

POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT



10401 MAIN STREET • PO BOX 219 • POTTER VALLEY, CA 95469

Facility Use Terms and Guidelines

Reservations:

All reservations are on a “first come, first served” basis following any requests of district-related events and/or organizations. Requests to use district owned facilities and/or property must be submitted **no less** than two (2) weeks in advance. Please make all reservations through the Potter Valley Community Unified School District Office, (707) 743-2101.

1. Request for use of district owned facilities and/or property must be done by completing the Facility Use Request Form (*attached*).
2. The ‘responsible party’ must be an adult 21 years of age or older and must be present at the event in its entirety.
3. Submit the completed request form to the District Office at the address on the top of this form.
4. The Facility Use Request Form will be reviewed and approved *or* denied in a timely manner. You will be notified.
5. When necessary, a meeting will be held between the User and Potter Valley Community Unified School District to discuss any extra details and/or requests.
6. The district reserves the right to cancel reservations should it interfere with any school-related events/activities. Any payment that has been made will be fully refunded.

Food and Beverage:

- Food and non-alcoholic beverages may be served. Alcohol is **prohibited** on any school district premises with no exception. Should the district become aware that consumption and/or distribution of alcohol occurred at any time during your event, future use of district owned facilities and/or property will be terminated. If alcohol use is discovered at any time during your event, you will immediately forfeit the remainder of your reservation and be asked to leave the premises.
- **NO** food or drinks are permitted inside the gymnasium (*with the exception of water*).
- Absolutely **no** animals are allowed in/on district property. **Only** service animals are permitted.

Staffing:

Staffing and set up fees may be assessed based upon use of facility, attendance, and set up requirements. These fees are estimates and, in the event that there are changes, this amount may increase due to extra labor needed to properly service the event, including but not limited to any post-event clean-up, maintenance, and/or repairs.

Custodial:

You are responsible for clean-up of your own event. If district staff are pulled away from their normal duties to tend to any messes and/or maintenance that were caused by your event, the district will charge the responsible party additional fees. It is expected that the facility will be left in the same condition it was in when you arrived.

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FACILITY USE REQUEST FORM

The Board of Trustees believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses. The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

The Board of Trustees prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083; PVCUSD Board Policy 3513.3: Tobacco-Free Schools)

Name of Responsible Party: _____ Organization: _____

Date of this Request: _____ Mailing Address: _____

Phone Number: _____ Email Address: _____

Facility Requested: _____ Date(s) Requested: _____

Time(s) Requested: _____ Purpose: _____

Anticipated Number of People: _____ Public Event: Yes _____ No _____

Do you agree to obtain liability insurance *if required* to do so by the district? Yes _____ No _____

Other Special Requirements or Requests: _____

By signing below I acknowledge that I have read and understand the Facility Use Guidelines. I will comply with all rules and regulations set forth by the Potter Valley Community Unified School District and to pay for any damages and/or loss of property resulting from the event(s), including but not limited to cleaning and use of district staff time.

Responsible Party _____ Position/Title _____
(signature)

**Please return to Potter Valley Community Unified School District Office 10401 Main Street Potter Valley, CA 95469*

For District Use Only

Facility Available: ☐ Yes ☐ No Liability Insurance Required: ☐ Yes ☐ No

Estimated Fees: _____ District Cost: _____

☐ Approved/☐ Denied By: _____ Date: _____
Site Administrator

☐ Approved/☐ Denied By: _____ Date: _____
District Office

☐ Approved/☐ Denied By: _____ Date: _____
Maintenance Supervisor

Copies Distributed: Facility Site _____ Applicant _____ Admin _____

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RULES FOR CAFETERIA USE

1. Facility use requests must be submitted no less than two (2) weeks prior to the date the facility will be needed.
2. A copy of the Rules for Cafeteria Use must be signed and attached to the Use of Facilities form when the request is submitted.
3. A signed and approved Use of Facilities form must be on file with the district and cafeteria prior to usage. If there is not an approved facility use request on file, you will ***not*** be given access to the facility.
4. An adult (*21 years of age or older*) must be present in the cafeteria at all times. The person who signs the Use of Facility form is responsible for all aspects of use and must supervise the cleanup or designate another responsible adult.
5. Food and supplies owned by the district shall not be used.
6. Anyone using cafeteria facilities shall adhere to all school policies.
7. The cafeteria shall not be used between 5:00am and 3:05pm Monday through Friday.
8. Damage and/or cleanup fees will be applied if repairs and/or extra cleaning is required after use. The responsible party named on the request form will be held liable for any such charges.
9. No child under *fourteen (14) years of age* shall be allowed in the kitchen area.
10. Failure to comply with district rules, regulations, and policies may result in termination of any future district facility use.

