

**Sonora Union High School District**  
**100 School Street • Sonora, CA 95370**  
**Use of Facilities Application**

Please read regulations carefully BEFORE beginning application (on reverse) -- This Application must be submitted at least 2 weeks PRIOR to scheduled event. When a key is required, a deposit of \$25 is due at the time of submission. Please see attached for categories/fees. Must have approved application in hand PRIOR to scheduled event.

User Group Name (MUST match name on Insurance Policy) \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact's: Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email Address \_\_\_\_\_

Printed name of person requesting facility use: \_\_\_\_\_

**Sonora High Campus**, 430 North Washington Street, Sonora, CA 95370 Phone 209-532-5511 x111 FAX 209-533-1158

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Dunlavy Field (inc. restrooms) | <input type="checkbox"/> Bud Castle Gym (inc. restrooms)   | <input type="checkbox"/> Auditorium (inc. restrooms) |
| <input type="checkbox"/> Snack Bar/Outdoor concessions  | <input type="checkbox"/> Locker Rooms <input type="checkbox"/> Boys <input type="checkbox"/> Girls | <input type="checkbox"/> Library                     |
| <input type="checkbox"/> Baseball Field                 | <input type="checkbox"/> Annex Gym   | <input type="checkbox"/> Classroom                   |
| <input type="checkbox"/> Baseball Field Lights          | <input type="checkbox"/> Wrestling Room  | <input type="checkbox"/> Kitchen (requires Stand-by) |
|   | <input type="checkbox"/> Snack Bar/Indoor concessions  | <input type="checkbox"/> Cafeteria                   |

**Sonora High Cross Country Course**, 18461 Wards Ferry Rd, Sonora, CA 95370 Phone 209-532-5511 x162 FAX 209-533-3041

- Cross Country Course  Porta Potties # \_\_\_\_\_

**Alternative Education Campus**, 251 South Barretta Street, Sonora, CA 95370 Phone 209-533-0423 x15 FAX 209-532-4513

- Cassina Classroom  Cassina Field North (practice field)  Lights \_\_\_\_\_
- Cassina Gym  Cassina Field South (Softball field)  Other \_\_\_\_\_

**EQUIPMENT REQUIRED**

- |  |                                       |   |   |   |
|--|---------------------------------------|---|---|---|
| <input type="checkbox"/> PA Equipment  | <input type="checkbox"/> Microphone   | <input type="checkbox"/> Tables # _____                   | <input type="checkbox"/> Chairs # _____ | <input type="checkbox"/> Access to Pressbox _____ |
| <input type="checkbox"/> Sound/Light Tech (Auditorium)                             | <input type="checkbox"/> Podium _____ | <input type="checkbox"/> Lights/sound/scoreboard _____    |   |   |
| <input type="checkbox"/> WiFi # _____  | <input type="checkbox"/> Other _____  | <input type="checkbox"/> Gym Bleachers (Boys Side) _____  |   |   |
| <input type="checkbox"/> Tech Devices - please indicate devices and # needed _____ |                                       | <input type="checkbox"/> Gym Bleachers (Girls Side) _____ |   |   |
| <input type="checkbox"/> Additional Info _____                                     |                                       |   |   |   |

NAME OF EVENT \_\_\_\_\_ EVENT STARTING TIME \_\_\_\_\_

PURPOSE OF FACILITY USE \_\_\_\_\_

Admission Charged  No  Yes, Amount \$ \_\_\_\_\_ Expected Attendance # \_\_\_\_\_

Proceeds to be used for \_\_\_\_\_

<b>Dates/Days Desired</b>	<b>Hours Requested ( include set-up/clean-up)</b>
_____	_____
_____	_____

Any GROUP using the facilities of the SONORA UNION HIGH SCHOOL DISTRICT will provide the required insurance certificate and an "Additional Insured" endorsement as well as acknowledge the following Hold Harmless Agreement:

We agree to defend, indemnify and hold harmless the SONORA UNION HIGH SCHOOL DISTRICT, its officers, employees and agents from and against any and all costs, injuries, losses or damage, including damage to district property which may result from or arise in any way from the actions of the User Group, its officers, employees or agents during the use of the facility. (Subject to the exclusions defined in Ed Code 38134.)

