



Use of School Facilities Packet

Contact Information

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facilities@fuhisd.net

Correspondence & Mailing Address:

Fallbrook Union High School

Attention: MOT

2400 S. Stage Coach Lane

Fallbrook, CA 92028

**Fallbrook Union High School District
Maintenance, Operations, Transportation Department**

STATEMENT OF INFORMATION

The undersigned states that, to the best of his or her 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 the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means;

That, _____ the organization on whose behalf he or she is making application for use of school property, does not , to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization of Communist from organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Print Name Here

Signature

Fallbrook Union High School District
Maintenance, Operations, Transportation Department

Conference Rooms/Classrooms/Cafeteria
Rules and Precautions

1. No food of any kind allowed in the facility unless approved.
2. No gum or tobacco products allowed in or around the facilities.
3. No dogs or other pets allowed in the facilities.
4. No paints, chalk, permanent markings allowed. Banners allowed only with prior approval.
5. If using the cafeteria:
 - a. No one is allowed in the kitchen area for ANY reason without written permission from the director of food services.
 - b. Do not touch any monitors, equipment or kitchen equipment for ANY reason.
6. If using a classroom:
 - a. Please leave room as your found it.
 - b. Do not move desks unless given prior permission to do so.
 - c. No one is allowed the use of school computers in the classroom for ANY reason.
 - d. Please respect the classroom and teacher whose classroom you are borrowing.
 - e. Do NOT touch move or remove any of the items left by the classroom teacher.
 - f. Client/Organization is responsible for ANY items missing after the event.
7. Please pick up any trash, cups, plates, etc. and deposit into trash receptacles.
8. Please supervise children at ALL times.

Initial: _____

Fallbrook Union High School District
Maintenance, Operations, Transportation Department

Gymnasium Rules and Precautions

1. No gum or tobacco products allowed in or around gymnasium facilities.
2. No sunflower seeds, nuts, or popcorn allowed on gym floor or in the bleachers
3. No food of any kind allowed on gym floors.
4. No sports drinks, fruit juice, or soda allowed on the gym floor. Water is allowed if it is not colored.
5. No dogs or other pets allowed in the gym facilities.
6. No bicycles, skates, skateboards allowed in the gym facilities.
7. No glass bottles or containers allowed in the gym facilities.
8. No fireworks or open flames allowed in the gym facilities.
9. No paints, chalks, or permanent markings allowed on ANY surface. Banners only with approval.
10. No ladders or stools for the cheerleaders on the gym surface - a "full cube" or box with felt or rubber bottom may be acceptable.
11. No dumping of ice buckets/coolers on gym surfaces.
12. No hard sole shoes on gymnasium floors.
13. Please pick up any trash, cups, tape, etc. and deposit into trash receptacles.
14. Please supervise children who are not playing or cheering.

Initial: _____

**Fallbrook Union High School District
Maintenance, Operations, Transportation Department**

Track & Field/Stadium Rules

Beginning on October 1, 2013, new rules for all organizations utilizing the football stadium Turf and Trach are as follows. Failure to follow these rules may result in the cancellation of the event, additional charges for clean up, and/or cancellation of all future events. Our purpose is to preserve and maintain the track and field for the students at Fallbrook High School.

1. Only molded or screw in cleats will be allowed (NO Nike 'Sharks').
2. No baseball-type cleats will be allowed on the Track and/or Field.
3. Only container of plain drinking water allowed on the Track and/or Field. No colored water.
4. NO food, sugary drinks, alcoholic beverages, chewing gum, or any type of candy allowed on the Track and/or Field. Plain drinking water ONLY.
5. No dumping of ice coolers/buckets or water on the Track and/or Field.
6. NO SUNFLOWER SEEDS, SHELLLED NUTS etc. allowed on the Track and/or Field.
7. NO BICYCLES OR VEHICLES will be allowed on the Track and/or Field surface
8. No tents, strollers, folding or beach chairs, umbrella, benches (other than those provided), tables on the Track and/or Field
9. Canopy's or Pop Ups are as follows:
 - a. You may only have one canopy on each side of the field, 3 if an athletic trainer has a medical station set up at the field. They may be placed on the track or turf.
 - b. Each canopy must have the factory plastic or rubber feet attached to each leg of the canopy. Each foot pad must measure at least 2 inches square. If the canopy has a metal foot or no foot at all they must be placed in a tennis ball or sit on a towel or pad
 - c. There can be no stakes used to secure the canopy to the ground. They may use sand bags, or weights to keep it from being blown away.
 - d. Outside groups and/or staff are required to provide all items needed to insure their canopy is in compliance. Security and or Facilities will not provide pads, weights or tennis balls or canopies for any groups
10. NO SMOKING OR TOBACCO RELATED PRODUCTS will be allowed on the Track and/or Field, viewing stands, parking lots. And other campus locations.
11. Walkers and joggers are to use the 2 outside lanes (lanes 7 & 8) on the track.

