regulations*** and shall be personally responsible, on behalf of our organization, for any damage or unnecessary abuse of school buildings, grounds, or equipment out of the occupancy of said premises by our organization.

Applicant Signature: _____ Print: _____

Date of Application: _____

This Application is not a valid permit until signed below.

District Use Only

Administrator Approval: _____ Date: _____

Fee Determination: ☐ Direct-Cost ☐ Fair Rental Total Due: \$ _____

Certificate of Insurance: ☐ Verified & Attached

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Calendar check | <input type="checkbox"/> Maintenance Director | <input type="checkbox"/> Preliminary Approval | <input type="checkbox"/> Board Approval |
|---|---|---|---|

Use of School Facilities or Grounds

Cold Spring Elementary School District Rules and Regulations

In conformance with Board Policy and Administrative Regulation 1330, the Board of Trustees of the Cold Spring School District has adopted the following rules and regulation for the use of school facilities for other than school purposes.

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for the Civic Center Act when such use does not interfere with school activities.

All school district activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Second priority shall be given to school connected organizations including the Parent Club and Foundation. Thereafter, the use shall be on a first-come, first served basis.

Any permit may be revoked where confliction dates have resulted or where the need of the property school purposes has subsequently developed.

No Charge and Direct Cost

Subject to the application procedures set forth above, and at the discretion of the Superintendent/Principal or designee, the use of school facilities is available to the following groups, provided their purposes are not in conflict with the educational programs or goals of the district:

- * School staff or school organizations sponsoring district/school functions;

- * Community nonprofit organizations sponsoring activities designated to service the students of the district;

- * Adult non-profit organizations, public agencies, senior citizens, and cultural organizations that do not charge an admission fee and serve residents within the Cold Spring School District.

If custodial services are not required, use of the facilities shall be available at no charge.

If custodial services are required, direct cost fees shall be charged according to the Cold Spring School District Direct Cost Fee Schedule and at the discretion of the Superintendent/Principal.

Long-term use of the facilities may require additional fees. Long-term use is defined as more than two days per week or eight days per month.

Fair Rental Value

All other groups or individuals who use the facilities for commercial or other use or charge a fee will be charged the fair rental value fee schedule adopted by the Board.

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use that is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use that involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco and cannabis use.

During the school year, classrooms will not be used for after school programs except for districted operated programs. The district may exclude other school facilities from non-school use for safety or security reasons.

Any permit may be revoked or not renewed if the organization does not use the facility for the intended purpose as stated on the Application and Agreement for Use of School Facilities.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134).

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134) The district shall be named as Additional Insured and Certificate Holder with liability limits listed as "per occurrence". Limits shall be current amounts directed by the district's property and liability insurer. At a minimum, the period of coverage shall include the entire dates of event use to include set up and tear down activities.

As permitted, the Superintendent/Principal or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Location	Direct Cost For Non-Profit Organizations	Fair Rental Value For Commercial Organizations
Classroom	\$20/hour - \$80/day	\$30/hour - \$120/day
Library	\$20/hour - \$80/day	\$30/hour - \$120/day
Kitchen	\$20/hour - \$80/day	\$30/hour - \$120/day
Auditorium	\$35/hour - \$140/day	\$50/hour - \$200/day
Restrooms	\$25 per event	\$25 per event
Athletic field or courts	No charge	\$15/hour - \$60/day
Playground and parking areas	No charge	\$15/hour - \$60/day

Staffing Conditions/Charges:

Weekend use of Facilities are subject to an additional charge for staffing and is subject to the availability of staff.