**Furthermore, by signing this Agreement, the User Group agrees to abide by the SONORA UNION HIGH SCHOOL DISTRICT policies regarding TOBACCO, ALCOHOL AND DRUG USE.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Agent of User Group

Approved By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Fee Reduction/Waiver Approved By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*Fee reductions/waivers granted only by the Superintendent or CBO.

- Permit Copies:  User  Site Ofc  District Ofc  Payroll  M&O Dept.  IT  Athletic Director  Drama/Music Director  Cafeteria
- Insurance Received  Added to Calendar  Deposit Required  Deposit Received

# Sonora Union High School District

## Use of School Facilities Regulations

### Application Procedure

Application to use school facilities shall be made through the Sonora High School Administration office at 430 North Washington St., Sonora CA 95370, or at the Sonora Union High School District offices at 100 School St., Sonora CA 95370. Applications shall be filed at least two (2) weeks in advance of the proposed use date and signed by a person, over eighteen (18) years of age, authorized to represent the User Group.

A *Certificate of Insurance* with an additional insured endorsement naming Sonora Union High School District (District) as the additional insured and showing coverage in the amounts of \$500,000/\$1,000,000 public liability and \$100,000 property damage must be provided before the facility will be reserved.

### Cancellation

A minimum of three (3) days advance notice to cancel is required from the User Group. If not received in advance, the User Group will be responsible for reimbursement of any expenses incurred by the District. Failure to notify in advance may make the organization subject to deposit requirements for subsequent facility use requests.

The District will make every effort to avoid cancellation of any community event due to date conflicts. Schools may in special circumstances, request the Superintendent to cancel a community event in favor of a school-sponsored event.

### Restrictions

School facilities will not be available for outside use during scheduled class hours or at other times where school functions have been scheduled.

Smoking is prohibited on School grounds. Intoxicants, narcotics, profane language, quarreling, fighting and gambling are prohibited on school district property. No food or drink shall be taken into any auditorium, gymnasium, classroom or shop area.

### Parking Restrictions

When using the District facilities at the Alt Ed Campus parking is restricted to Barretta Street, or *after 3 PM ONLY*, Cassina Continuation School parking lot located directly south of the Dome. **Parking in Fire Lanes, driveways and restricted areas is PROHIBITED.**

### On Duty Employee

When it is necessary for a school custodian or other district employee (standby person) to be on duty during school facility use, an hourly rate for personnel costs will be charged. It shall be the employee's duty to see that rules and regulations are observed. Any custodial or standby charges will depend upon the programs and time use scheduled.

### Fee Schedule Authority

All rental charges shall be in conformance with the fee schedule, available at the Sonora High School office or the District Office. The governing board may change the fee schedule as needed and establish charges for school facilities not previously listed.

### FACILITY USE CHARGES (For School and District Use Only)

- A. Fair Rental Rates                       Custodial/Standby Person Required (1/2 hour before and after for cleanup)
- B. Direct Cost Rates                       Sound/Light Tech Person Required (1 hour before and 1 hour after event included)

#### Statement of Charges

	<i>Estimated</i>	<i>Actual</i>
	<i>Hours x Rate = Total</i>	<i>Hours x Rate = Total</i>
Facility.....	_____ X _____ = _____	_____ X _____ = _____
.....	_____ X _____ = _____	_____ X _____ = _____
Labor ( custodial standby) ..	_____ X _____ = _____	_____ X _____ = _____
Labor ( sound/light tech) ....	_____ X _____ = _____	_____ X _____ = _____
<b>Balance Due</b>	<b>\$ _____</b>	<b>\$ _____</b>

- Deposit Required (Dunlavy Field/Gym/Annex/Auditorium/Alt Ed Campus Keys)**
- Key Issued** \_\_\_\_\_ **Key Received by** \_\_\_\_\_
- Deposit Received by** \_\_\_\_\_ **Amount Received** \_\_\_\_\_

Sonora Union High School District  
100 School Street • Sonora, CA 95370

## Dunlavy Track and Field Facility Use Agreement

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Date(s) of Use:  
\_\_\_\_\_

The Sonora High School community has made a significant investment in the Dunlavy track and field in order to meet the athletic, physical education, students and community needs now and in the years to come. To ensure that the facilities remain safe and free of damages, everyone who uses the facilities should take pride and responsibility in the use, care, and upkeep of these facilities.

