



LAKE TAHOE UNIFIED SCHOOL DISTRICT
 BUSINESS SERVICES
 1021 AL TAHOE BOULEVARD
 SOUTH LAKE TAHOE, CA 96150

FACILITY USE APPLICATION

Important: Read and fill out this application completely

This application form and all other required documentation must be submitted to the appropriate site at least 10 working days prior to use of facilities.

___ Initial **REQUIREMENTS:**

1. Facility Use Applicant Information Form.
2. Verification of nonprofit status of non-governmental organizations (IRS Tax Exempt Letter or non-profit certificate).
3. Certificate of Insurance.
4. Deposit of 50% of estimated fees is due prior to application approval by the Business Office. Fees are based on custodial/staff/security guard(s) requirements and dates, times and the number of facilities requested.

___ Initial **CANCELLATION POLICY:** Cancellation of reservations must be received in writing not less than 7 calendar days prior to use in order to receive a refund or credit for the dates cancelled.

___ Initial **REFUND POLICY:** Refunds are permitted if the cancellation policy is followed and after all LTUSD charges are paid.

___ Initial **SNOW DAYS:** Snow days will be credited to the user or rescheduled at no charge, **if possible, at the discretion of site staff.** Facilities cannot be "held" at no charge to cover the possibility of snow dates.

APPLICANT INFORMATION

NAME OF PERSON SUBMITTING APPLICATION: _____

NAME OF "INSURED" ORGANIZATION: _____

NAME OF RESPONSIBLE BILLING PARTY: _____

BILLING ADDRESS: _____
Street/PO Box City State Zip

Organization Phone: _____ Applicant Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

NAME OF THE EVENT: _____ **PURPOSE:** _____ **DATE:** _____

EVENT FEES CHARGED: ___ YES ___ NO

PROCEEDS TO BE USED FOR: _____

EXPECTED # PARTICIPANTS: ___ ADULTS ___ CHILDREN AGES _____

OPEN TO PUBLIC: ___ YES ___ NO

NUMBER OF ADULTS (21+) SUPERVISING CHILDREN: _____

EXPECTED NUMBER OF SPECTATORS: ___ ADULTS ___ CHILDREN

Site e-mail Contact Information:

STHS: lstory@ltusd.org
BIJOU: mubias@ltusd.org

STMS: bfortier@ltusd.org
LTESMS: mtruszewski@ltusd.org

DISTRICT / AL TAHOE: mwatkins@ltusd.org
SIERRA HOUSE: cfarmer@ltusd.org
TAHOE VALLEY: nwhite@ltusd.org

Application Procedures

APPLICATION PROCEDURES are designed to assist groups desiring to use school facilities for approved activities while preserving order in school buildings and on school grounds, protecting school facilities, and ensuring that use of facilities/grounds does not conflict with their use for school purposes or interfere with the regular conduct of school work and activities.

ANY PERSON APPLYING FOR USE OF SCHOOL PROPERTY ON BEHALF OF ANY SOCIETY, GROUP, OR ORGANIZATION *MUST PRESENT WRITTEN AUTHORIZATION FROM THE GROUP MAKING THE APPLICATION.*

THE SCHOOL PRINCIPAL OR ASSISTANT PRINCIPAL IS RESPONSIBLE FOR SCHEDULING facility use, subject to availability and conformance to district policies and procedures. They are not approving use – only availability.

IN GRANTING PERMISSION for use of facilities, the district shall consider the impact on the surrounding neighborhood and may include conditions that minimize neighborhood impact.

WHILE SCHOOL FIELDS and other outdoor athletic facilities are generally open to all citizens, only groups with an approved use permit have exclusive and reserved use of school property. *All organized groups, teams, or activities are required to obtain approval for facility use.*

PAYMENT IN ADVANCE: Payment of all fees due must be made **at least 7 days in advance** of the first use of facilities.

CANCELLATION POLICY: Cancellation of reservations must be received **in writing not less than 7 calendar days prior** to earliest date cancelled in order to receive a refund or credit for the dates cancelled.

REFUND POLICY: Refunds are permitted if the cancellation policy is followed and after all LTUSD charges are paid.

SNOW DAYS: Snow days will be credited to the user or rescheduled at no charge, **if possible, at the discretion of site staff.** Facilities cannot be “held” at no charge to cover the possibility of snow dates.

SNOW REMOVAL AGREEMENT: ***The District does not guarantee that snow removal is always available. Call 541-2850 Ext. 262 for confirmation.*** Snow removal arrangements must be made prior to the event and charges will apply. ***Please follow the proper cancellation procedures to avoid possible snow charges and read the entire snow removal regulations.***

NON-PROFIT groups must be registered with the California Secretary of State as a non-profit organization. **A copy of the non-profit certificate (State Charity Registration) or IRS tax determination letter must be provided.**

INSURANCE REQUIREMENTS: All organizations or individuals requesting use of district facilities shall provide verification of liability insurance prior to using those facilities. A certificate of liability insurance naming the Lake Tahoe Unified School District as co-insured and which meets the minimum insurance requirements (\$1,000,000 combined single limit) must be presented 10 days prior to the scheduled date of use.

Restrictions

School facilities will not be used:

- By any individual or group for the commission of a crime, 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 or of the state by force, violence, or other unlawful means (Education Code Section 38135), or any act prohibited by law.
- For any activity that conflicts with their use for school purposes or which interferes with the regular conduct of school activities (Education Code Section 38133(c))
- For any activity that unlawfully discriminates against an individual or group of individuals.
- **For any activity that involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.**
- For any activity that may violate the canons of good morals, manners, or taste, or be injurious to persons, buildings, grounds, or equipment.

