



# ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548  
 Phone: 951.926.9244 ♦ Fax: 951.926.2170

**Trevor J. Painton**  
 Superintendent  
**Michelle Wise**  
 Assistant Superintendent  
**Keith Bacon**  
 Chief Business Official  
**John Murray**  
 Director of Human Resources  
**Vince Butler**  
 Chief Technology Officer

## Application and Permit for Use of Facilities

Name of Organization / Applicant: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address of Organization / Applicant: \_\_\_\_\_  
(Street) (City) (State) (Zip Cod)

Name of Representative: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Activity or Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Facility Requested	Room(s)/Location Desired	Date(s) of Use	Day(s) of the Week	Time(s)
<input type="checkbox"/> Boulder Ridge Elementary School 27327 Junipero Rd., Menifee, CA 92585				
<input type="checkbox"/> Harvest Valley Elementary School 29955 Watson Rd., Menifee, CA 92585				
<input type="checkbox"/> Mesa View Elementary School 27227 Heritage Lake Dr., Menifee, CA 92548				
<input type="checkbox"/> Romoland Elementary School 25890 Antelope Rd., Menifee, CA 92585				
<input type="checkbox"/> Ethan A. Chase Middle School 28100 Calm Horizon Dr., Menifee, CA 92585				
<input type="checkbox"/> Romoland School District Office 25900 Leon Rd., Homeland, CA 92548				
<b>*Staff Requested</b>		<b>Equipment or Additional Items Needed</b>		
<input type="checkbox"/> Custodian <input type="checkbox"/> Food Service				

\*A Custodian is required when requesting use of facility. A Food Service Worker is required when the use of cafeteria kitchens is required.

### DECLARATION OF APPLICANT

- Nature of type of intended use: \_\_\_\_\_
- Applicant has received or will receive the activities herein listed contributions, cash collections, registration fees, tuition, donations, or other receipts estimated in amount of \$ \_\_\_\_\_. If no receipts anticipated for these activities check here.
- Receipts set forth in item 2 above will be used for \_\_\_\_\_
- I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the school building, furniture, equipment, or grounds occurring through the occupancy or use of said building and or grounds by the applicant, normal wear and tear excepted.
- I hereby certify that I have received and read the rules, regulations, conditions and terms regarding this application for use of district facilities and that I the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
- It is agreed that in the event this permit I canceled by the applicant no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
- In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act on its behalf in making application for use of said facilities.
- 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; the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means and that to the best of his knowledge it is not a communist action organization required by law to be registered with the Attorney General of the United States.

\_\_\_\_\_  
 Signature of Representative

\_\_\_\_\_  
 Date

### RECOMMENDATION/APPROVALS

<input type="checkbox"/> TERMS: 50% of fee payable with application; balance seven days prior to use.	<input type="checkbox"/> Office Authorization for Custodial Services:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> DAMAGE DEPOSIT \$250 minimum (REFUNDABLE (full or partial) after Damage Assessment is verified by RSD Admin)	<input type="checkbox"/> Office Authorization for Food Service Worker:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> PAYMENTS: Payable to Romoland School District. (Failure to comply with the terms will be cause to deny permission)	<input type="checkbox"/> Security Required (100+ attending)	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Insurance Required: \$ _____ P.L. \$ _____ P.D.	<input type="checkbox"/> Authorization of Other Services/Equipment:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Additional Insured – Endorsement Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Comments/Exceptions: _____	
<input type="checkbox"/> Fee: \$ _____    Deposit: \$ _____    Balance Due: \$ _____		

\_\_\_\_\_  
 Site Administrator Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Director of Facilities & MOT Signature

\_\_\_\_\_  
 Date

Note: A Certificate of Liability Insurance in the amount of \$1 million dollars must be attached at the time this request is submitted. REQUIREMENT FOR APPRVAL: Naming ROMOLAND SCHOOL DISTRICT as the Certificate Holder on the Certificate of Liability AND Additional Insured on Endorsement Page