The following is a list of requirements that must be followed during and immediately following use of the cafeteria. ***Please read, sign, and return this with your Use of Facility Request.***

If your request is approved by the district, you will receive a copy of your approved request with this attached for your records. One is available in the cafeteria for your reference, as well.

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REQUIREMENTS

Prohibited

- **DO NOT** dump grease into sinks or drains; dump it into a can and take it out with your garbage.
- **DO NOT** remove any furniture, utensils or pots and pans from the cafeteria without previous permission from the cafeteria manager.
- **DO NOT** use towels for floor spills (*mops are hanging outside the back door*).
- **DO NOT** move the milk refrigerator.

Required Clean-up

- Make sure that all dishes and utensils are cleaned and put back in the correct location.
- Wipe down all surfaces with a hot soapy rag. Use the green soap located under the center table in the kitchen.
- Make sure that the stove, ovens, and steam trays are turned off.
- Remove all garbage (*there are dumpsters by the preschool*) and replace liners (*3 per can*).
- Thoroughly sweep and mop the entire floor prior to leaving.
- If you move something, make sure you return it to its proper location.
- Any items that you brought in must be taken with you when you leave.
- Leave the cafeteria and premises in the condition in which it was found.
- Double-check that all doors are locked as you exit the facility.

By signing below I acknowledge that I have read and understand the Rules for Cafeteria Use. I agree to comply with all rules and regulations set forth by the Potter Valley Community Unified School District and to pay for any damages and/or loss of property resulting from the event(s), including but not limited to cleaning, damages, and/or fees.

Responsible Party: _____
(signature)

Date: _____

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FEE SCHEDULE

Facility	Non-profit Per Hour Rate	Commercial Per Hour Rate
Multi-purpose Room w/o Cafeteria	30.00	50.00
Multi-purpose Room w/ Cafeteria	75.00	150.00
Cafeteria	50.00	100.00
School Gym	100.00	200.00
School Gym w/ Cafeteria	150.00	300.00
School Gym w/ Locker Rooms	130.00	160.00
Ag BBQ Area	30.00	40.00
District Office Conference Room	30.00	40.00
Classroom	30.00	40.00
Library	30.00	40.00
Fred Austin Field w/o snack shack	50.00	100.00
Fred Austin Field w/ snack shack	75.00	150.00
Custodian additional charge outside of work day (O/T rate per hour)	40.00	40.00
Soccer Field	30.00	50.00

**** Potter Valley Community Unified School District reserves the right to bill the responsible party/organization additional charges if district staff are taken away from their regular duties to tend to any damages and/or messes that were left after use.**

Additionally, failure to leave the facility in the condition it was in upon your arrival may result in being banned from future use of district owned facilities and/or property.

School sponsored organizations including parents' clubs and any organization or event whose activities are directly related to or for the sole benefit of District schools and/or students, will not be charged the facility use fee.

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Insurance Requirements

Damage and Liability:

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (*Education Code 38134*)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (*Education Code 38134*)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (*Education Code 38134*)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Minimum Limits of Liability: \$1,000,000.00

Verification of coverage shall consist of a Certificate of Insurance showing name of **policy holder & organization**, listing specific event & date, limits of liability, and effective date/expiration date of policy, and indicating coverage for use of the Potter Valley Community Unified School District facilities on all dates of usage. The following **exact wording** shall be included as additional insured:

**Potter Valley Community Unified School District
10401 Main Street
Potter Valley, CA 95469**

Please note: without the exact wording, the insurance certificate cannot be accepted.