



TRACY UNIFIED SCHOOL DISTRICT
 Attn: Facility Use Department
 1875 W. Lowell Ave.
 Tracy, CA 95376

**APPLICATION AND AGREEMENT
 FOR OUTDOOR FIELD USE ONLY**
 FACILITY USE DEPT: (209) 830-3297
 Fax Number: (209) 830-3259

APPROVED

Attachment B: Fill out all areas in Section A only and sign all pages. All spaces required. (2) Return this request to the Facility Use Dept by fax, email or mail. Allow at least 15 working days to process. Use blue or black ink only.

USER MUST CARRY APPROVED PERMIT AT ALL TIMES!

SECTION A: Organization Name (ORGANIZATION NAME MUST MATCH INSURED NAME)
 TYSL-Tracy Youth Soccer League

Mailing Address: P.O. Box 187 City: Tracy State: Ca Zip: 95378-0187

Contact Person: Darlene Witham Phone: [REDACTED] Cell: [REDACTED] Fax: [REDACTED] Email: darlenewitham@tyslglobal.com

Please check type of sport:
 Baseball Softball Soccer Football Track Cricket Tennis Other _____

Type of Event: Soccer practices Tournament League Game Practice

Are you Non-Profit? YES Admission Charged: NO Estimated # of Teams: Estimated # of Games: Estimated Attendance:
 Non Profit: 109-4971

Requesting School: Port Christian School Do you plan to BBQ? NO

List quantity and specific fields needed:
 Refer to Site Field Chart in Folio:
 Stadium Only - (check all that apply): Concession Press Box PA System Practice field (Specify above)

Start & End Date(s) Requested: School Year / Start & End Time(s) Requested: Time includes set up and clean-up time

Start Date: 8/17/2011 End Date: 11/17/2011 Start Time: 4 PM End Time: 8 PM
 Start Date: End Date: Start Time: AM/PM End Time: AM/PM
 Start Time: AM/PM End Time: AM/PM
 Start Time: AM/PM End Time: AM/PM
 Start Time: AM/PM End Time: AM/PM

List Dates Excluded: 9/5

CIRCLE DAY(S) OF WEEK: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Signature of Authorized League Representative: [Signature] Title: Mrs. [Signature] Date: 8/11

SECTION B: School/Facility Only

Location Available:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Principal or Authorized Signatory: <u>[Signature]</u>	Date: <u>8/10/11</u>
Equipment Available:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SCHOOL/FACILITY USE SPECIAL NOTES: (DATES, EQUIPMENT, ETC. NOT AVAILABLE)	
Custodian Assigned:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Wednesdays not available 8/18 not available No use 9/5	

SECTION C: Facility Use Department Only

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Agreement	Grant	MOU	Title 1
INSURANCE REQUIREMENTS:		Certificate & Endorsement Letter: <u>Approved / Denied</u>		Expiration Date: <u>9/1/12</u>		Total Fees Due: <u>\$ per policy</u>			
Facility Use Payment Received: Date: _____ \$ _____		Check# _____		Invoice# _____		Revisions Allowed: <u>1</u> <u>2</u>			
Security Deposit Received: Date: <u>8/16/11</u> \$ <u>500</u>		Check# <u>1729</u>		Date: <u>8/16/11</u>		Posted: <u>AUG 16 2011</u>			
Authorized Signature: <u>[Signature]</u>		Date: <u>8/16/11</u>		Posted: <u>AUG 16 2011</u>					



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Application will not be processed unless it is filled out and signed completely on all pages. Upon approval user must carry signed permit at all times when on school premises. Custodians cannot open facility if permit is not presented to them. Tracy Unified School District is not responsible for the set up of outside facility use. All Organizations and Businesses are to provide the Facility Use department with a list of their Board Member and/or officials names and contact phone numbers.

Application: Applications are to be completed by a responsible adult and, in the case of an organization, the party shall be an officer or a person duly appointed by the organization to make such an application. All school-related activities shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first served basis. The school principal is authorized to designate the areas at his/her school which are available and suitable for the use requested. The school principal is the authorizing agent to recommend his/her school site as requested and then will forward the facility use form to the Tracy Unified School District, Facility Use Department for final approval or denial.

Scheduling: It is the user's responsibility to allow sufficient time to set-up and clean up the facility. These hours must be included in the rental period. Custodians do not set-up for your event. The user will be charged the actual cost of cleanup if litter, trash, or garbage remains on campus. The rented area should be left in the same condition in which you arrived. Organizations shall never leave a rented stadium unattended and will be held financially responsible in the event in the loss or damage to TUSD property. High Schools facilities are not available during the last week of school nor on graduation days. Permission to use TUSD facilities for a period exceeding one fiscal year shall not afford to any person or organization a real or implied monopoly.

Field Condition Hotline:

Field users are required to call the Tracy Unified School District *Field Condition Hotline* prior to each day of use at (209) 830-3297.

Rules of conduct: Unreasonable conduct of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed offensive, indecent or contrary to the best interest of the community is classified as unreasonable. SMOKING, TOBACCO PRODUCTS, ALCOHOL, DRUGS, NO FIREARMS OR EXPLOSIVES ARE PROHIBITED ON ANY SCHOOL DISTRICT PROPERTY. Facility users must be aware of the location of emergency exits at all times. Facility users are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds. Organizations or groups using school facilities under the provisions of Board policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair any damages and may deny the organization further use of school facilities. Facility Users are not permitted to store any of their belongings on sites. Facility Users are not permitted to post banners or advertisement during regular school hours and only during their scheduled facility use time. Regular school hours are defined as 7:00am to 6:15pm Monday through Friday every week of the calendar year except holidays. No person shall cause or permit pets or animals to be on school grounds or in school/district facilities, although no part of the policy shall prohibit the appropriate use or access of legally approved/supervised service animals. With prior consent of the superintendent or designee, working animals shall be permitted limited access as appropriate.

