

PERMIT

**CULVER CITY UNIFIED SCHOOL DISTRICT
APPLICATION FOR THE USE OF SCHOOL PROPERTY**

Request is hereby made by the undersigned for the use of the school facilities described below:

SCHOOL _____
 Cafetorium _____
 Room Number _____
 Other _____
 Robert Frost Auditorium _____

(District Use Only)

Facility Rental Fee _____
 Custodial Overtime: Yes ___ No ___
 Security Necessary: Yes ___ No ___
 Proof of Insurance: Yes ___ No ___

DATE(S) _____ HOURS _____ to _____

NATURE OF ACTIVITY: _____

NUMBER OF PERSONS: _____

CHAIRS/TABLES: Yes ___ No ___
 How Arranged _____

AUDIO/VISUAL EQUIPMENT NEEDED: _____

KITCHEN: Yes ___ No ___ (If yes, complete kitchen requisition form)

IS THIS A FEE BASED PERMIT? _____ IF SO, HOW MUCH? _____

Applicant hereby agrees to hold the Culver City Unified School District, its Governing Board, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

The applicant agrees to furnish such liability or other insurance for the protection of the public and the District as the District may require. No permit shall be issued without proof of such insurance. The applicant hereby agrees to reimburse the school district for any damage to school property occasioned by or growing out of the use herein requested. Applicant hereby agrees to conform to the rules and regulations of the Board of Education governing the use of school buildings as printed on the reverse side of this form.

Applicant hereby agrees that school property will not be used for the commission of any act which is prohibited by law, or the commission of any crime including, but not limited to, the crime specified in sections 11400 and 11401 of the California Penal Code. (Calif. Supr. Ct. ruling: A.C.L.U. vs. L.A. Board of Ed., L.A. 326948).

NAME OF ORGANIZATION _____ DATE _____

NON-PROFIT ORGANIZATION? Yes ___ No ___ FAX # _____

APPLICANT'S NAME _____ (Please print) E-MAIL # _____

SIGNATURE OF APPLICANT _____ TITLE _____

ADDRESS _____ PHONE _____

APPROVED BY BUSINESS OFFICE: _____ DATE _____

REMARKS: _____

CULVER CITY UNIFIED SCHOOL DISTRICT

RULES AND REGULATIONS FOR RENTAL/USE OF SCHOOL FACILITIES

1. Any use of school facilities shall comply with all applicable State and local laws and regulations. Organizations shall ensure that all activities held, equipment used and food or other items of personal property used or distributed; shall comply with applicable State and local fire, health, and safety laws and regulations. Any use contrary to law shall be grounds for denial of further use. Parking of vehicles shall comply with all District and City regulations.
2. Any use by any individual, society, group or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or the State by force, violence, or other unlawful means shall not be permitted or suffered. Any individual, society, group or organization which commits any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government by force, violence, or other unlawful means while using school property is guilty of a misdemeanor. (Education Code Section 40040 et.seq.)
3. Organizations shall hold the Culver City Unified School District, its Board of Education, the individual members thereof, and all District employees free and harmless for any loss, damage, liability, cost or expense that may arise during, or resulting from, such use of occupancy of school facilities.

The District will, except when legally prohibited, require organizations to name the District as an additional insured for bodily injured, liability, and property damage in the following amounts: one million dollars for each occurrence and one million dollars in the aggregate.
4. All meetings shall close by 10:00 p.m., with facilities vacated by 10:15 p.m. or 10:30 p.m., if a clean-up period is required.
5. There shall be no obscene language, quarreling, fighting, gambling, or use of intoxicants, hallucinatory drugs or narcotics in or about the school facilities. There shall be no smoking in or about school facilities. Violations shall be sufficient cause for denying further use.
6. All organizations using school facilities shall have adult supervision. There shall be no less than one supervisor for each 20 minors. District may require more supervision if deemed necessary.
7. Any breakage, damage or loss of District property, beyond reasonable wear and tear, or any facilities left littered or unsanitary requiring special clean-up or repair shall be paid for by the applicant or organization using the facilities.
8. School furniture or apparatus may not be removed or displaced by any group without permission from and under the supervision of the District employee in charge.
9. Facilities shall not be opened earlier than called for on the application and the user party must have with them a permit or copy during the use period.
10. The collection and payment of all Federal, State or other taxes is the responsibility of the organization using the facilities.
11. The District reserves the right to charge direct cost rates to any and all user groups.
12. Groups that rent facilities at least once per week for a minimum of 15 weeks may receive a 10% discount by paying in full before usage.
13. The individual who signs the permit is responsible to provide and review with all users in their group a copy of the rules and regulations for using school facilities. Failure to do so could result in the revocation of permit.