Initial: _____

Community Relations

USE OF SCHOOL FACILITIES

Part I - Statement of Information

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used to the commission of any crime or any act which is prohibited by law.

The undersigned further declares that, _____, the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

Signed: _____

Organization if applicable: _____

Date: _____

Part II – Schedule of Fees for Use of School Facilities

Note: All applicants, in all categories, for use of school facilities shall be required to pay for the direct costs of operation and any labor for custodial and/or cafeteria employees or theater staff for the duration of their activity but in no event less than a two-hour minimum, including overtime and/or holiday rate of pay.

Proof of Non-profit Status

Proof of nonprofit status must be submitted with the application to obtain the reduced rate. Any of the following is acceptable evidence of nonprofit status: (a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code; (b) a copy of a currently valid IRS tax exemption certificate; (c) a statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals; (d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status; (e) any of the above proof for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate. If proof is not attached, you will be charged the Fair Rental Value.

Cost of labor hours is in addition to the use of school facilities fees. **All fees must be paid in advance.**

FEES LISTED ON NEXT PAGE ARE IN ADDITION TO PERSONNEL COSTS

Fallbrook Union High School District

Schedule of Fees for School Facilities

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Rates are on a per hour basis (two hour minimum) Fee Schedule starting 2020-2021

Facility	Non-Profit	Fair Rental Value
Classroom	\$15.00	\$30.00
Conference Room	\$15.00	\$30.00
Library	\$40.00	\$80.00
Cafeteria	\$30.00	\$60.00
Bob Burton Center for the Performing Arts - Please see Separate Fees and Policy		
Sports Facilities	Non-Profit	Fair Rental Value
Gymnasium - Play Floor only	\$20.00	\$150.00
Gymnasium w/ Bleachers & Scoreboard	\$50.00	\$200.00
Grass Fields	Non-Profit	Fair Rental Value
Practice Field	\$25.00	\$75.00
Ivy Field	\$25.00	\$75.00
Lower Field	\$25.00	\$75.00
Baseball Field	\$40.00	\$100.00
Softball Field	\$40.00	\$100.00
Chalk and Chalk liner available for use	\$15.00	\$25.00
Stadium (2 hr. Minimum reservation)	Non-Profit	Fair Rental Value
Stadium - Artificial Turf - Day	\$100.00	\$200.00
Stadium - Artificial Turf - Night	\$150.00	\$250.00
Press Box	Non-Profit	Fair Rental Value
Press Box use (must have a Campus Supervisor present)	\$50.00	\$150.00

Rates are on a per hour basis (two hour minimum) Fee Schedule starting 2020-2021

Courts	Non-Profit	Fair Rental Value
Tennis Courts/Pickleball Court	\$25.00	\$25.00
Outdoor Basketball Court	\$25.00	\$25.00
Handball Courts	\$20.00	\$25.00
Pools	Non-Profit	Fair Rental Value
Lap pool 6 lanes		\$100.00
Dive Pool		\$60.00
Additional Facilities	Non-Profit	Fair Rental Value
Staff/PAC Parking Lot	\$10.00	\$20.00
Horseshoe Parking Lot	\$10.00	\$20.00
Senior Parking Lot	\$10.00	\$20.00
District Parking Lot	\$10.00	\$20.00
Winterhaven Parking Lot	\$10.00	\$20.00
Auxiliary Personnel Cost (Minimum 2 Hours)	Non-Profit	Fair Rental Value
Campus Supervisor	\$27.00	\$27.00
Custodial	\$31.00	\$31.00
Maintenance	\$35.00	\$35.00
Nutrition Services Employee	\$35.00	\$35.00
Press Box Operator	\$35.00	\$35.00
Set-up/Take-down (Flat Fee)	\$35.00	\$35.00