Weekend Emergency:

In the event the assigned district employee is not present when scheduled, contact a district representative on weekends and holidays only at primary number (209) 321-1329. If you call the weekend custodian out for any reason other than an emergency you will be charged an additional 2 hours of custodial fees.

Keys: Keys required to carry out any and all activities shall remain in the possession of authorized TUSD employees. Keys shall not be turned over to individuals, organizations, clubs, associations, etc. Buildings shall be opened, attended, and closed by an authorized employee of the TUSD.

Parking: Tracy Unified School District parking lots are to be used only for parking and ancillary activities associated with other pre-approved uses of district facilities listed in attachment B, Schedule of Community Rental Fees. There shall be no parking of any non-district vehicle on Tracy Unified School District Property other than in designated parking lot areas.

Field Users-Portable Toilets & Dumpsters: Field Users are not allowed to use district site owned toilets and dumpsters. Leagues are required to provide their own portable toilets and garbage dumpsters. Leagues must contact the School Site to arrange delivery and the placement area prior to scheduling. Deliveries cannot be made during regular school hours. Leagues are responsible for the arrangement of their own clean outs services. Portable toilets must be secured to a fence and locked to avoid vandalism.

High School Stadiums: American flags are not provided to facility users. No food or drink is allowed on artificial turfs – plastic water bottles only. Sunflower seeds or gum are not permitted in the stadium. No PA speaker sound before 10:00am or after 9:00pm. PA equipment operated by adults only. No access to volume adjustment. No vehicles allowed in stadium except emergency vehicles. No outside soccer goal pegs in turf.

Payment: Unless prior permission is granted, a payment of facilities fees will be required prior to use of facilities and required district personnel fees will be billed after usage date. No-Show results in full custodial charge. Payments approved after use are required at time of receipt of invoice. Payment to be made to Tracy Unified School District, Facility Use Department, 1875 W. Lowell Ave. Tracy, 95376.

Organization Initials: DW

Date: 08/01/2011

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Return Check Fee: A Returned Check Fee of \$47.22 will be charged for Insufficient Funds.

Insurance Requirements: Concurrent with the execution of the Use of Facilities permit, permittee shall provide the Tracy Unified School District with a Certificate of Insurance and Endorsement Letter naming the district as an additional insured and which meets the following minimum requirement \$1,000,000 combined single limit or \$500,000 per person, \$1 million per occurrence, and \$100,000 property damage. **High Risk Insurance Requirements:** Any extreme hazardous risks (example: trampolines, bungees, and jumping devices, fireworks, aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses, climbing walls, deep fryers) will require prior approval by the three member facility use committee described later in this policy in the section entitled "Exceptions". These uses will require \$5,000,000 combined single Limit insurance.

Indemnification: The facility use applicant assumes all responsibility for any and all losses, liability, theft and/or damage to the premises, equipment and other property while on school premises and hereby waives any and all claims and/or demands it may have against the School District, its Governing Board, Officers, Employees, and Agents arising from such losses, and/or liability, theft and/or damage. In addition, the facility use applicant agrees to defend, indemnify and hold harmless the Tracy Unified School District from any and all liabilities, obligations, claims, damages, suits cost and expenses, including, without limitation, attorney fees and costs, arising from directly or indirectly and/or in connection with the applicant's occupancy and/or use of the school's premises or any part thereof. The undersigned applicant state he/she are responsible adults and in case of an organization, the party shall be an officer or a person duly appointed by the organization, the party shall be an officer or a person duly appointed by the organization to make such an application.

Cancellation and Changes

Because the District must process applications and schedule staff to open and close the facilities, cancellations must be made 72 hours in advance of a scheduled event and/or for weekend events on Friday before noon prior to the weekend. Events which are not cancelled within 72 hours or for which no notification is made shall forfeit all fees. Facility Users are allowed (2) revisions (changes or cancellations) to an approved permit per year. Any thereafter will accrue an administrative fee of \$48.13. New dates cannot be added to an approved permit and will require a new application.

Statement of Information: The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used 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 by force, violence, or other unlawful means. The organization on whose behalf he or she is making application as use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under penalty of perjury (per California Education Code 38136).

Declaration: We agree to conform to all the rules and regulations and the Board Policy and Administrative Regulations of the Tracy Unified School District.

Intent: It is desirable that community use be made of school facilities for public purposes when such use does not interfere with the education program.

Restrictions: No use by an individual or group for the commission of any crime or any act prohibited by law; no use shall constitute a monopoly for benefit of any person or organization; no use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school; no permits are issued for longer than one year; and permits are renewable and revocable.

Damage/Security Deposit: A damage/security deposit of \$500.00 will be charged to any outside user prior to use of facility. This is a refundable deposit and will be refunded after use provided no damage occurs and all other fees have been paid. The applicant agrees to reimburse Tracy Unified School District for all costs incurred in repairing damages including, but not limited to the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility, which occurred in the connection with the permitted activity and caused by the renter, sponsoring organizations, and/or attendees. Reimbursement for such expenses will be in addition to the security deposit.

Organization Name: Tracy Youth Soccer League

Signature of Authorized Representative: _____

Date: 08/1/2011 **Phone:** 832-7821 **Fax#:** 835-1065

Email Address: darlenewilhelm@sbcglobal.net

Please print clearly