

GRAVENSTEIN UNION SCHOOL DISTRICT  
**Use of School Facilities**  
 Gravenstein Elementary School and Hillcrest Middle School

No alcohol, tobacco products, drugs or drug paraphernalia are allowed on campus at any time. Use of any room, field, etc. by any of Gravenstein Union School District groups per-empts use. A \$200.00 cleaning deposit is required upon acceptance of facility use Application. The District Facility Coordinator will refund this fee upon satisfactory inspection of facility after the last scheduled use. Multiple dates – check with Facility Coordinator for possible conflicts.

Type of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_  
 Hours of Facility Use: \_\_\_\_\_ Facility Requested \_\_\_\_\_  
 Total Hours: \_\_\_\_\_ User Group Name \_\_\_\_\_  
 Authorized Contact Name \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Primary purpose of the organization \_\_\_\_\_ Non-Profit \_\_\_ For Profit \_\_\_  
 Do you plan to charge admission or collect contributions or fees? \_\_\_ Yes \_\_\_ No  
 What are the proceeds to be used for? \_\_\_\_\_ Do you plan to serve food? \_\_\_ Yes \_\_\_ No

The applicant agrees that, to the best of his/her knowledge, the organization on whose behalf she/he is making application for use of school facilities, upholds the state and federal constitutions and does not intend to use the school premises to commit unlawful acts.

The undersigned party fully understands that the Gravenstein Union School District does not provide, nor does it have available, any health or accident insurance for users of the school district's facilities and that events such as sports/athletics, performances, assemblies, etc. must produce a certificate of insurance with the district named as additionally insured, and be attached to the Facility Use Application, in the following amounts: Provide a copy of co-insured, One-half million dollars for a single event and 1 to 2 million dollars for a sequence of events.

Include **Your Insurance Agent's Name and Telephone #** at time of application: \_\_\_\_\_

The applicant agrees that at all times the school facilities remain under the control of the agents of the Governing Board of the Gravenstein Union School District.

The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.

If application is for a group using district facilities without charge, your signature below verifies that no alternative non-district facilities are available.

I accept responsibility for meeting the requirements stated herein:

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**References, Names and Numbers**

Please list the name and number of the facilities used in the past (use a separate sheet of paper if needed)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Dates of previous event: \_\_\_\_\_ Name: \_\_\_\_\_  
 \_\_\_\_\_ Phone #: \_\_\_\_\_ Dates of previous event: \_\_\_\_\_ Have you  
 requested the use of other facilities for this event? \_\_\_ Yes \_\_\_ No If yes, where \_\_\_\_\_  
 Other pertinent information: \_\_\_\_\_

Note: The need to use any room, field, etc. by any Gravenstein Union School District group may pre-empt outside users.

The District has the right to alter or waive fees based on the nature of the organization or event.

Hillcrest Middle School and Gravenstein Elementary School	Cost	# of hrs.
Gymnasium/Multi-Purpose Room	\$60.00 per hour	
with kitchen	\$100.00 per hour	
Performing Arts Theater in Hillcrest Hall	\$800.00 flat rate plus \$500.00 refundable deposit (includes microphone, sound system, spotlight/theater light, Computer Lab use)	
Classroom	\$25.00 per hour	
Field/Baseball Diamond	\$35.00 per hour	
*Custodian (2 hr. minimum)	\$60.00 per hour	
Use of Parking Lot	\$300.00 minimum – up to 3 hours (AN ADDITIONAL \$100.00 per hour will be charged after 3 hours or after 8:00 p.m.)	

Subtotal \$ \_\_\_\_\_ Fees are for use only.

\*Custodial time for set-up, open and close, overtime hourly wages and benefits will be additionally charged (see below).

Fees charged for use of facilities are payable 15 days in advance, unless other arrangements are made with the District Superintendent.

**These agreements are subject to change or cancellation when buildings/facilities are needed for school functions.**

FOR OFFICE USE ONLY: \_\_\_ Cleaning deposit collected \_\_\_ No fee charged \_\_\_ Proof of Insurance on file  
 \_\_\_ No services required Total Rental Fee for Facility \$ \_\_\_\_\_ Date billed: \_\_\_\_\_  
 Application received by: \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_