FEE SCHEDULE SUBJECT TO CHANGE

Schedule of Fees
Bob Burton Center for the Performing Arts

	Current	20/21	21/22	22/23
Technicians hourly	\$ 21.00	\$ 27.00	\$ 27.00	\$ 27.00
Custodial hourly	\$ 25.00	\$ 31.00	\$ 31.00	\$ 31.00
Non-Profit Rental Rates:				
Rehearsal First 4 hours	\$ 505.00	\$ 530.25	\$ 556.76	\$ 584.59
Show Day First 4 hours	\$ 605.00	\$ 635.25	\$ 667.00	\$ 700.35
Hourly 6 a.m. - 12:59 a.m.	\$ 57.75	\$ 60.63	\$ 63.66	\$ 66.84
Hourly 1 a.m. -5:59 a.m.	\$ 84.00	\$ 88.20	\$ 92.61	\$ 97.24
Electrical surcharge	\$ 21.00	\$ 25.00	\$ 25.00	\$ 25.00
Commercial Rental Rates:				
Rehearsal First 4 hours	\$ 855.00	\$ 897.75	\$ 898.75	\$ 943.68
Show Day First 4 hours	\$ 955.00	\$1,002.75	\$1,052.89	\$1,105.53
Hourly 6 a.m. - 12:59 a.m.	\$ 110.25	\$ 115.76	\$ 121.54	\$ 127.61
Hourly 1 a.m. -5:59 a.m.	\$ 136.50	\$ 143.32	\$ 150.48	\$ 158.00
Electrical surcharge	\$ 21.00	\$ 25.00	\$ 25.00	\$ 25.00

FEE SCHEDULE SUBJECT TO CHANGE

This Use of
School Facilities
packet, pg. 1-9,
approved for use
11/15/2013

Request for Use of School Facilities
(Request to be submitted 30 days in advance of date requested)

Organization: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact: _____ Email: _____

Person responsible in attendance during event: _____ Phone: _____

An approved copy of this form is required for admittance to any FUHS facility.

School Affiliation: ☐ Class I ☐ Non Profit 501 (C)(3) ☐ Commercial/Individual

Area Requested	Activity/Event	Date(s)	Arrival Time	Event Begins	Event Ends	Departure Time	Total Hours

Will food of any kind be served? Yes _____ No _____

Will any admission fee, collection, or solicitation of funds be involved? Yes _____ No _____

Expected Attendance

Adults _____ Children _____

* **Smoking, Drugs and Alcohol are prohibited at all FUHSD facilities**

* **Applicant agrees to abide by all other rules and regulations of FUHSD and its individual sites.**

* **FUHSD functions take precedence over public functions**

* **Payment due two weeks prior to event**

☐ **ADDITIONAL PERMITS REQUIRED**

☐ **Check here if contact and applicant are same.**

Applicant agrees to indemnify and save harmless the Fallbrook Union High School District (FUHSD), its officers, agents and employees, against any and all loss, damage and/or liability including but not limited to personal injury, bodily injury, accident, illness or death or any loss of damage to property and liability that may be suffered or incurred by the school district, its officers, agents and employees, and against any and all claims, demands, causes of action or credits, obligations, judgments, suits, attorneys' fees, costs and expenses that may be made or brought against the FUHSD, its officers, agents and employees, caused by, arising out of, or in any way connected with the use by applicant of FUHSD facility or the exercise of the privilege herein granted. Applicant further agrees to be the contact person to insure that his/her organization, promptly reimburses FUHSD for any damage sustained by the school premises, furniture or equipment because of the use or occupancy of said premises by his/her organization and to abide by and enforce the rules, regulations and policies of the Fallbrook Union School District governing the use of school facilities and equipment. According to the law of the State of California

Authorized Signature _____ **Date:** _____

I am authorized on behalf of the above named applicant/organization to sign this application for the use of FUHSD facilities and thereby obligate applicant for any fees and charges.

Name(print) _____ Title/Position _____

Address _____ City _____ State _____ Zip _____

Event Insurance

(cannot be waived)

State Law holds group using school facilities liable for injuries resulting from the group's negligence during the use of school facilities and requires the group to bear the cost of insuring itself against risk.

FUHSD requires a **Certificate of Insurance** and a separate **Endorsement Certificate** to be on file with FUHSD naming Fallbrook School District as an **"Additional Insured"** and whose value is not less than **\$1,000,000** combined single limit liability for bodily injury and property damage.

† Applicant agrees to furnish FUHSD with a Certificate of Insurance from organization's provider. _____ initial here.

Itemized Charges

Facilities Charges _____

TOTAL CHARGES _____

Advance Payments

Describe requested setup, if special layout is requested **attach layout** _____

Approvals:

Dir. Athletics _____ Date: _____ Dir. ASB _____ Date: _____

Dir. Performing Arts _____ Date: _____ Dir. Food Ser. _____ Date: _____

Dir. Facilities _____ Date: _____