The rules listed on the next page were developed in order to protect the Dunlavy track and field and keep them in good condition. These rules must be followed in order to assure maintaining quality conditions of the track and field.

Unlike natural grass fields, these synthetic surfaces cannot break down organic matter such as food, sunflower seeds, gum, soft drinks, and sports drinks. These items should be kept off of the track and field at all times and only water should be allowed on the track and field. To prevent damage, the track and field surfaces must remain clear of glass, cigarettes, fireworks, debris, leaves, paper and windblown material. Stakes, metal cleats, and sharp objects must not be used on the track or field to prevent risk of damage to the surface or injury to the athletes.

By signing below, you are agreeing to follow the Dunlavy Track and Field Facility Use Agreement rules as established by the Sonora Union High School District. Violations of these policies by anyone in your organization or anyone participating in your event, may result in the cancellation of the event(s), charges for cleaning/repair of the facilities, and the organization forfeiture of future use of the facility. Please return this agreement and keep a copy of the rules for your reference.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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## Dunlavy Track and Field Facility Use Agreement

These requirements are in place for all school and non-school activities taking place in this facility.

Please observe the following rules:

- No chewing gum, food, candy, sunflower seeds, nuts, glass, fireworks, stakes, sharp objects, or spitting is allowed on the track or field.
- No sports drinks, soda, coffee or beverages other than water are allowed on the track or field.
- No glass containers or sunflower seeds are allowed inside of the stadium (stands included).
- No dogs or other pets.
- Tobacco use and smoking are prohibited on school grounds (includes electronic cigarettes & vapor emitting devices).
- Alcoholic beverages, use of drugs, intoxicants or possession of a weapon on a school site is prohibited by law.
- No bicycles, skateboards, strollers, rollerblades, chairs, benches, popups or other equipment is permitted on the track or field with the exception of equipment approved for use in school-related activities.
- No golfing or shot put is allowed on the track or field.
- Only approved footwear for each sport is allowed on the track or field.
- Do not track dirt or mud onto the track or field.
- Please pick up and dispose of all litter.
- All bodily fluid spills on the turf must be treated following the blood-borne pathogen guidelines.
- Athletes and coaches entering the field may walk across the track only on the protective mats placed around the field for that purpose.
- No equipment should be dragged or dropped on either the track or the field.
- Vehicles are prohibited on the track and field at all times, with the exception of utility vehicles approved for use in school-related activities.
- Ambulance and EMT may park in designated area near the snack shack. In case of emergency injured participants will be wheeled off of the field on a gurney to the closest access to the field, and wheeled to the vehicle for transport.

## Administrative Procedures

### Categories for Fees

There are two categories for purposes of charging fees:

1. Fair Rental
2. Direct Cost

A short description of each category is as follows:

**FAIR RENTAL RATES** This category is designed to accommodate commercial organizations and groups conducting religious services who wish to use the facilities of Sonora Union High School District.

#### **Rate Structure**

- a. Mandatory charges on facilities and labor
- b. Fair rental rates on facilities and full labor rates

#### **Suggested Eligibility**

- a. Commercial enterprises
- b. Profit-making organizations
- c. Religious groups

**DIRECT COST RATES** This category is designed to accommodate non-profit organizations which are scheduling activities, fund-raisers, etc., which have no direct connection or bearing to the Sonora Union High School District.

