

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

Plumas Lake Elementary School District
2743 Plumas School Road
Plumas Lake, CA 95961
(530) 742-0981

08/26/2013 jd

Date of Application \_\_\_\_\_

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

School Site Requested \_\_\_\_\_ Date(s) to and from \_\_\_\_\_

Room (s) Requested \_\_\_\_\_ Days of the week \_\_\_\_\_

Event Time \_\_\_\_\_ Open Time \_\_\_\_\_ Close Time \_\_\_\_\_
(add 1 hour to close time for cleaning)

Nature of Activity \_\_\_\_\_

Certificate of Insurance (\$1,000,000 minimum) Attached \_\_\_\_\_ Yes \_\_\_\_\_ No (required before approval)

Estimated cost for use \$ \_\_\_\_\_ due and payable at time of contract.
Additional charges will be assessed if contract terms and conditions are not met. If this is a revolving event.
The event will be billed a month prior to it happening. THE FACILITY REQUESTED IS NOT
CONSIDERED RESERVED UNTIL THE CHECK HAS CLEARED.

Terms & Conditions:

- 1. Any use of school facilities for non-school purposes shall comply with all state and local fire, health and safety laws.
2. Governing Board Policy and Administrative Regulation I330 require that all school properties be use for school functions as a first priority to any other requests for said properties.
3. The Director of Facilities or assignee will be the contact person for the school district.
4. Activities must be under satisfactory and adequate adult supervision at all times.
5. Law prohibits the unlawful use of controlled substance or illegal drugs, Alcohol, tobacco use, weapons, profane language, quarreling, fighting, or gambling is not permitted on any school property or in and around school buildings.
6. Gym shoes are required of all people using the gym floor for active recreation.
7. The serving of food or drink indoors is restricted to the multi-purpose room of cafeteria.
8. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities.
9. School equipment will not be used unless specifically authorized.
10. The using group agrees to assume financial responsibility for all damages and any additional custodial services, if required.
11. Adult in charge will seek out custodian on duty to notify him when the activity is completed.
12. The using group will return the facility to its original arrangement and condition before leaving. The school custodian will perform normal clean up. All functions shall close by 10:00 p.m.
13. Permits may be revoked at anytime upon reasonable notice.
14. Arrangements of tables, chairs, stage props, and decorations are subject to regulations of local fire department and the State Fire Marshall

The undersigned states that, to the best of his knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement for the purpose or intent to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means.

**Classified Employees (custodial or cook time):**

1-8 hours week day: \_\_\_\_\_ @ 22.50 hr. \_\_\_\_\_

9-12 hours week days & 8 hours on Sat. \_\_\_\_\_ @ 32.00 hr. \_\_\_\_\_

After 8 hours Saturday and all day Sun. \_\_\_\_\_ @ 42.00 hr. \_\_\_\_\_

Other negotiated rate. \_\_\_\_\_

	<u>Daily</u>	<u>hr. rate/ 2hr. min</u>		<u>Daily</u>	<u>hr. rate/ 2hr. min</u>
Multi-purpose w/kitchen	\$ 440.00	\$ 110.00	Quad Area	\$ 220.00	\$ 55.00
Multi-purpose room	\$ 330.00	\$ 82.50	Stage	\$ 220.00	\$ 55.00
Library	\$ 330.00	\$ 82.50	Room	\$ 25.00	
Kitchen only	\$ 330.00	\$ 82.50			

**\*Youth recreational leagues - The district shall charge the league to assist with maintaining the fields.**

\_\_\_\_\_  
Signature of Authorized Group Representative Print Name/Title

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Approved by Director of Facilities Date

\_\_\_\_\_  
Approved by Superintendent Date