

DOS PALOS-ORO LOMA JOINT UNIFIED SCHOOL DISTRICT

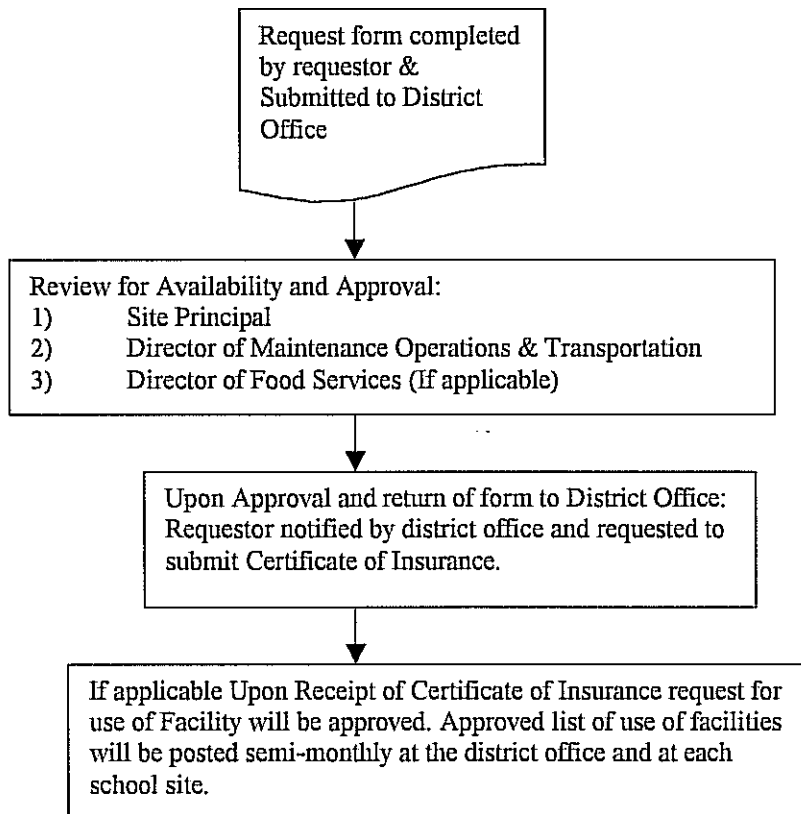
Facility Use Procedures

STANDARD OPERATING PROCEDURE 505

Effective 7/01/01

Initiated by: Michael Johnston, Chief Business Officer

The following is the procedure to request the use of facilities:



Attached Documents include: Application and permit for Use of Facilities, Insurance Required for Use of Facilities, Civic Center Use Policy, and Use of Facility (Fees List)

INSURANCE REQUIRED FOR USE OF FACILITIES

The contractor/renter shall provide evidence of authorized insurance for the term of the agreement protecting legal liability of the district, their board, superintendent and employees, from occurrences as to commercial general liability insurance and other liability coverage as required. This may be provided by:

- I Certificate of Insurance** The contractor/ renter must provide the district with a signed certificate of insurance from an insurance company admitted by the California State Department of Insurance with A.M. Best rating of B+ VII or better which sets forth the following:
- A. **Coverage:** Commercial general liability in not less than the following amounts per occurrence:
 - 1. \$1,000,000 for general aggregate coverage including products, personal and advertising injury.
 - 2. \$1,000,000 single limit auto liability.
 - 3. \$50,000 fire damage.
 - 4. \$3,000,000 for hazardous events (including carnival, bungee cord jumping, orbitrons and simulators, equestrian-related events, stunt events, skateboard and roller events, fireworks, aircraft, and other similar hazardous events). The event requires special Administrative approval.
 - 5. Worker's compensation and employer's liability as required.
 - 6. \$5,000 Medical Expense (any one person)
 - 7. Other liability coverage, as required (i.e. aircraft, professional, etc.)
 - B. **List as the Additional Insured:** "That Dos Palos Oro Loma Joint Unified School District, members of the governing board, their superintendent, and employees, are made additional insured, but only insofar as the use of premises or contract.
 - C. **Event Description and Dates:** List the dates of the event. List individual events. Be sure to include set up and take down dates.
 - D. **Certificate Holders:**
 - List Individual Events and Dates Involved:

ATTN: Dos Palos Oro Loma Joint Unified School District
2041 Almond Street
Dos Palos, CA 93620
(As the certificate holder)
 - E. **Cancellation Notice:** A statement by the insurance company that it will not cancel said policies without given 30 days prior written notice to the named certificate holder.

