

DIXON UNIFIED SCHOOL DISTRICT
SCHEDULE OF RENTAL CHARGES

Dixon Unified School District
180 South First St. #6, Dixon CA 95620

USE OF SCHOOL FACILITIES BP 1330 and AR 1330

Facility	Cost Use II	Commercial Use III Fair Rental Value
Multipurpose Rooms at Silveyville, Anderson, Tremont, Gretchen Higgins, Dixon High, and Practice Gym at Dixon High	\$20.00 per hour Minimum 2 hours	\$50.00 per hour Minimum 2 hours + Custodial time minimum 2 hours
Kitchen use	\$20.00 per hour + supervisory costs	Not available
Gymnasium with locker room a. HS Large Gym and Lockers b. Jacobs Gym and lockers	a. \$40.00 per hour Minimum 2 hours b. \$30.00 per hour Minimum 2 hours	a and b. \$80.00 per hour Minimum 2 hours + Custodial time minimum 2 hours.
Gymnasium without locker room a. HS Large Gym b. Jacobs Gym	a. \$30.00 per hour Minimum 2 hours b. \$20.00 per hour Minimum 2 hours	a and b. \$60.00 per hour Minimum 2 hours + Custodial time minimum 2 hours.
Stadium field a. Use of lights b. Use of lights not required	a. \$100.00 per hour minimum 2 hours + custodial costs b. \$50.00 per hour minimum 2 hours + custodial costs	Not available for Commercial use
Other outdoor facilities, such as softball fields, baseball, soccer, track	\$20.00 per hour	\$40.00 per hour
Classrooms	\$10.00 per hour per room Minimum 2 hours + Custodial time	\$30.00 per hour.



Community Use of School Facilities

Application Process and general information

1. An "Application for use of school facilities" form must be completed and signed by the authorizing group representative, the site administrator and the district authorizing person. If the three required signatures are not on the application, authorization for use of the requested facilities has not been granted. This form must be submitted to the district office of School Facilities at least three (3) weeks in advance of the first date of use requested.

Application forms available at the District office and school sites

- Applicable fees must be paid to the district prior to the use of requested facility.
- Concurrent with the execution of the Use of Facilities Application, a certificate of insurance naming the Dixon USD as additional insured in the amount of \$1,000,000, is required.
- A facilities use permit does not necessarily authorize the use of certain school district or student body equipment. The applicant shall make arrangements for supervision and operation of any equipment with the site level administrator. Applicant will be liable for any damage or loss of equipment during facilities usage.
- Any group using an auditorium or stage shall not disturb, move or change any existing equipment except with the permission of the school administrator and under the supervision of the school employee who is in charge of the facility. Any stage props used must be completely fireproofed. The school district may request the fire department to verify certification of fireproofing.
- Use of school kitchens may be granted to eligible groups. A food services employee must be assigned to ensure sanitation, safety, and proper operation of equipment. This employee will act in a supervisory capacity only, but may assist with the work. The rate of pay will follow collective bargaining provisions regarding overtime and district pay procedures.
- Tobacco Products are not Allowed on Dixon USD Property**
- No Alcoholic Beverages are Allowed on School District Property**
- After each use the applicant is required to complete the "Report of Use of School Facilities" to be filed with the District Office within 48 hours after use of facility.**

- Fees are for each full hour or fraction thereof.**
- All facility uses are assumed to include one set of bathrooms.
- There will be a \$20.00 fee to open and close facilities when custodians are not on duty.
- In addition to the above charges, applicants who request use at times when Custodians are not normally on duty and a custodian is needed will be charged \$22.00 per hour for a minimum of (2) hours.**
- Provide proof of adequate liability insurance to the district financial office.
- Understand that appropriate clean up is done or a custodial clean-up fee will be charged. Also, any damage done will be repaired by the district and charged to the sponsoring organization.
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Adopted May 15, 2003

Effective July 1, 2003