Use of Facilities

The following Hold Harmless Agreement shall be completed prior to use of facilities:

To: CULVER CITY UNIFIED SCHOOL DISTRICT

In connection with the granted use of your facilities and premises at:

_____ for _____

We, _____ hereinafter referred to as the Permittee, do agree to defend, indemnify and hold harmless the Culver City Unified School District, hereinafter referred to as the District, its officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgements, including legal and attorney fees, arising from personal or bodily injuries, including death, or property damage or otherwise, however caused, sustained by any person(s), firm(s), corporations(s), including the District, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned's use/occupancy of District's facilities, furniture or equipment or other use as requested by the Permittee, or from any occurrence in or on the demised premises, and will further indemnify and hold the District harmless against and from any and all claims arising from any breach or default on the part of the Permittee in the performance of any covenant or agreement on the part of the Permittee to be performed pursuant to the terms of this use, or arising from any act or negligence of the Permittee, or any of its agents, contractors, servants, employees, licensees, customers, or invitees. In the case any action or proceeding is brought against the District by reason of such claim, the Permittee, upon notice from the District, covenants to resist or defend at Permittee expense such action or proceeding by counsel reasonably satisfactory to the District.

The Permittee further agrees to retain responsibility for any loss, theft or damage to Permittee's equipment, supplies or materials or equipment, supplies or materials of others brought onto or stored on District's premises in connection with Permittee's use of District's facilities and premises.

The Permittee further agrees and promises not to use or permit any other person, firm, or corporation to use pictures or films of the premises and/or facilities of the Culver City Unified School District in any movie film, film production or commercial venture the subject matter of which does or might bring discredit to the District, including any film production which contains immoral, obnoxious, obscene or injurious material, or is subversive in any way.

The Permittee further agrees to surrender the premises and facilities to the District at termination of the use period hereinbefore specified in the same condition as at the commencement of the period. The Permittee shall not remove any District property. All equipment, supplies and materials of any kind, supplied and used by the Permittee, shall be removed from the premises at termination of the use period. The Permittee shall be responsible for any damage to District property, arising from Permittee's use, and shall promptly reimburse the District for repair or replacement as billed. The undersigned further agrees to provide a Certificate of Insurance for liability coverages and limits acceptable to the District.

IN WITNESS WHEREOF, the Permittee has executed this document

on the _____ day of _____, 20_____

Signature _____

Name (Authorized Representative) _____ Title _____

Use of Facilities

Use of Culver City Unified School District Facilities
by Free-Use Groups*

_____ (name of person/group) has contacted the following alternative locations and declares that no alternative location is available for the following activity:

Alternative locations (List Locations in the Community), date and person contacted:

1. _____
2. _____
3. _____

I declare under penalty of perjury that the foregoing is true and correct.

Group _____

Agent _____

Date _____

* This declaration is required of free-use groups which have been granted free-use by the Board of Education.

CULVER CITY UNIFIED SCHOOL DISTRICT
Facility Use Rates

Community Relations

E 1330 (d)

Use of Facilities

PTA, Booster Clubs, Culver City Police and Fire Groups, A.L.L., Culver City Education Foundation, Friends of the Culver City Youth Health Center, Academy of Visual & Performing Arts

The above organizations shall receive free use of facilities to conduct meetings Monday through Friday during the regular school year. Facility use by these organizations on weekends, holidays and summer months shall be assessed a \$41.25 per hour charge to off-set the cost of custodial, maintenance and security of the facilities with the exception of one major fundraising event per year, per site, to be charged \$8.25 per hour.

Girl and Boy Scout Troops, A.L.L.

The above organizations shall receive forty (40) free hours of use Monday through Friday during the regular school year. All additional use shall be at \$8.25 per hour. Facility use by these organizations on weekends, holidays and summer months shall be assessed a \$41.25 per hour charge to off-set the cost of custodial, maintenance and security of the facilities.

At the discretion of the Superintendent or designee, the District may offer reduced direct cost rates to other non-profit groups.

