

Dublin Unified School District

Procedures for Use of District Facilities 2019-2020

Application Requirements

Quote received is only for the room/space rental fee. Additional custodial charges will be applied at the time of invoicing at the end of each month. Please note that custodians are present throughout the entire event. They serve as district personnel and oversight for the facility while it is being used and in case of emergencies.

- Insurance certification must be provided before a Facility Use Agreement will be approved.

All users agree to defend, indemnify and hold harmless the District, its officers, employees and agents from any and all injuries, losses or damages, including damage to district property, which may result or arise in any way out of their use of the facilities, negligence of the user group, its officers, employees or agents.

Applicants shall furnish liability insurance providing coverage for District for all activities of Applicant conducted on District property. The liability insurance shall provide coverage for no less than \$1,000,000 per occurrence, combined Single Limit of Liability for Bodily injury and Property damage. It must name Dublin Unified School District as Certificate Holder. Applicant will provide additional insured endorsement, naming Dublin Unified School District as an additional named insured.

The District reserves the right to cancel any rental Agreement due to unforeseen issues.

Groups composed of minors must be supervised by one (1) adult for each twenty (20) minors while using school facilities.

Fingerprinting: As a result of Assembly Bill 1025, requests for use of facilities from organizations or individuals who supervise, direct, or coach a student activity program sponsored by, or affiliated with, a school district must obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing.

Non-certificated staff and/or volunteers must also obtain fingerprint clearance for the Commission on Teacher Credentialing in order to obtain the ASCC and be eligible for an approved facilities Use Agreement with the Dublin Unified School District.

Facility Use Rules

- Room reservations include floor space and furniture only. AV equipment, computers, screens, microphones and other presentation equipment are not included in the rental of school property.
- All facilities shall be returned in the same condition as existed prior to the rental period. Desks, tables, and chairs should be returned to their original location when the rental is completed.
- Renters shall be responsible for clean-up, including spills and the removal of all trash to the closest receptacle.
- Any materials placed on the walls, or on gym floors, shall be attached with blue painters tape.
- Renters of classroom space are not allowed to remove school items from walls, erase items from boards, or to use any school supplies found in the rooms.
- Alcohol is not permitted on school district property.
- Smoking, including the use of e-cigarettes or other tobacco products, is not permitted on school district property.
- Storage is not available either before or after scheduled use.
- Only athletic shoes should be worn on the gym floors.
- With the exception of water, no food or drink is allowed on gym floors.

Unless special arrangements are made, users are responsible for setting up chairs and tables required for their event. If you need assistance from a custodian for this, prior arrangements must be made with the school site. An additional charge for this service will be applied.

Any group event larger than 200 attendees may require additional custodial charges. The District reserves the right to add custodial fees for excessive clean up as needed.

Access to rooms or facilities other than approved by application shall not be permitted.

Parking is permitted in painted parking stall only.