

LEMOORE UNION HIGH SCHOOL DISTRICT

DEBBIE MURO
District Superintendent

5 Powell Avenue, Lemoore, CA 93245
(559) 924-6610 ~ FAX (559) 924-9212 ~ www.luhsd.k12.ca.us

VICTOR ROSA, Ed.D.
Assistant Superintendent
Curriculum & Instruction

March 14, 2017

Janet Brown
520 B St
Lemoore, CA 93245

Dear Ms Brown:

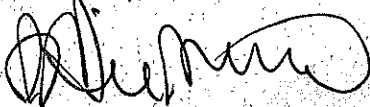
Enclosed, please find a copy of the LUHSD Facilities use contract with South Valley Community Church for use of the LHS two lower practice fields. The contract is approved only for the use of facilities authorized in the South Valley Community Church Facilities Contract.

The Maintenance Department will open and close the facilities for your scheduled dates. Please do not share, duplicate, or provide keys to anyone who may be assisting you with this event.

You will receive your bill in a separate mailing. The South Valley Community Church will be charged for all dates requested on the contract even if the facilities are not used, so please make any necessary updates by Friday, April 21, 2017. The requesting organization will have 10 working days following the conclusion of their contract to submit the appropriate fees to the LUHSD Business office.

The District is pleased to make its facilities available to the South Valley Community Church and wishes the participants a successful event. Please feel free to contact me if you have any questions.

Sincerely,



Debbie Muro
Superintendent

TRUSTEES

Jeanne Castadio • John Droogh • Lois Hubanks • Jason Orton • Lupe Solis Ed.D.

3/15/17

Community Relations

USE OF SCHOOL FACILITIES

PROCEDURES FOR USE OF SCHOOL FACILITIES

RECEIVED E 1330 (a)
FEB 2 2017
Lemoore Union High School District

The Lemoore Union High School District is committed to the provision of quality education instruction and public service. The Lemoore Union High School District facilities are available for community use when such use does not conflict with district programs and operations and shall be sufficiently available to allow meaningful use by outside community groups. The District reserves the right to refuse the use of its facilities and equipment to any group when it deems it to be in the best interest of the institution.

In order for any group or organization to use LUHSD facilities:

Obtain Facilities Use Request Packet (E 1330) from the School Office. Contracts are approved on a quarterly basis (mid-July approval for August through mid-November contracts; mid-October approval for mid-November through March contracts; mid-February approval for April through July contracts) Packets MUST be completed by the designated representative of the organization requesting the use of the facilities.

Submit the completed Facilities Use Request Packet to the Site Principal for review. A completed packet includes the following items:

- A. Procedures for Use of School Facilities (a)
- B. Hold Harmless Agreement Terms & Conditions, signed (c)
- C. Fee Schedule with costs circled (d)
- D. Rules Governing Facility Use (e)
- E. Public Facility Use Form (f)
- F. LUHSD In-House Facility Use Form (g)
- G. Insurance Binder showing Lemoore Union High School District, 5 Powell Ave., Lemoore, CA 93245, as an additional insured for not less than \$1,000,000.

Upon approval of event, date, terms, and cost, the District will schedule the event on the LHS Master Calendar and send a confirmation letter to the requesting organization.

The requesting organization will have 10 working days following the conclusion of their contract to submit the appropriate fees to the LUHSD Business Office.

This is: School Related Organization (NC) Non-profit group (DC) Religious group (DC)
 Club/Association promoting youth and school activities (DC)
 Other (FVC) (Admission charged/ Contributions Solicited/No charitable purpose or welfare of students)

No Charge _____ Direct Cost \$ 55⁴⁶ Fair Value Cost \$ _____ (See Terms & Conditions)

Site Principal Approval _____

Date 3/8/17

District Approval _____

Date 3/14/17

[Handwritten Signature]

South Valley Community Church
Updated: June 11, 2015
Lemoore Union High School District
Lemoore, CA 93245

(RUP 3/2/17 - Planned to Messer 3/8/17 including fees)


USE OF SCHOOL FACILITIES

whose behalf he/she is making application for use of school property, does not, to the best of his/her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his/hers knowledge, it is not a Communist action organization of Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

PROTECTION OF PROPERTY: School property must be protected from damage or mistreatment, and each third party user must be responsible for the condition in which it leaves the school facilities or grounds. In case school property is damaged, or must be cleaned as a result of such use, the same shall be paid for or reimbursed by Organization.

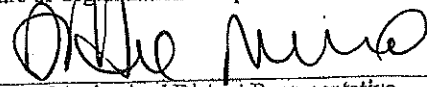
Organization agrees to all terms and conditions above, accepts fees charged for facility use according to the District Fee Schedule, and agrees to abide by all of the rules governing use of the facilities. Information on fees is attached and also available in the Business Office. This Agreement is not effective until the organization has received a confirmation letter from LUHSD.