#### **Rate Structure**

- a. Mandatory charges on facilities and labor
- b. Direct Cost rates on facilities and discounted labor rates

#### **Suggested Eligibility**

- a. Feeder schools sponsoring fund raising activities, concerts, programs, ceremonies, etc.
- b. Non-profit organizations which are sponsoring fund-raisers and/or activities
- c. Government agencies
- d. Colleges
- e. Recreation Department sponsored activities
- f. Non-school sponsored athletic activities for students
- g. Non-profit organizations providing direct financial assistance to the schools
- h. Non-profit activity/athletic support groups not involving high school age students
- i. Civic organizations or service clubs - activities that provide direct community service
- j. Quasi-school groups involving students in grades K-8 (*i.e.*, *County Honor Band/Choir*)
- k. School commercial jointly sponsored profit sharing activity (*commercially initiated*)
- l. Feeder School P.T.A. programs
- m. Professional inservice activities with categorical funding

(Waivers for all or part of the rental fees may be granted by the District Superintendent or Chief Business Official for school organizations or groups when the activities are directly associated with the approved instructional or extra-curricular programs.)

## Use of Facilities Application – Fee Schedule

	Community or Non-Profit Orgs. <u>Direct Cost</u> <u>Rates</u>	Fair Market <u>Rates</u>
<b><u>Dunlavy Field:</u></b> (Restrooms Included) . . . . .		
Snack Bar/Outdoor Concession . . . . .	\$50/hr*	\$100/hr
Access to Press Box/Scoreboard . . . . .	\$80/day	\$120/day
Custodial (Required) . . . . .	\$100 deposit	\$100 deposit
Weekend/Holiday/Overtime . . . . .	\$35/hr	\$35/hr
Weekend/Holiday/Overtime . . . . .	\$52.50/hr	\$52.50/hr
Lights/Sound System/Scoreboard . . . . .	\$100/day	\$150/day
Deposit (Refundable) . . . . .	\$500	\$500
 <b><u>Baseball Field:</u></b> (Porta Potty Included) . . . . .		
Lights . . . . .	\$25/hr*	\$50/hr
Lights . . . . .	\$100/day	\$150/day
 <b><u>Gymnasium/Annex:</u></b>		
Bud Castle Gym (Restrooms Included) . . . . .	\$50/hr*	\$100/hr
Snack Bar/Indoor Concession . . . . .	\$40/day	\$80/day
Annex Gym . . . . .	\$25/hr*	\$50/hr
Wrestling Room . . . . .	\$25/hr	\$40/hr
Custodial (Required) . . . . .	\$35/hr	\$35/hr
Weekend/Holiday/Overtime . . . . .	\$52.50/hr	\$52.50/hr
Deposit (Refundable) . . . . .	\$100	\$100
 <b><u>Library/Classrooms:</u></b>		
Library . . . . .	\$50/hr	\$75/hr
Classroom . . . . .	\$25/hr	\$30/hr
Projector/Other Classroom Technology . . . . .	\$25	\$25
 <b><u>Auditorium:</u></b>		
Auditorium (Restrooms Included) . . . . .	\$50/hr	\$100/hr
Sound/Light Tech . . . . .	\$30/hr	\$30/hr
(Required 1 hr Before, During, and 1 hr After)		
Custodial (Required) . . . . .	\$35/hr	\$35/hr
Weekend/Holiday/Overtime . . . . .	\$52.50/hr	\$52.50/hr
Deposit (Refundable) . . . . .	\$250	\$250
 <b><u>Cafeteria/Kitchen:</u></b>		
Cafeteria . . . . .	\$50/hr	\$100/hr
Kitchen (Including 1 Standby Employee) . . . . .	\$100/hr	\$250/hr
 <b><u>Alternative Education Campus:</u></b>		
Classroom . . . . .	\$25/hr	\$30/hr
Cassina Gym . . . . .	\$20/hr*	\$40/hr
Cassina Field North (No Bases, Practice Field) . . . . .	\$25/hr*	\$50/hr
Cassina Field South . . . . .	\$25/hr*	\$50/hr
Lights . . . . .	\$100/day	\$150/day
 <b><u>Aquatic Center:</u></b>		
Aquatic Center (Restrooms Included) . 1-2 hours . . . . .	\$50/hr	
Over 2 hrs . . . . .	\$100/hr	
Deposit (Refundable) . . . . .	\$200	
Events (Birthdays/Tournaments) . . . . .	\$150/hr	
Deposit (Refundable) . . . . .	\$300	

\* Facility fee subject to 30% discount for rental of five (5) consecutive days or more.