

Use Permit Fee Schedule

- Group I: ~~School or district sponsored groups/activities~~ Sponsored by school, district, group/activities (example PFC or PTA)
- Group II: Service organizations for welfare of district students.
(For youth recreational groups-see below)*
- Group III: Nonprofit organizations or charitable associations.
(Requires an IRS Tax Exemption Form)
- Group IV: Commercial groups.

**All charges (except Computer Labs) are for 4-hour blocks.
(Pro-rated by hour after 4-hour block minimum.)**

Room	Group I	Group II	Group III	Group IV
Classroom	-0-	-0-	\$68.00 <u>\$75.00</u>	\$250.00 <u>\$265.00</u>
Specialty Room (Library, Pod, Music Room, etc.) (Willow Creek: D-4, South Room)	-0-	-0-	85.00 <u>92.00</u>	240.00 <u>255.00</u>
Computer Lab	-0-	-0-	60.00 <u>75.00/hr</u>	60.00 <u>75.00/hr.</u>
Multi-Use Room	-0-	0-	142.00 <u>160.00</u>	305.00 <u>330.00</u>
Faculty Dining Room	-0-	-0-	45.00 <u>60.00</u>	135.00 <u>150.00</u>
**Kitchen	-0-	-0-	169.00 <u>180.00</u>	507.00 <u>525.00</u>
Little Theatre	-0-	-0-	234.00 <u>260.00</u>	568.00 <u>600.00</u>
Regular Gym (High Schools & Middle Schools)	-0-	-0-	480.00 <u>510.00</u>	1450.00 <u>1600.00</u>
Small Gym and Pools (PHAC , CPHS, MDHS only)	-0-	-0-	383.00 <u>430.00</u>	1153.00 <u>1300.00</u>
Locker Room (Boys)	-0-	-0-	364.00 <u>390.00</u>	1087.00 <u>1,150.00</u>
Locker Room (Girls)	-0-	-0-	194.00 <u>390.00</u>	580.00 <u>1,150.00</u>

In addition, use during weekend, holiday or evening hours during school recess periods requires custodial overtime. User groups are responsible for custodial overtime charges of ~~\$36.00~~ \$42.00 per hour with a 4-hour minimum. Custodial set-up and clean-up time may also be assessed on all uses.

*Youth Recreational Groups:

Field Use: ~~\$12.00~~ \$17.50 per hour to maximum of ~~\$480.00~~ \$550.00 per field, per season.

Black Top Use: \$15.00 per hour to maximum of \$50.00 per day.

Gym or Multi-Use Room Use: ~~\$12.00~~ \$17.50 per hour for games/practices.

**Food Service worker will be assigned and billed separately by the Food Services Department for kitchen use.

Rates effective ~~7/1/13~~ 1/1/15 through ~~6/30/14~~ 6/30/15

MT. DIABLO UNIFIED SCHOOL DISTRICT

Application and User Permit for Use of School Property

USER'S GUIDELINES

Complete policies and procedures for use of school district facilities are outlined on the reverse side of the "Use Permit." A few of the policies have been duplicated herein to assist users in understanding district procedure. Please read and adhere to all items as listed to insure a successful event. Please note that school functions have first rights to all properties and that you may be asked to reschedule. ~~If applicable, your group will receive a bill for use of facilities and/or custodial overtime approximately one month after the event.~~ Please be advised that if fees are required a 50% deposit of assigned fees will be required prior to event being scheduled.

CANCELLATION OR CHANGE NOTICE

If an approved event is *cancelled*, the school site must be notified prior to 48 hours before the event. Failure to advise appropriate site personnel could result in custodial overtime fees of ~~\$144.00~~ \$168.00 (~~\$36.00~~ \$42.00 per hour for a 4-hour minimum). The site will then notify the Maintenance & Operations office *via a cancellation or change notice form* and notify their custodial staff.

If a change in time, date, room or equipment arises, please notify the appropriate site personnel as soon as possible prior to the event. Site personnel will then prepare and submit a *cancellation or change notice form* to the Maintenance & Operations office and alert their custodial staff of the changes. There is a \$35.00 fee for all changes or a \$50.00 administrative fee for cancellations.

INSURANCE

The Mt. Diablo Unified School District requires that all groups using district facilities carry liability insurance in the amount of at least \$1,000,000 per occurrence. A Certificate of Insurance must be received by the Maintenance & Operations office prior to use of facilities. The district must be endorsed as additionally insured on the certificate.

REQUEST FOR USE OF SCHOOL KITCHEN

If the kitchen facilities are to be used, a Request for Use of School Kitchen form must be completed and submitted to the Food Services Office, 1936 Carlotta Drive, Concord, CA 94519. Please note that a food service worker will be assigned to work the event and your group will be billed for this expense. For questions, call (925) 682-8000 ext. 4202.

CUSTODIAL

If your group or organization requires exclusive use of a custodian during the event, it must be noted on the "Use Permit." The custodian's primary duty is to the user group. Other duties may be assigned when user demand appears minimal or after user needs are fulfilled. When a user requires a custodian exclusively for an event, no district duties will be assigned.

When a custodian has been assigned to a specific user activity and the user has not arrived on hour after the scheduled arrival time, the custodian may secure the site and leave the premises. Overtime compensation will be paid at four (4) hours regardless and the user will be charged accordingly.

Custodians assigned extra work for community service events are guaranteed a minimum of four hours for each assignment. A custodian receives on 15-minute rest break in each 4-hour period and one 30-minute meal break in an 8-hour shift.

- The sale and/or serving of alcoholic beverages on school property is prohibited.
- The use of school district facilities for private use by individuals is prohibited.
- The use of ALL tobacco products in or on school district property is prohibited.

If you have any questions about facility usage, please call the Mt. Diablo Unified School District, Maintenance & Operations Office, at (925) 825-7440, ext 3804.