

**2013-2014**  
**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT**  
**PUBLIC USE APPLICATION**

**TO BE SUBMITTED 30 (THIRTY) DAYS IN ADVANCE OF DATE REQUESTED**

**NOTE - ANY CHANGE TO THIS REQUEST MUST BE MADE IN WRITING AND  
FAXED TO 951-304-1530 OR E-MAILED TO [dumphress@murrieta.k12.ca.us](mailto:dumphress@murrieta.k12.ca.us)**

Application for use of \_\_\_\_\_  
Name of School or Facility \_\_\_\_\_ Type of Room (i.e. Classroom/MPR/Theater) \_\_\_\_\_

Date Requested **PLEASE CIRCLE DATE(S) ON CALENDAR** Type of Program/Event \_\_\_\_\_

Client Setup Time From \_\_\_\_\_ To \_\_\_\_\_ 501 (c) 3? Yes [ ] **Attach copy to application** No [ ]

Program Time From \_\_\_\_\_ To \_\_\_\_\_ Admission Charged/donations accepted? Yes [ ] No [ ]

Client Clean up Time From \_\_\_\_\_ To \_\_\_\_\_ **Est. Attendance** \_\_\_\_\_ Open to Public? Yes [ ] No [ ]

**\*\*Your fees will begin with custodial setup. Fees will continue until cleanup is completed\*\***

**Restrooms?** Yes [ ] No [ ] **Kitchen?** Yes [ ] (Additional Fee) No [ ] **Number of Tables Requesting:** \_\_\_\_\_

**Number of Chairs Requesting** \_\_\_\_\_ Not all rooms have chairs available. Are Benches OK? Yes [ ] No [ ]

Using a Gym? Yes [ ] No [ ] Bleachers required? Yes [ ] No [ ] If so, how many \_\_\_\_\_

**If you are holding classes please initial to certify that 80% of enrollees in class are MVUSD Pupils** \_\_\_\_\_.

*A class roster showing student name, age and school attending is required by the Civic Center Office by the third meeting of the class. Failure to provide a roster may change your fee structure to Fair Value.*

Special Requirements if any: \_\_\_\_\_

**INSURANCE REQUIREMENT**

The applicant agrees to furnish such liability or other insurance for the protection of the public and the District as the District may require. The District requires that you provide a Certificate of Insurance naming **Murrieta Valley Unified School District (not the school you are using) at 41870 McAlby Court, Murrieta, CA 92562** as ADDITIONALLY INSURED in the amount of \$1,000,000 **property damage** and \$1,000,000 **bodily injury** or \$1,000,000 for **both**. **The Certificate of Insurance MUST accompany pages one and two of this application.**

**APPLICANT INFORMATION**

THE UNDERSIGNED HEREBY APPLIES FOR USE OF SCHOOL PROPERTY FOR PUBLIC PURPOSES IN ACCORDANCE WITH THE POLICIES, RULES AND REGULATIONS OF THE BOARD OF EDUCATION. **ANY CHANGES TO YOUR APPLICATION MAY INCUR A \$25 CHANGE FEE.**

**WHEN YOUR APPLICATION IS APPROVED, A FACILITY USE PERMIT WILL BE SENT TO YOU VIA E-MAIL OR US POST OFFICE. AN INVOICE WILL FOLLOW SHORTLY THEREAFTER AND IS DUE AND PAYABLE UPON RECEIPT.**

Applicant's Name \_\_\_\_\_ Organization \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**HOLD HARMLESS & INDEMNIFICATION AGREEMENT:** THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE MURRIETA VALLEY UNIFIED SCHOOL DISTRICT, ITS BOARD OF TRUSTEES, AGENTS AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE THAT MAY ARISE DURING OR RESULT IN ANY WAY FROM, OR BE ALLEGED TO BE CAUSED BY, THE UNDERSIGNED'S USE OR OCCUPANCY OF DISTRICT FACILITIES, FURNITURE OR EQUIPMENT, INCLUDING PREMISES LIABILITY, REGARDLESS OF CAUSE. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY.

**STATEMENT OF INFORMATION**

(BLANK SPACES ARE THE USING ORGANIZATION'S NAME)

The undersigned, as duly authorized representative for \_\_\_\_\_ (organization name), states, that, to the best of his/her knowledge, the school property for Use of which application is hereby made, will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that \_\_\_\_\_, the organization on whose behalf he/she is applying for the use of school property upholds and defends the Constitutions of the United States and the State of California.