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## Procedures Governing Use of School Facilities

Name of Organization/Applicant: \_\_\_\_\_

Address of Organization/Applicant: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Name of Representative: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_ ( )

Activity or Event: \_\_\_\_\_ Date of Activity/Event: \_\_\_\_\_

Article 2, Chapter 6 of the California State Law permits the governing board of a school district to grant the use of school buildings or grounds for public, literary, scientific, recreational, or educational meetings. Under the law, the governing board establishes such terms and conditions of usage as it deems proper. (E.C. 40040-40058)

Any group or person desiring the use of school facilities or equipment shall check directly with the administrator of the facility that is to be used. The District form shall then be completed indicating the date, time, purpose and nature of the meeting, including the signed verification by school personnel. The completed and verified form shall then be sent to the Director of Maintenance, Operations and Business Services for approval. One copy will be returned to the applicant after approval. The time of application should be at least ten days prior to the event. Athletic facilities will not be approved for less than ten (10) persons. Cancellations should be made in writing 24 hours preceding the date and time of the event. This is to ensure notification to custodians and other support personnel.

### RULES AND REGULATIONS

Please review and then place a check mark in each box to acknowledge that you have read and understand the following Rules and Regulations:

- A Certificate of Insurance is required. The District assumes no liability for personal injury or property damage. The District must be named as additional insured on the organization's insurance policy.
- School use of all facilities has first consideration and all permits are revocable at any time.
- Use of audio systems, spots, dimmer boards, etc., must be arranged with the principal of the school concerned. The service or sale of food or refreshments will not normally be permitted on school property or in school facilities except in the school cafeterias.
- Use of cafeteria kitchens must be arranged with the Director of Food Services 2 weeks prior to the meeting/event date, and a food service employee must be present.
- Use of religious services must be in accordance with the following rules:
  1. A fair market rental will be charged by the school district.
  2. Religious organizations may use school facilities in accordance with E.C. 40040 and 39379.
  3. The letting of the property may not encompass time immediately preceding, during, or immediately following formal class instruction.
- Use for dances must be in accordance with the following rules:
  1. The activity must terminate and the school be vacated prior to 8:30 p.m.
  2. At least one adult whose primary concern is supervision must be present for each 100 people.
  3. No alcoholic beverages are permitted on or near the school grounds. (Business & Professional Code 25608)
  4. Decorations and other refuse must be removed at the conclusion of the activity.
  5. A police permit must be obtained whenever admission is charged.
  6. In addition to item 2, at least one police officer must be hired whenever more than 100 people will be present. The total number of police officers needed to be determined by the police department.
- For field use: A custodian may be required at the District's discretion, to be paid by organization/applicant according to Fee Scale.
- For field use: A portable toilet facility needs to be provided by organization during use of fields and removed after each day of field use.
- Responsible adult supervision must be provided by the organization whenever minors are present.
- Damages resulting from use by the outside group will be billed to the sponsoring organization.
- No storage is available, and equipment owned by individuals or organizations must be removed after each use of the facility.
- A representative of the school district shall be present on school property whenever an authorized activity is taking place. The designated representative shall have the responsibility to see that all rules, regulations and laws are adhered to by the group using the school facility and that violations are reported to the Facilities Office or the School District. Exceptions may be granted with the approval of the District Superintendent or his designee.
- Smoking is NOT allowed in the school buildings and grounds. Beverages or food are not permitted in the gyms or related facilities.

- All approvals terminate June 30 of any fiscal year, if not so specified at an earlier date.
- Rental fees must be paid in advance. Contact Facilities Office for further information.
- Minimum charge ~ 2 hours usage, 2 hours labor.