Date: 3/14/17



Signature of Organization's Representative

Date: 3/14/17



Signature of Authorized District Representative

USE OF SCHOOL FACILITIES

FEE SCHEDULE
(Minimum Hour Rental)

	Additional Costs	Total Costs	Time/Hrs	Total
Reg Ed Classroom Varsity Softball Field Concession		*\$15/**\$30		
<u>Janitorial Staff</u> Exterior Courts Field/Court Lights	Weekend crew to work xtra 4106777	*\$20	2 hrs	52.96
<u>Locker Rooms</u> Small Gym Cafeteria Dining Room Cafeteria Kitchen	Mandatory Food Handler \$20/hr	*\$22.50/**\$37.50	11 hrs	418.50 247.50
Swimming Pool Large Gym Varsity Baseball Field Stadium Auditorium	Certified Lifeguards Required	*\$30/**\$45		
Presentation Center	Sound System/Staff/Theater Lighting \$35/hr			
Event Center Bleachers Vinyl Flooring Backboard/Net Set Up Concession Area PA System Utilities	Air Conditioning/Heat/Lights \$30/hr	*\$300/**\$750 daily */*\$50 per side */*\$200 */*\$50 */*\$50 */*\$25		\$350.46
<u>Custodial Supplies</u>	\$0.25 per person per day	200 ppl x .25 \$50	\$50	Total \$515.46
Equipment Use Charge	\$0.25 per chair \$5.00 per table			

*Nonprofit ID 94-1639139/**Private

Security may be required, depending on the nature of the event and the estimated number of participants or spectators attending. If security is required, the organization will be responsible for contracting and providing licensed security guards.

Additional charges will apply for Event Center Air Conditioning

Updated: June 11, 2015

Lemoore Union High School District
Lemoore, CA 93245

updated 3/16/17

USE OF SCHOOL FACILITIES

RULES GOVERNING FACILITY USE

1. Charges for the use of facilities and premises are set at time of application. Adjustments to charges will not be made once the contract has been approved by LUHSD.
2. Alcoholic beverages are prohibited. Smoking/tobacco is also prohibited at all times.
3. Keys are not to be shared or copied.
4. All tables, chairs, and sports equipment must stay in designated areas at all times.
5. Bicycles, skateboards, skates, scooters or pets (except Service Dogs) are prohibited on campus.
6. Posting of materials is to be confined to bulletin boards or easels approved for that purpose. Taping or stapling to any wall surface or door is prohibited.
7. Event Center bleachers are not to be used for athletic exercise.
8. Rental fees, staff salaries, and key deposits may be subject to advance payment. All contracted fees are due to the LUHSD Business Office within 10 working days following the conclusion of the contract.
9. If determined necessary, a custodian or representative from the district will be assigned to work the event. Charges will be billed to the organization renting the facility. Whenever a custodian, or special instructions or equipment is needed or required, arrangements must be made with the (to be determined by administration) a minimum of two weeks in advance.
10. Vehicles are permitted in parking lots only.
11. All organizations using Lemoore Union High School District facilities must provide the District with a Certification of Insurance. The Certificate of Insurance must be provided with the application to be considered. The public liability coverage shall be not less than \$1,000,000 for a combined single limit, evidence of team medical coverage, and if activity is for a profit, evidence of Worker's Compensation Coverage.
 - a. Lemoore Union High School District shall be named as an additional insured.
 - b. Certificate of Insurance must be attached to the application before being submitted to the District Office for final approval.
12. No outside tables or chairs may be brought into facilities, all chairs and tables must be provided by the district.
13. Tampering with any building equipment, safety equipment, or the damaging of any facilities will not be tolerated. Violators will be prosecuted.
14. Guests are expected to leave facilities clean and orderly at the completion of an event. Any cleanup or damages over and above routine services will be charged to the user and will be subject to a janitorial and or repair fee to the user.
15. If any equipment breaks or the facility is in need of repair during an event, the district must be notified immediately. No repairs or alterations can be made unless approved by a district representative.