The undersigned, as duly authorized representative for \_\_\_\_\_ understands, and agrees to make known to its facility users, that while the District site being used under this agreement may have defibrillators (AED's) located in one of more of its buildings, the District does not have a Public Access Defibrillator (PAD) program intended for use by the general public or facility users. AED's will not be available for use by facility users. If the organization desires the availability of an AED, it must provide its own.

The undersigned, as a duly authorized representative for \_\_\_\_\_ understands, and agrees they will be responsible for any charges associated with an emergency response call (i.e. 911 call)

ACTIVITY \_\_\_\_\_

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

Authorized Agent \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Please initial receipt of attached rules and regulations \_\_\_\_\_.** **Any violation of the attached rules may revoke your permit.** initials

Civic Center Office Use Only

**APPROVED [ ] DISAPPROVED [ ] Reason for Disapproval \_\_\_\_\_**

\_\_\_\_\_  
Signature of Authorized Site Representative Date

\_\_\_\_\_  
Signature of Civic Center Representative Date NC-NP-DC-FV 501- C3 COI Rec'd PAC Tech



# MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

## 2013-14 COMMON CALENDAR for Students

180 Student Attendance Days (numbered 1-180)

12 MONTH

12 MONTH

- H** = Holiday - No School
- SS** = Saturday or Sunday
- = School Breaks (May have to pay custodial fees after 4pm), HOLIDAYS - Minimum of 4 Hours**
- P** Teacher Preparation Day
- PD** Professional Development Day
- EO** ES & MS - Early Out
- LS** HS Late Start
- EM** ES - Min Day
- MM** MS - Min Day
- HM** HS - Min Day

JULY 2013																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
			H		SS	SS						SS	SS							SS	SS						SS	SS			

AUGUST																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		SS	SS						SS	SS	P	PD	1	2	3	SS	SS		4	5	6	7	8	SS	SS	9	10	11	12	13	SS
																			LS												
																			EO												

SEPTEMBER																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
SS	H	14	15	16	17	SS	SS	18	19	20	21	22	SS	SS	23	24	25	26	27	SS	SS	28	29	30	31	32	SS	SS	33			

OCTOBER																																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
34	35	36	37	SS	SS	38	39	40	41	42	SS	SS	43	44	45	46	47	SS	SS	48	49	50	51	52	SS	SS	53	54	55	56			

NOVEMBER																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
PD	SS	SS	57	58	59	60	61	SS	SS	H	62	63	64	65	SS	SS	66	67	68	69	70	SS	SS				H	H	SS	

DECEMBER																																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
SS	71	72	73	74	75	SS	SS	76	77	78	79	80	SS	SS	81	82	83	84	85	SS	SS	H	H	H				SS	SS		H		

JANUARY 2014																																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
H			SS	SS						SS	SS	PD	86	87	88	89	SS	SS	H	90	91	92	93	SS	SS	94	95	96	97	98			

FEBRUARY																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
SS	SS	99	100	101	102	103	SS	SS	104	105	106	107	H	SS	SS	H	108	109	110	111	SS	SS	112	113	114	115	116			

MARCH																																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
SS	SS	117	118	119	120	121	SS	SS	122	123	124	125	126	SS	SS	127	128	129	130	131	SS	SS							SS	SS			

APRIL																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
			H	SS	SS	132	133	134	135	136	SS	SS	137	138	139	140	141	SS	SS	142	143	144	145	146	SS	SS	147	148	149	

MAY																																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
150	151	SS	SS	152	153	154	155	156	SS	SS	157	158	159	160	161	SS	SS	162	163	164	165	166	SS	SS	H	167	168	169	170	SS			

JUNE																															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
SS	171	172	173	174	175	SS	SS	176	177	178	179	180	SS	SS	P					SS	SS							SS	SS		