Signature of Representative: \_\_\_\_\_

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



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## Facility Request Checklist

**Thank you for your interest in utilizing the Romoland School District facilities. In an effort to better assist you, we have itemized the items that need to be completed in order for us to begin processing your request. They are listed as follows:**

- 1. Application and Permit for Use of Facilities needs to be completed up to the Recommendations/Approvals section. (Page 1 of 4)
- 2. Procedures Governing Use of School Facilities needs to be completed. Do not forget to check the boxes acknowledging that you have read and understand the Rules and Regulations. (Page 2 of 4)
- 3. Hold Harmless Agreement must be completed and signed by Applicant/Representative and all Participants (i.e. Performers; Workers). (Pages 4 & 5)
- 4. Attach a copy of Certificate of Liability Insurance with limits of at least \$1 million dollars per occurrence with a \$2 million dollar aggregate naming the school district as Certificate Holder. The Certificate of Liability Insurance should list the \*Certificate Holder as:

Romoland School District  
25900 Leon Road  
Homeland, CA 92548

Attach Additional Insured Endorsement listing the Romoland School District as additional insured and stating that the insurance is primary and noncontributory. The Additional Insured Endorsement should include the current policy number, endorsement number, effective date of endorsement and endorsement/policy term.

- 5. The date(s) of the event(s) must be within the District's fiscal calendar. This means that the facilities may only be requested for our current fiscal school year. Example: July 2018 through June 2019.
- 6. The date(s) of the event(s) must fall within the timeline of the Certificate of Liability Insurance. Example: The Certificate of Liability Insurance expires on January 1, 2019 and you are requesting the facility for February 18, 2019. We would not be able to approve this due to the fact that the Certificate of Liability Insurance will expire prior to the date(s) of the event(s). The facility request would only be accepted when the Certificate of Liability Insurance has been renewed for the future date and a copy of it has been provided to us.
- 7. All fees must be paid in advance. Please check with an office staff member at the site you are requesting for information regarding fees.

By signing below, I hereby acknowledge all above items have been provided and are required for the use of district facilities.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

**Note:** A Facility Request Packet that is incomplete of all necessary items will result in the packet not being accepted. The packet will then be returned to the Organization/Applicant until all items have met the District's requirements. If your packet is disapproved, please resubmit your packet once all items have been completed. Thank you.

### To Be Completed By The Requested Site

Name of Organization/Applicant: \_\_\_\_\_

- Approved due to completion of all items
- Disapproved due to being incomplete.

\_\_\_\_\_  
Signature of Authorized Site Representative

\_\_\_\_\_  
Signature of Authorized Site Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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## Hold Harmless and Indemnification Agreement

Notwithstanding any insurance coverage which may be in effect, and in addition to any additional undertakings referred to herein, Applicant and its Participant(s) agree at all times to protect, indemnify, and hold Romoland School District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees free and harmless, and to provide legal defense, from any and all liabilities, claims, losses, judgments, damage, demands or expenses resulting from the Applicant's and its Participant(s)'s use or occupancy of the District's facilities and/or the active or passive negligence of the Applicant and/or its Participant(s) or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees, specifically including, without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

1. the loss of or damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein;
2. the injury to or death of any person including, but not limited to, the officers, members, representatives, agents, guests, invitee, and/or employees of the Applicant and/or its Participant(s) or of the District; or
3. damage to any property arising from the use, possession, selection, delivery, return, condition or operation of the District's facilities. Applicant and/or its Participant(s) further agree to reimburse the District for all liabilities, claims losses, judgments, damage, demands, expenses, fines, penalties, including reasonable attorney's fees imposed or incurred by the District because of the Applicant's and/or its Participant(s)'s use or occupancy of the District's facilities and/or active or passive negligence of the Applicant and/or its Participant(s) or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees.