CULVER CITY UNIFIED SCHOOL DISTRICT
Facility Use Rates

Facility	Direct Cost Rate	Fair Rental Value Use Rate	Time Period	Comments
<i>Cafetorium/Cafeteria</i>				Includes folding chairs and/or tables
El Marino (Cap: 356)	248	600	4 Hrs	
El Rincon (Cap: 356)	248	600	4 Hrs	
Farragut (Cap: 449)	248	600	4 Hrs	
La Ballona (Cap: 403)	248	600	4 Hrs	
Lin Howe (Cap: 499)	248	600	4 Hrs	
Add'l Hour(s)	66	128	Hourly	
CCHS/CCMS (Cap: 1000)	330	600	4 Hrs	
Add'l Hour(s)	66	143	Hourly	
<i>Classrooms</i>				
Monday thru Friday	66	90	Hourly	Three (3) hour minimum
Breaks, holidays or weekends	99	120	Hourly	Three (3) hour minimum
<i>Helms Field & Balkman Track</i>				
Includes bleacher seating	330	825	4 Hrs	Seats 3000. Rate does not include any athletic equipment, lights, locker room/shower facilities, or public address
Add'l Hour(s)	66	150	Hourly	
Lights	41	75	Hourly	
Shower Facilities	165	225	Per Use	Does not include towel service
P.A. System	165	150	Flat Rate	
<i>Additional Staff</i>				
Security or Custodian	66	75	Hourly	
<i>Commercial Film Shoot</i>		7500		

CULVER CITY UNIFIED SCHOOL DISTRICT
Facility Use Rates

Facility	Group Members Residing within CCUSD	Group Members Residing outside CCUSD	Fair Rental Value Use Rate	Time Period	Comments
Fields					Three (3) hour minimum. Includes practice field lights, if available. No athletic equipment included
Youth Groups					
Mon thru Fri	17	33	150	Hourly	After school until 9:30pm
Sat thru Sun	25	33	225	Hourly	8:00am until 9:30pm
Adult Groups					
Mon thru Fri	33	50	188	Hourly	After school until 9:30pm
Sat thru Sun	50	83	225	Hourly	8:00am until 9:30pm
Gyms					No athletic equipment or locker room use included
Youth Groups					
Mon thru Fri	17	25	188	Hourly	After school until 9:30pm
Sat thru Sun	25	33	225	Hourly	8:00am until 9:30pm
Adult Groups					
Mon thru Fri	33	66	225	Hourly	After school until 9:30pm
Sat thru Sun	50	83	300	Hourly	8:00am until 9:30pm

Tennis Courts	
Individual Users	\$20.00 Annually
Tennis Instructors	\$100.00 Annually
Organized Groups	\$10.00 per hour per court



ROBERT FROST AUDITORIUM

Facility Use Charges

THE ROBERT FROST AUDITORIUM

Hourly Rate	\$500
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REQUIRED SERVICES

Technical Crew (minimum required)	\$60 an hr per crew member
Light Board Operator	
Audio/Visual Operator	
Stage Manager/Stage Hand	
Front of House Manager	
Ushers (x2)	\$25 an hour per usher
2 Security Guards**	\$350 flat rate
Cleaning Fee	\$250 flat rate

ADDITIONAL SERVICES AVAILABLE

Additional Crew Member* (backstage hands)	\$60 an hour per crew
Additional Security Guards**	\$175 each
Ushers	\$25 an hour per usher
Cleaning Crew	\$75 an hour per custodian
Piano use for event (includes tuning)	
*8 Foot Steinway Grand (requires special permission)	\$300 flat rate
*Upright Piano	\$200 flat rate
Marley Floor (includes installation)	\$600 flat rate
Podium	\$100 flat rate

SONY BLACK BOX THEATRE

Day rate	\$1,500
Hourly rate	\$200

LOBBY

Hourly rate	\$200
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Rental of theatres includes the use of our Technical Director to oversee lighting and sound needs and use of the Theatre Lobby and Dressing Rooms.

We require a minimum booking time of 4 hours for all spaces and crew.

*A “day” is considered to be 8 consecutive hours during a 24 hour period (starting at midnight and ending at 11:59pm). Additional hours will be charged at the hourly rate. If your booking exceeds 8 consecutive hours, crew rates will be charged at time and a half per hour, each additional hour.

**We require there to be two guards present for every event. There is 5 hour minimum for each security guard.