

**River Delta Unified School District**  
Application for Use of School Facilities Permit  
2 Week Notice Required

**Check List**

An application will not be considered complete without the submittal of all applicable items.  
Please be prepared to submit all items listed below at the time of application.

- Application for Facilities Use Permit** – Must be submitted two (2) weeks prior to the date of use. All areas must be completed to be processed.
  
- Insurance** – Certificate of Insurance and an Additional Endorsement, naming the River Delta School District, its officers, employees, agents, and volunteers as Additional Insured in the amount of \$1,000,000 per occurrence.  
 Certificate with a valid expiration date is already on file with the RDUSD Business Department.
  
- Food Sales** – The organization responsible for a community event at which food/beverages are sold/donated shall obtain an Environmental Health Permit. The organization is cooking, prepping and serving food from a district cafeteria for a community event shall have a person who is ServSafe certified at the event or will be charged for a RDSUD Food Service Worker who is ServSafe certified.
  
- Alcohol Sales** – The organization responsible for a community event at which alcohol is being served will obtain or hire services licensed by the California Department of Alcoholic Beverage Control (ABC).  
  
 Attached should also be the security company that has been hired to monitor event guests, especially those consuming the alcoholic beverages being served.
  
- Security Deposit** – This will be applied towards direct costs as applicable.  
  
Group 1: \$100  
  
Group 2-4: \$2,000
  
- Back Up Information** – A copy of the finalized Informational/Promotional Flyer sent to all potential participants/patrons, which announces all fees to be charged and details about the event/activity, must be attached to this application.
  
- District Interview (Group 1 & 2 only)** – To do so, please call Front Desk Attendant at 707-374-1700 to be transferred to the appropriate staff member. Please provide the date and time you have scheduled with the Superintendent or Designee to discuss your event/activity.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**River Delta Unified School District**  
 Application for Use of School Facilities Permit  
 2 Week Notice Required

**IF APPROVED, YOU MUST HAVE THIS SIGNED PERMIT WITH YOU ON THE DAY(S) OF THE EVENT.**

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

Name of Organization \_\_\_\_\_

Authorized Agent or Individual Applicant Name and Title \_\_\_\_\_

Billing Address \_\_\_\_\_

Non-Profit ID#: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Person in charge of event, if different from authorized agent \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**School Site Requested:** \_\_\_\_\_

Purpose of meeting or activity \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Admission Charged? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, Amount \$ \_\_\_\_\_

If yes, will the net proceeds be expended for the welfare of pupils of RDUSD or for charitable purposes to benefit District residents? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will alcohol be served? \_\_\_\_\_ Yes \_\_\_\_\_ No Will alcohol be sold? \_\_\_\_\_ Yes \_\_\_\_\_ No

This organization is (profit)/ (non-profit), and (youth exclusive)/(non-youth exclusive)

FACILITY AREA	Start Date	End Date	Day(s) of the Week	Start Time	End Time

**Facility Area Requested**

- ( ) Secondary Classroom # \_\_\_\_\_
- ( ) Cafeteria
- ( ) Kitchen
- ( ) Library
- ( ) Athletic Field(s)
  - \_\_ Baseball
  - \_\_ Football
  - \_\_ Soccer
  - \_\_ Softball
  - \_\_ General
- ( ) Multipurpose Room
- ( ) Playground
- ( ) Parking Lot
- ( ) Restrooms
- ( ) Auditorium
- ( ) Amphitheater
- ( ) Snack Bar ( ) Announcer's Booth
- ( ) Equipment Storage Space
- ( ) Ticket Booth

**Equipment Requested**

- ( ) PA system/Sound system
- ( ) Chairs # \_\_\_\_\_
- ( ) Tables # \_\_\_\_\_
- ( ) Benches # \_\_\_\_\_
- ( ) Kitchen Equipment
- ( ) Scoreboard
- ( ) Sports Equipment: \_\_\_\_\_
- ( ) Bleachers
- ( ) Stadium Lights

**Required Certification:** Applicant(s)/Permittee(s) hereby certifies that they are an "authorized person" of the permittee organization. Permittee further agrees that in addition to the liability of the organization, the signatory individual of the Permittee agrees to also be jointly and personally liable for all costs and liabilities as outlined on the form the Facilities Use Information Sheet.

**Required Hold Harmless and Indemnification:** I \_\_\_\_\_ and \_\_\_\_\_ (names of signatory individual and organization, permittee) agree to both personal and joint liability as an organization to indemnify, hold harmless and defend the River Delta Unified School District (District) and each of its officers, officials, employees, volunteers and agents from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability including but not limited to personal or bodily injury, death at any time and property damage) incurred by the District, the Permittee or any other person and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the permit or the use of this facility (Code 38134). The Permittee's obligations under the preceding sentence shall apply regardless of whether the District or any of its officers, officials employees, volunteers or agents are negligent, but shall not apply to any loss, liability fines, penalties, forfeitures, cost or damages caused solely by the willful misconduct of the District.