## Rules and Regulations

### Conditions of Application for Permit

1. All user Groups shall provide: A statement of information indicating the organization upholds the state and federal constitutions; A certificate of insurance showing that they are properly insured for their own negligent acts; an endorsement naming the Murrieta Valley Unified School District as additional insured; a hold harmless agreement.
2. All applications shall be made at least thirty (30) days in advance of the first date of use being requested. Late applications may be denied. Scheduling conflicts shall be resolved first by the priority of use of school facilities and then on a first come-first served basis.
3. Applicants for use of District facilities shall be notified whether the request is approved or denied. If approved, a permit stating the approved times and dates together with any special requirements shall be sent to the applicant.
4. No use of any school or District facility shall be granted to any individual or group for a period exceeding the current school year. Use shall not constitute a monopoly of school or District facilities for the benefit of any person or group, and use privileges granted shall be renewable or revocable at the discretion of the Board at any time.
5. The individual signing the Application for Public Use of District Facilities shall, as a condition of use, agree to be held financially responsible in the cause of loss or damage to District property.
6. All juvenile groups using school facilities shall have an adult sponsor submit written application forms on behalf of such groups, under the same terms and conditions provided for public use of school facilities.
7. The District shall require security as a condition of use whenever it is deemed to be in the District's interests.

### Conditions of Use

**Permit may be revoked if user/user groups found to be in violation of any of the following conditions:**

8. Use of tobacco, alcohol or drugs in any form is prohibited in all facilities and on all grounds throughout the District.
9. Profane language and gestures are prohibited.
10. Appropriate clothing shall be worn at all times. Obscene signs, pictures, logos will not be permitted on any material, equipment, or clothing.
11. Use of District playing fields shall not be permitted during periods of rain or when fields remain wet following rain and when use would be harmful to the playing field.
12. No structures, electrical modifications or mechanical apparatus may be erected or installed on District property without specific written approval by the Civic Center Office. Persons and organizations granted the use of District facilities shall assume full responsibility for compliance with all applicable State and local fire, health and safety laws and regulations.
13. No person/organization shall displace/remove furniture or apparatus without prior permission of the District representative in charge.
14. No food or drink allowed in facilities without special permission of the Civic Center Office; MPR, Staff Lounge, and outside areas accepted.
15. Storage containers will not be allowed on any campus.
16. No use of school supplies in classrooms. No use of the teacher's desk and or computer at any time.

17. No storage of equipment or supplies at any site unless pre-approved by the site administrator and the Civic Center Office.
18. Use of whiteboards in classrooms is limited. If the teacher has written on the board it is not to be erased.
19. There shall be a District representative in charge whose duties shall include supervision of the opening and closing of buildings and grounds, supervision of the operation of facilities, and the enforcement of regulations and prevention of disturbances.
20. The applicant shall be required to have the permit with them at time of use.
21. Using organizations shall be responsible for the control and supervision of all persons in attendance during the use of District facilities.
22. A District Nutrition Services employee shall be present to supervise any use of District kitchen facilities.
23. School facilities shall not be available for entertainment of any type involving the use of hay, straw and/or animals of any type kind or size.
24. In locations where parking is permitted on school premises, vehicles must be parked in such a manner so that fire fighting equipment may have easy access to buildings and fire hydrants at all time. NO PARKING IN RED ZONES.
25. Events that expect more than 250 in attendance will be required to have a minimum of two custodians (one male and one female) as well as providing security as required by the Civic Center Office.
26. Users are subject to such additional rules as may be set forth by the building principal/administrator.
27. An approved application may be revoked with reasonable notice when District facilities are needed for school purposes.
28. Bingo events must conform with the municipal code of the City of Murrieta and be issued a permit from the City. The City Permit must be submitted to the Civic Center Office 2 weeks prior to the scheduled event.
29. A Nutrition Services Worker will be required for any use of a kitchen and the user will be charged the overtime rate for said worker.
30. The following guidelines are for use of a turf field in any high school stadium:
  - a. Field is closed to all unsupervised non-school use – violators will be cited for trespassing.
  - b. No Food, drink, sunflower seeds, or gum on field or track surfaces. No “colored” hydration/energy drinks allowed.
  - c. No cigarettes, cigars, fireworks, or open flames allowed.
  - d. Proper approved shoes must be worn at all times (no stiletto type heels)
  - e. No bikes, skateboards, roller blades, or skates allowed on track or field
  - f. No paint or permanent markings are allowed on field or track surfaces.
  - g. No pets allowed on track or field.
  - h. No glass bottles/containers allowed.
  - i. Cheerleading squads who use ladders/boxes MUST have a protective mat underneath the ladder/box so that it does not damage the track surface. VEHICLES OR LIFTS ARE NOT ALLOWED ON THE TRACK OR IN THE STADIUM.