**EVENT:**

**DATE OF EVENT:**

**LOCATION OF EVENT:**

\_\_\_\_\_

\_\_\_\_\_

**This specified event/activity is not District sponsored.**



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*I understand and acknowledge that this event and/or activities, by their very nature, pose the potential risk of serious injury / illness to individuals who participate in such activities. I understand and acknowledge that participation in these activities is completely voluntary and I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.*

*(Please make copies if more space is needed.)*

\_\_\_\_\_  
**Applicant Name / Authorized Representative**  
(Please Print)

\_\_\_\_\_  
Participant Name (Please Print)

\_\_\_\_\_  
**Applicant / Representative Signature**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Name (Please Print)

\_\_\_\_\_  
Participant Name (Please Print)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Participant Name (Please Print)

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Participant Name (Please Print)

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Participant Signature

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Participant Signature

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Date

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Date

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Participant Name (Please Print)

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Participant Name (Please Print)

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Participant Signature

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## Facility Fee Scale and Guidelines

These guidelines are to be used in conjunction with the Direct, Fair Value, and Non Profit Fee Scale. The guidelines listed below include instructions for properly applying fees for the use of facilities, personnel, and other services.

- 1) When employees are required to work other than their normally scheduled hours, personnel rates charged will be at one and one-half times their regular rate, including Non-Profit organizations.
- 2) All fees listed are for one hour of usage. Any part of an hour's use will be charged as a full hour with no prorated fee.
- 3) All facilities are rented for a minimum of 2 hours. Fees will be accordingly.
- 4) Rental charges are payable 72 hours in advance unless late payment is authorized by the Business Office.
- 5) If a kitchen is to be used for food preparation, a Food Service Worker must be present and such worker's services shall be paid for by the applicant. Food Service Department requires a signature of agreement. Please obtain form from the FS Dept.
- 6) There will be a minimum of 2 hours labor charged to applicant for any personnel required during periods when the school facilities are not normally open.
- 7) If special facilities or services are required above the normal provisions set forth by the District, such as additional personnel or equipment, the actual cost of such facilities or services shall be charged.

Please use the criteria listed below to determine which fee for the use of school facilities, personnel and other services applies to an organization/applicant:

- **Fair Value:** Private Organizations/Business (Profit, i.e. Dance Studios, Taekwondo, Theater Organizations)
- **Direct Cost:** Youth Sport Activities (Profit, i.e. Private, Religious Schools); Special Interest (i.e. Kiwanis Club, Rotary, Other Service Clubs/Organizations); Foreign Exchange Programs; California Interscholastic Federation (CIF); Church and Religious Organizations
- **Non Profit:** Booster Clubs; PTA/PTO/PTSA; CSEA/RTA/Other Public School Districts/Institutions; School/District Activities; Girl/Boy Scouts; Youth Sports Activities (Non Profit, i.e. Pop Warner, Little League); Other Approved Youth Activities (Except Religious Activities)  
 Must be prepared to submit 501(c) (3)  
**\*SPECIAL NOTE: Please read Guideline #1 (above) as it also applies to Non-Profit Organizations.**

### Facility Use Fee Scale (Amounts are on a per hour basis)

School Facility	Fair Value	Direct Cost	Non Profit (Utility Surcharge)
Board Room	\$ 40.00	\$25.00	\$15.00
Classroom	\$ 16.51	\$ 6.60	\$ 3.30
Library	\$43.15	\$17.26	\$ 8.63
Multi Purpose Room	\$ 79.11	\$31.60	\$15.82
Multi Purpose Room with Kitchen	\$104.85	\$41.94	\$20.97
Restroom	\$ 10.00	\$ 4.00	\$ 2.00
Fields (Day Use Only) PER FIELD	\$ 5.00	\$ 5.00	\$ 5.00
Personnel & Other Services	Fair Value	Direct Cost	Non Profit (see *SPECIAL NOTE)
Custodial Service - Regular	\$25.59	\$25.59	\$25.59
Custodial Service - Overtime	\$37.93	\$37.93	\$37.93
Food Service Worker - Regular	\$19.74	\$19.74	\$19.74
Food Service Worker - Overtime	\$29.61	\$29.61	\$29.61