



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308

Superintendent

William McCoy

www.rbuesd.org

Assistant Superintendent

Claudia Salvestrin

Community Relations

E 1330(a)

USE OF SCHOOL FACILITIES

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

REQUEST FOR USE OF FACILITIES

Payment for Facility Use Due Upon Approval

Organizations must get permission from school site for use. Requests must be filed not less than ten (10) days before scheduled use of facility. Site and District Office approval is required before application approval is complete.

Today's Date: _____

Organization Making Request: _____

Address: _____

Authorized Agent/Representative : _____

Phone Number: _____ Email: _____

School Site Requested: _____ Facility Requested: _____

Purpose of Use: _____

Approximate number expected to attend: _____ Non-Profit? Yes _____ No: _____

Will admission/registration be charged? Yes. ___ No: _____

If yes, what will proceeds be used for? _____

For single meeting: Date Requested: _____ Time: From _____ To _____

For multiple uses: Start Date: _____ End Date: _____

Time: From _____ To _____

Day(s) of the week: _____

Special Set up/equipment request (subject to approval): _____

If the kitchen is used at any facility, a food service worker must be on duty at all times.

District reserves the right to request \$50.00 deposit.

USE OF SCHOOL FACILITIES (continued)

A Certificate of Insurance must be provided along with this application. Red Bluff Union Elementary School District must be named as additional insured.

Statement of Applicant: I, the undersigned agree by my signature that I am an authorized agent/representative for the requesting agency, and further agree that the rules and regulations set forth under Administrative Regulation 1330 will be complied with in full. I further agree that I am at least 21 years of age and am responsible to the school district for the use and care of the school property. I further agree that the nature of the activity will conform to that stated in the application. I agree to indemnify and hold harmless the Red Bluff Union Elementary School District, its officers, agents and employees against any and all loss, damage and/or liability that may be suffered or incurred by the school district, its officers, agents, and employees.

I, the undersigned, further states that, to the best of my 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 I am making application of use of school property, does not, to the best of my knowledge, advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means, and that, to the best of my knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalties of perjury (per California Education Code section 38136).

Signature

Date

USE OF SCHOOL FACILITIES (continued)

District Use Only

Insurance Certificate attached and verified (minimum amount \$1,000,000): Yes: ____ No: ____
Verified By: _____

Site Principal: _____ Date: _____ Approved: ____ Denied: ____

Director, Food Service*: _____ Date: _____ Approved: ____ Denied: ____

Safe Serve Person Assigned: _____

*If a kitchen facility is requested the Director of Food Service must approve request

Director, Facilities: _____ Date: _____ Approved: ____ Denied: ____

District Approval: _____ Date: _____

In-Kind Donation:

Description: _____

Estimated Value: _____ Superintendent Approval: _____

Payment Information:

_____	X	_____	_____
Hours used		Fee	Total Amount Due
			Date Paid: _____

FEE SCHEDULE

If custodian is needed:
\$30/hour plus Facility Fees listed below

If food service worker is needed:
\$25/hour plus Facility Fees listed below

USE OF SCHOOL FACILITIES (continued)

DIRECT USE FEES

Facility	Hourly Rate Minimum 2 hour
Classroom School	\$5/hour
Library High	\$10/hour
School Gym	\$20/hour
Multi-Purpose Room	\$15/hour
Kitchen	\$15/hour
Athletic Field	\$15/hour
Baseball Field	\$15/hour
Track	\$15/hour

FAIR RENTAL VALUE

Facility	Hourly Rate Minimum 2 hour
Classroom School	\$10/hour
Library High	\$20/hour
School Gym	\$35/hour
Multi-Purpose Room	\$25/hour
Kitchen	\$25/hour
Athletic Field	\$25/hour
Baseball Field	\$25/hour
Track	\$25/hour