**ACKNOWLEDGEMENT AND AGREEMENT:** I have read the above and the Facilities Use Information Fact Sheet and agree to the terms.

Applicant/Permittee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**DISTRICT USE ONLY**

Site Administrator \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Director, Facilities \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Asst. Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

**Application Fee(s):**

Security Deposit Amount \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Facilities amount to be charged \$ \_\_\_/hr = \$ \_\_\_\_\_ Invoice Date \_\_\_\_\_ Received \_\_\_\_\_

Assigned Personnel time to be charged \$ \_\_\_\_\_ Invoice Date \_\_\_\_\_ Received \_\_\_\_\_

I understand that my agency/organization may be invoiced for other fees for, but not limited to, extra use of facilities, extra use of facilities past allotted time, personnel, clean-up fees, and/or loss and damages. Initials: \_\_\_\_\_

## River Delta Unified School District

### In-House

5-day Notice Required

PLEASE ATTACHED THE APPROVED INFORMATIONAL FLYER FOR THE EVENT/ACTIVITY.

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

Authorized Agent or Individual Applicant Name and Title \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Person in charge of event, if different from authorized agent \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**School Site Requested:** \_\_\_\_\_

Purpose of meeting or activity \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Admission Charged? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, Amount \$ \_\_\_\_\_

If yes, will the net proceeds be expended for the welfare of pupils of RDUSD or for charitable purposes to benefit District residents? \_\_\_\_\_ Yes \_\_\_\_\_ No

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- ( ) Athletic Field(s)
  - \_\_\_ Baseball
  - \_\_\_ Football
  - \_\_\_ Soccer
  - \_\_\_ Softball
  - \_\_\_ General
- ( ) Multipurpose Room
- ( ) Playground
- ( ) Parking Lot
- ( ) Restrooms
- ( ) Auditorium
- ( ) Amphitheater
- ( ) Snack Bar( ) Announcer's Booth
- ( ) Equipment Storage Space
- ( ) Ticket Booth

**Equipment Requested**

- ( ) PA system/Sound system
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- ( ) Scoreboard
- ( ) Sports Equipment: \_\_\_\_\_
- ( ) Bleachers
- ( ) Stadium Lights

**DISTRICT USE ONLY**

Site Administrator _____	Date _____	Approved	Denied
Director, Facilities _____	Date _____	Approved	Denied
Asst. Superintendent _____	Date _____	Approved	Denied

**Application Fee(s):**

Security Deposit Amount \$ _____	Date Received _____		
Facilities amount to be charged \$ ___/hr = \$ _____	Invoice Date _____	Received _____	
Assigned Personnel time to be charged \$ _____	Invoice Date _____	Received _____	

I understand that my school group may be invoiced for other fees for, but not limited to, extra use of facilities, extra use of facilities past allotted time, personnel, clean-up fees, and/or loss and damages. Initials: \_\_\_\_\_

## River Delta Unified School District

### Use of School District Facilities – Rental Fee Schedule 2022/23

\*\*\*Use Fees DO NOT include Personnel Fees (If required) \*\*\*

#### Facility Use Fees for Indoor Areas – Two (2) hour minimum

Eligible Facility/Room Type	Group 1 Free Use	Group 2 Fee-Based Local Youth Sports & Local Non-Profit Organizations <i>Per Hour</i>	Group 3 Direct Costs- Local Users <i>Per Hour</i>	Group 4 Commercial For Profit activities <i>Per Hour</i>
Multi-Purpose Rooms	\$0	\$18	\$80	\$80
Classrooms (Secondary Only)	\$0	\$10	\$40	\$40
Kitchen Use	\$0	\$15	\$80	\$80
Auditorium	\$0	\$23	\$100	\$100
Amphitheatre	\$0	\$23	\$80	\$80
Library	\$0	\$23	\$100	\$100
Snack Bar	\$0	\$15	\$100	\$100

#### Facility Use Fees for Sports/Other – Two (2) hour minimum

Eligible Facility/Room Type	Group 1 Free Use <i>Per Hour</i>	Group 2 Fee-Based Local Youth Sports & Local Non-Profit Organizations <i>Per Hour</i>	Group 3 Direct Costs- Local Users <i>Per Hour</i>	Group 4 Commercial For Profit activities <i>Per Hour</i>
Parking Lot Only	\$0	\$8	\$30	\$30
Restrooms Only	\$0	\$10	\$40	\$40
Gymnasium	\$0	\$13	\$50	\$50
Playground	\$0	\$8	\$30	\$30
Equipment Storage	\$0	\$ 5 (per day)	\$30	\$30
Softball/Baseball Fields	\$0	\$15	\$60	\$60
Football field w/o lights	\$0	\$25	\$100	\$100
Football field w/lights	\$0	\$40	\$160	\$160
Gym w/ locker rooms	\$0	\$20	\$80	\$80
Other outdoor areas	\$0	\$8	\$30	\$30