USE OF SCHOOL FACILITIES

PUBLIC FACILITY USE FORM

Sponsoring Organization or Group: South Valley Community Church

Official Contact Person: Janet Brown Signature: [Signature]

Address: 520 B Street Phone: 707-4677

Estimated Attendance: 200 chrisjanetbrown@gmail.com

FACILITY and/or EQUIPMENT REQUESTED

FACILITIES REQUESTED	EQUIPMENT/FURNITURE
2 Lower Fields, Practice Girls locker room bathrooms	gates open

SCHEDULE EACH DATE AND HOURS NEEDED

Date(s)	Hours	Activity
April 22, 2017	7am - 6pm	Kickin' for Kenya Soccer Camp

FOR DISTRICT USE ONLY

INSURANCE VERIFICATION REQUIRED: Proof of Insurance Attached Yes No

Company Name: _____ Policy No: _____

LUHSD has been named Additionally Insured: Yes No Expiration Date: _____

Site Admin Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Maint Dir Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Cafeteria Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Athletic Dir Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Activities Dir	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Stagecraft Teacher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
LUHSD Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Confirmation letter mailed on July _____, Oct. _____, Feb. _____			

BILLING INFORMATION

HOURS/QTY	ITEM	RATE	TOTAL
		TOTAL CHARGES	*

*Reminder: Charges are FINAL upon LUHSD approval of contract.

LEMOORE UNION HIGH SCHOOL DISTRICT

Updated: June 11, 2015

Lemoore Union High School District
Lemoore, CA 93245

USE OF SCHOOL FACILITIES

IN-HOUSE FACILITY USE FORM

Event/Activity: Kickin' for Kenya Coordinator: Janet Brown Ext# _____

Date Of Activity: Sat., 4/22/2017 Time Of Activity: 7am to 6pm
(Weekday) (Month/Date/Year) (Start time: AM/PM) (End AM/PM)

Early Date/Setup Time (if early set up required) : _____

(Please provide accumulative dates on a separate sheet and attach to this form to include start and end times if different):

Refreshments:
_____ Coffee/Punch _____ Food/Table Service _____
_____ Other _____
(If Cafeteria Kitchen provides, make arrangements with Extension # 230)

Site Preparation:
 Site LHS
_____ Classroom(S) _____ Time Open: _____ AM/PM _____ Time Closed: _____ AM/PM
_____ Event Center/Lobby _____ Time Open: _____ AM/PM _____ Time Closed: _____ AM/PM
 Restrooms _____ Time Open: 7 AM/PM _____ Time Closed: 6 AM/PM
_____ Concessions Stand _____ Time Open: _____ AM/PM _____ Time Closed: _____ AM/PM
_____ Heating/Cooling _____ Time On: _____ AM/PM _____ Time Off: _____ AM/PM
 Field/ Lights open _____ Time On: 7 AM/PM _____ Time Off: 6 AM/PM
_____ Golf Cart(S) _____ Delivery Time _____ AM/PM _____ Return Time: _____ AM/PM
SITE: _____

Equipment Request (Please circle and indicate number needed):

TECHNOLOGY DEPT AUDITORIUM
_____ Tables _____ Carpet/Turf/Vinyl Flooring _____ Projector (LCD/Overhead) _____ Stage Lights
_____ Chairs _____ Flag _____ Computer _____ Stage Sound
_____ Stage or Risers _____ Banner _____ Large or Small Screen _____ Video Camera
_____ Podium _____ TV/VCR/DVD
_____ P/A System (# Mics _____) _____ Extension Cord(s)

Special Set Up Instructions: _____

DRAWING OF SET-UP: LOCK ROOM

MISCELLANEOUS NOTES:
Please set up 4 goal posts (with nets)
2 on each field.
Gate by tennis courts
open.

Copies to: Maintenance () Athletic Director () Activities Director () Cafeteria () Stagecraft Teacher ()
Technology ()

District Contact Phone Numbers:

Michael Doria, Director Maint & Ops-Office (559) 924-6643; Cell (559) 799-3225
Juan Casarez, Lead Custodian, Evenings-Cell (559) 670-8375



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Church & Casualty Ins Agency Inc 3440 Irvine Ave Newport Beach CA 92660		CONTACT NAME: Jennifer Nguyen PHONE (A/C, No, Ext): (800) 995-7525 FAX (A/C, No): (800) 995-7521 E-MAIL ADDRESS: jennifer@churchandcasualty.com	
INSURED FIRST BAPTIST CHURCH LEMOORE INC DBA SOUTH VALLEY 1050 W BUSH ST LEMOORE CA 93245-3422		INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Co NAIC # 18767 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1721055362 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJEOT <input type="checkbox"/> LOC OTHER:	X		0184922-02-764857	1/1/2015	1/1/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of insurance for use of premises located at Lemoore High school, 101 E Bush St., Lemoore, CA on April 22, 2017 for Soccer. Certificate holder, Its Officers, Agents & Employees individually and collectively, are named additional insured but only with respect to the activities of the Named Insured on the above described premises. Specific coverages apply to the Named Insured's participants only, all other participants are EXCLUDED. 10*days notice for non-payment of premium and 30*days for any other reason

CERTIFICATE HOLDER Lemoore Union High School District Its Officers, Agents & Employees 5 Powell Ave Lemoore, CA 93245	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE J Taheri Kenari/JANIC <i>Jennifer Taheri Kenari</i>
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