


Calaveras County Office of Education

 Mountain Oaks School

 Calaveras River Academy

Use of School Facilities Regulations

Application Procedure

Application to use school facilities shall be made through the Calaveras County Office of Education (herein called CCOE) at 185 South Main Street * P.O. Box 760, Angels Camp, CA 95221. 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 CCOE as the additional insured and showing coverage in the amounts of \$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 CCOE. Failure to notify in advance may make the organization subject to deposit requirements for subsequent facility use requests.

The Calaveras County Office of Education 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 CCOE property. No food or drink shall be taken into any auditorium, gymnasium, or classroom, without permission.

Parking Restrictions

On Duty Employee

A school custodian or other CCOE employee (standby person) shall be on duty when school facilities are being used. It shall be their 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 attached Calaveras County Office of Education fee schedule. The County Superintendent may change the fee schedule as needed and establish charges for school facilities not previously listed.

- Mountain Oaks
- Calaveras River Academy
- Calaveras County Office of Education
- Other _____

Calaveras County Office of Education
 185 South Main Street * P.O. Box 760
 Angels Camp, CA 95221
 (209) 736-4662

Use of Facilities Application/Permit
(Use ink or typewriter for final marking)

User Group Name _____
(MUST match name on Insurance Policy)

Contact Address _____

Contact's Phone _____ **Fax** _____ **Email Address** _____

Printed name of person requesting facility use _____

EQUIPMENT REQUIRED

- PA Equipment
- Stage Lighting
- Assisted Listening Device
- Number of Tables- \$1.00 ea.
- Other _____
- Number of Chairs- \$0.50 ea.
- Other _____

PURPOSE OF FACILITY USE _____

Admission Charged No Yes, Amount \$ _____ **Expected Attendance #:** Adults _____
 Youth _____

Proceeds to be used for _____

Date	Time	Rate	Total
_____ / _____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____ / _____	_____ / _____	_____ / _____	_____ / _____
_____ / _____ / _____	_____ / _____	_____ / _____	_____ / _____

(list additional information on separate page)

Any GROUP using the facilities of the Calaveras County Office of Education will provide the required insurance certificate and "Additional Insured" endorsement as well as acknowledge the following Hold Harmless Agreement:

We agree to defend, indemnify and hold harmless the CALAVERAS COUNTY OFFICE OF EDUCATION, its officers, employees and agents against any and all costs, injuries, losses or damage, including damage to CCOE 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 CALAVERAS COUNTY OFFICE OF EDUCATION policies regarding TOBACCO AND DRUG USE.

Signature of Authorized Agent of User Group *Date*

Estimate of Total Fees \$ _____

Signature of Authorized Agent of CCOE *Date*

- cc: School Principal Custodial Staff CCOE Business Office Athletic Director Drama/Music Director

**Calaveras County Office of Education
Fees for Use of School Facilities**

Facility Use Charges	Direct Charges	Fair Rental Value
	Community Sponsored Youth Groups and Organizations - Non profit groups	Commercial Enterprises and religious organizations that do not directly benefit CCOE programs
Soccer/Baseball fields	\$5 /hr	\$10 /hr (see #1)
Standard Classrooms	\$5/ hr	\$10/ hr + supervision If necessary
Kitchen	\$15/ hr	\$100/day plus custodial or Kitchen worker if needed
Gymnasium	\$10 /hr or \$100/day	\$20/hr or \$200 day
Stage/lights/sound system	\$10/hr + lighting/sound personnel	\$20/hr + lighting/sound Personnel
Parking lot	\$5/hr	\$10/hr
Extended Day sites	\$15/hr	\$25/hr*
	*Extended Day sites are generally not available for outside use due to health and safety requirements	
CCOE school computer labs	School computer labs are not available for outside use due to equipment costs and security issues	
CCOE Office meeting rooms	CCOE meeting rooms may be utilized for meetings on a limited basis due to security and confidential information concerns. Please contact CCOE for additional information.	
CCOE Computer Lab	\$40/hr + technician if necessary	The CCOE computer lab is generally not available for outside use due to equipment and security concerns. Please contact CCOE for additional information.

#1 – A \$200 deposit for organizations using the fields or gymnasium for on-going practices is required. Deposit is refundable at the end of the season. Custodial hours (if any) needed to clean after practices will be charged to the deposit.

Facility use fees - CCOE Building