FACILITY	Discount Rate 80% MVUSD	Non Profit 501 (c) 3 Direct Cost	Fair Value	SCHOOL
Classroom	\$ 3.13	\$ 5.69	\$ 8.91	ALL
Dance Room	\$ 6.79	\$ 12.35	\$ 19.33	
Field (Non TURF)	\$ 3.13	\$ 5.69	\$ 8.91	
Group/Pod Room	\$ 6.26	\$ 11.38	\$ 17.82	
<b>GYMNASIUM</b>				
Small	\$ 19.87	\$ 36.13	\$ 56.57	VMHS/MMHS Practice
Medium	\$ 34.38	\$ 62.52	\$ 97.90	DMMS, SMS, TMS, WSMS
Large	\$ 52.87	\$ 96.14	\$ 150.54	MMHS, MVHS, VMHS
<b>KITCHEN</b>				
Small	\$ 2.70	\$ 4.90	\$ 7.68	EHC, RRE
Medium	\$ 5.45	\$ 9.92	\$ 15.53	AME,AHE,AVE,BES,CCE,LJM,MVE,MES, ALL MS's
Large	\$ 17.73	\$ 32.23	\$ 50.47	MMHS, MVHS,VMHS
<b>LIBRARY</b>				
Small	\$ 7.09	\$ 12.88	\$ 20.17	AHE,AVE,BES,CCE,EHC,LJM,MVE,MES,RRE,TOV
Medium	\$ 14.08	\$ 25.59	\$ 40.08	DMMS,SMS,TMS,WSMS,VMHS
Large	\$ 30.97	\$ 56.30	\$ 88.17	MMHS, MVHS
<b>LOCKER ROOM/LOUNGE</b>				
Small	\$ 2.94	\$ 5.35	\$ 8.37	Elem's & MS's
Medium	\$ 6.33	\$ 11.50	\$ 18.01	VMHS
Large	\$ 7.47	\$ 13.59	\$ 21.28	MMHS, MVHS
<b>MPR</b>				
Small	\$ 8.12	\$ 14.76	\$ 23.12	AVE,MVHS Hawk Rock
Medium	\$ 13.19	\$ 23.97	\$ 37.54	AHE,AME,BES,CCE,EHC,LJM,MVE,MES,RRE,TOV
Large	\$ 18.33	\$ 34.23	\$ 53.61	DMMS,SMS,TMS,WSMS,MMHS,VMHS
<b>OUTSIDE BASKETBALL COU</b>				
	\$ -	\$ -	\$ -	
<b>POOL - HIGH SCHOOLS</b>				
	\$ 21.95	\$ 39.91	\$ 62.50	
<b>LIGHTING</b>				
<b>PRESS BOX</b>				
	\$ 3.13	\$ 5.69	\$ 8.91	
<b>SHADE STRUCTURES</b>				
	\$ -	\$ -	\$ -	
<b>STADIUM (TURF)</b>				
HIGH SCHOOLS	\$ 27.45	\$ 61.00	\$ 100.36	
LIGHTING	\$ 22.50	\$ 50.00	\$ 82.26	
<b>TENNIS COURT - ALL</b>				
	\$ 3.13	\$ 5.69	\$ 8.91	
<b>THEATER</b>				
Murrieta Mesa HS	\$ 28.68	\$ 63.73	\$ 104.85	
Murrieta Valley HS	\$ 23.68	\$ 53.02	\$ 87.23	
Vista Murrieta HS	\$ 24.75	\$ 54.99	\$ 90.47	
LIGHTING	\$ 22.50	\$ 50.00	\$ 82.26	
<b>WRESTLING ROOM - HS'S</b>				
	\$ 6.82	\$ 12.40	\$ 19.42	
<b>EQUIPMENT FEES</b>				
Elementary School	\$ 1.25	\$ 2.28	\$ 5.00	
Middle Schools	\$ 2.51	\$ 4.56	\$ 10.00	
High Schools Theatre/Stadium	\$ 6.27	\$ 11.40	\$ 20.00	
<b>PERSONNEL FEES</b>				
	Regular OT		Holiday OT	Personnel fees to be adjusted annually per CSEA Contract Step 5 at burdened rate
Campus Security	\$ 30.32		\$ 54.21	
Custodial	\$ 29.28		\$ 52.36	
Nutrition Services	\$ 25.49		\$ 45.57	
Theater Technician	\$ 30.85		\$ 55.16	

**4 HOUR MINIMUM ON WEEK-ENDS AND HOLIDAYS**

All Costs are hourly rates (Unless noted) for the listed facility

**Note: Changes to permit will incur a \$25 Change Fee**