No Smoking or Alcoholic Beverages Allowed on School Grounds

Self Insurance: In the event the contractor/renter is self-insured, the district will require proof of self-insurance or evidence of insurance.

If You Have a Self-Insured Retention Amount: You must provide a signed statement that you will be responsible for the entire S.I.R. amount.

Please submit certificate of insurance to:

Dos Palos-Oro Loma Joint Unified School District
RE: Facility Request
2041 Almond Street
Dos Palos, CA 93620

Or Fax To: (209) 392-3347

CIVIC CENTER USE

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purpose:

(Education Code 38131, 38132)

1. Public, literary, scientific, recreational, educational or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization.
4. Child care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct Board members by public agencies.
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
7. A community youth center.
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.
9. Other purposes deemed appropriate by the Governing Board.

RESTRICTIONS

School facilities shall not be used for any of the following activities:

1. Any use by a individual or group for the commission of any crime or any act prohibited by law.
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense.
4. Any use which involves the possession, consumption or sale of alcoholic beverages or any restricted substance on school property.

NOTE- District policy provides for public use of school facilities during the regular school year. This use is free to non-money making groups such as Scouts, Campfire Girls, or other community agencies needing a place to meet provided the meeting is not held on a school holiday or during the summer or other school recess periods. **For certain activities, a custodian must be on duty to unlock and lock buildings. When the cooking facilities of the cafeteria are utilized, a cook must be on duty. Please refer to the facility use fee schedule for amount charged for each district employee.** It is the responsibility of the sponsoring group to see that all chairs, tables or equipment is returned to its proper place should it be necessary to rearrange the tables, etc., that the kitchen is clean and garbage cans have been returned to the outside garbage area. Charges will be assessed the sponsoring organization for any damage to school property. The key to the requested school facility must be picked up at the Maintenance Department (2152 Almond Street) If using the conference room in the district office, the key may be picked up at the District Office. Keys are to be picked up on the day of the meeting and returned the next day.

Dos Palos-Oro Loma Joint Unified School District

Facility Use Fee Schedule

Effective: December 1, 2001

	<u>Direct Cost Fee</u>	<u>Fair Rental Value Fee</u>
Classrooms	\$2/hour	\$10/hour
Gymnasiums	\$8/hour	\$23/hour
Stadium	\$15/hour	\$29/hour
Multipurpose Rooms	\$7/hour	\$23/hour
Cafeteria (with out Kitchen)	\$7/hour	\$29/hour
Cafeteria (with Kitchen cook must be on duty)	\$10/hour	\$69/hour
Swimming Pool not available		
Libraries not available		
Tables*	\$3/day	\$4/day
Chairs*	\$0.30/day	\$0.40/day
Personnel will be charge at a flat rate of \$20 per hour per employee		
*Certain tables and chairs are available for rent		

Adopted: November 15, 2001

Dos Palos – Oro Loma Joint Unified School District Cafeteria Use Guidelines

Whenever the cafeteria is used for any school or outside function, the following items are the responsibility of the persons or organization that are using the facility:

- All paper products and litter must be picked up
- Sweep and mop the floors
- Trash must be taken to outside dumpster
- Decorations or anything that is put up by the organizations, should be taken down by the responsible parties
- No one should be allowed in the kitchen area
- Cafeteria equipment such as pots, pans and utensils, must be checked out prior to the function with the head cooks
- Turn off all lights, including the bathrooms
- Tables should be cleaned and put back in their proper locations
- Make sure that all doors and windows are locked before leaving