I have read: Initial _____

THE USE OF DISTRICT FACILITIES FOR FEE-BASED ACTIVITIES such as tutoring, private music lessons, athletic coaching, or other commercial activities, whether for district students or others, requires an approved Facility Use Application, evidence of insurance, and payment of facility use fees. This applies to coaches and other part-time employees of the district as well as outside parties. ***Individuals coming onto school property to work with students are subject to fingerprinting requirements.***

Use of school facilities should not result in costs to the district. A refundable security deposit may be required for use of district facilities and equipment. No staff member has the authority to authorize free use of district facilities without a Facility Use Application approved by the facility's principal or designated assistant principal.

GROUPS OR PERSONS USING SCHOOL FACILITIES ARE LIABLE for any **property damages** caused by the activity or its participants. The Board of Trustees may charge the amount necessary to repair the damages and may deny the group/person further use of school facilities. Certain facilities (such as offices, computer rooms, or science labs) may be excluded from community use for safety, security, or liability reasons. **No food or beverage other than bottled water is allowed in any facility (tennis courts, gyms, pools, classrooms, etc.) unless approved in advance as part of the original application.**

COMMUNITY USE OF INDOOR DISTRICT FACILITIES SHALL REQUIRE THE PRESENCE OF AUTHORIZED DISTRICT PERSONNEL on site and the facility user will be responsible for any wages associated with this requirement. A district employee generally will not be required for use of outdoor school grounds.

DISTRICT STAFF MUST BE PRESENT TO OPERATE SPECIALIZED EQUIPMENT AND FACILITIES; Includes, but not limited to Theater, Kitchen, and Viking Stadium.

USER GROUPS WILL BE CHARGED FOR THE COST of any set-up, take-down, field marking, or other **special preparations** provided by district staff. Prior approval is required for a community group to line the fields.

ALL FACILITY USE AGREEMENTS, including athletic fields, **must include provisions for the use of restroom facilities.** A fee will be charged for restroom access.

NO ADVERTISING OF EVENT prior to Business Office (not school site) approval.

SECURITY GUARD(S) must be present at events larger than 100 attendees (however, exceptions may apply according to type of event).

I have read: Initial _____

Lake Tahoe Unified School District FACILITY USE CALCULATION WORKSHEET

Organization Name	School	Facility	Time Frame	Dates

SPECIAL INSTRUCTIONS: (Please be specific: # tables, # chairs, nature of field prep needed, etc.)

THIS SECTION IS TO BE COMPLETED BY LTUSD

(Circle Group / Category)	Group 1 LTUSD	Group 2 Non-Profit	Group 3 All Others	Room Number	Number of Hours	Number of Days	Non-refundable Application Fee
Application Fee (per request)	\$0	\$25.00	\$25.00				\$25.00
FACILITY CHARGES (per area / per hour, 2 hour minimum)	Hourly Rate	Hourly Rate	Hourly Rate				
Student Classroom	\$0	\$10.00	\$20.00				
Conference Room	\$0	\$12.00	\$24.00				
Multi Purpose Room (Max \$600.00/day)	\$0	\$50.00	\$100.00				
*Kitchen (Cafeteria Staff Fee Required)	\$0	\$25.00	\$50.00				
STMS Grassy Area	\$0	\$250.00	\$500.00				
GYM (Maximum \$600.00 per day)	\$0	\$50.00	\$100.00				
Fields (Football, Baseball, Soccer)	\$0	\$25.00	\$35.00				
Parking Lot	\$0	\$50.00	\$100.00				
STHS Tennis Courts	\$0	\$5.00 per person / use					
Custodial/Grounds (Fees Estimated)	\$31.00	\$31.00	\$31.00				
Security Guard (Fees Estimated)	\$24.00	\$24.00	\$24.00				
*Staff/Technical Assistant (Fees Estimated)	\$26.00	\$26.00	\$26.00				
*Cafeteria Staff (Fees Estimated)	\$26.00	\$26.00	\$26.00				
Snow Removal (Only if available / arrange prior to event / non-refundable cost)	\$0.00	\$100.00	\$100.00				
	Daily Rate	Daily Rate	Daily Rate				
*STHS Theatre (Staff Fee Required)	\$0	\$800.00	\$1,200.00				
"OTHER" SPECIAL REQUESTS (RATES TO BE DETERMINED)							
Specialized Rooms	\$	\$	\$				
Stadium Lights / Additional Services	\$	\$	\$				
GRAND TOTAL							\$

Checks are payable to Lake Tahoe Unified School District

Deposit to Income account: 01-0000-0-8650-00-0000-0000-000-00-000-00

APPLICANT STATEMENT OF ACCEPTANCE:

I have reviewed all information provided; I understand all terms and conditions for the use of facilities of the Lake Tahoe Unified School District; all members of the applicant organization will comply with all rules, regulations, and restrictions.

Signature _____ Date _____

Site Principal Approval Required:

- Applicant Information Complete
- Date and time requested is complete and accurate
- Facilities have been reserved
- Additional charges are noted
- Payment attached

District Office Approval Required:

- Certificate of Insurance is approved
- Payment in advance \$ _____ received / Date: _____
- Approval forwarded to site and applicant

Signature _____ Date _____

Signature _____ Date _____