#### Hourly Rates for Personnel Charges are based on current CSEA contract – Two (2) hour minimum

Type of Employee	Overtime due to regular schedule impact	Unscheduled Hours and Saturdays	Sundays and Holidays
Custodian	\$50.70 Per Hour	\$50.70 Per Hour	\$67.61 Per Hour
Maintenance	\$50.70 Per Hour	\$50.70 Per Hour	\$67.61 Per Hour
Food Service Worker	\$46.44 Per Hour	\$46.44 Per Hour	\$61.93 Per Hour

## **Facility Use Rules, Regulations, and Fee Schedule**

### **Group 1**

The Board authorizes the use of facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. Overtime rate will be charged for custodial rate for a minimum of two (2) hours. These groups include, but are not limited to:

- Boy & Girl Scouts
- PTA/PTC/Booster Clubs
- Community Advisory Councils
- 4-H
- Other similar groups at the discretion of district administration

### **Group 2**

The Board shall charge direct costs for the use of school facilities or grounds under its control for activities of local nonprofit organizations and clubs or associations, which promote youth activities, which charge a fee over \$60 per month to participate. Overtime rate will be charged for custodial rate for a minimum of two (2) hours. The following are examples of users that fall in this category, but not limited to:

- Charitable local fundraising activities
- Fee-Based Youth sports leagues
- Other similar groups at the discretion of district administration

### **Group 2-4**

The Board shall charge fair rental value for the use of school facilities or grounds under its control for which admission is charged and whose sole purpose is profit making, private or personal use by an individual or group.

## Facilities Use Information Fact Sheet

### Rules and Regulations

- Permission will be granted for the use of **specific** rooms or grounds. It shall be the responsibility of the organization to respect and ensure that school property is not damaged or destroyed.
- If any group's activity results in the destruction of school property or personal injury, the group shall be responsible for such injury or damage and will be charged an amount necessary to repair the damages, and further use of facilities may be denied.
- Any group who is granted the use of the school facilities shall not use the authorized area for any purpose not specified in the permit for use.
- Cancellations of requests for the use of facilities must be made not less than twenty-four (24) hours in advance to avoid fees.
- Facilities must be always under the supervision of the person listed on this application as "in charge of the event."
- Permission for the use of buildings and facilities may be revoked by the administration whenever the use may interfere with school activities or whenever there has been a violation of regulations or abuse of building or facilities.
- The using group will return the facility to its original arrangement and condition before leaving the building.
- School Principals retain the right to move users to other similar spaces, if necessary.
- No materials are to be taped, tacked, staples, glued, or pinned to any surface unless designated for such purpose.
- All users must provide their own supplies (i.e. easel, marking pens, sports equipment etc.) Only supplies and equipment authorized in this application are considered to be approved. No verbal authorization will be permitted. Unauthorized use of the school supplies and/or equipment is subject to additional charges.
- Neither the District nor its staff shall be responsible for any items left behind on school premises. Nor shall the District or its staff assume any responsibility for liability in connection with the services provided under this policy or the facilities use agreement. All items must be removed within 48 hours of the event to avoid additional fees.
- The number of people present shall not exceed the posted seating capacity for the room(s) used per County Fire Code Regulations.
- Under no circumstance are vehicles to be driven or parked on the fields, grass areas, or any areas blocked by barricades. A \$500 fee will be charged if the agency/organization chooses to violate this rule.
- Shoes with cleats or plates will not be permitted in school buildings.
- No privilege for using the school facilities or grounds shall be granted for a period exceeding one (1) year.

### Prohibited Activities

- Any use by any individual, society, group, or organization for the commission of any act intended to further any program or movement whose purpose is the overthrow of the government of the United States or of the state by force, violence or other unlawful means. (Education Code 38135)
- Activities that are discriminatory in the legal sense
- Any activities that constitute a public nuisance, commission of a crime or any other act prohibited by law
- Adjustment, tampering with or disabling any utility system or panel including, but not limited to, electrical, HVAC, water and alarm and sprinkler systems.
- Use of the specific areas my agency organization is approved to use cannot be used simultaneously with regularly scheduled school programs or activities.
- Use of additional school facilities areas, not listed in the application, is strictly prohibited. Such violation will result in a \$500 charge per area.
- The removal or displacement of school property
- Smoking is not permitted inn school buildings or on school grounds at any time.
- Issuance of keys and alarm codes to outside organizations
- Unauthorized storage (during or exceeding 48 hours after the conclusion of the activity/event) of the agency/organization's equipment.
- Use of pop-up tents/canopies
- Use of personal or organization's locking mechanisms on school property