



**REQUEST AND AGREEMENT FOR USE OF SCHOOL FACILITIES**

**Compton Unified School District  
Facilities & Planning Department  
429 S. Oleander Ave.  
Compton, CA 90221**

Permit No.: \_\_\_\_\_  
Board Approval Date: \_\_\_\_\_

**THIS FORM MUST BE FILED SIX (6) WEEKS IN ADVANCE OF REQUESTED DATES(S)**

Campus Requested \_\_\_\_\_ Number Attending \_\_\_\_\_  
Specific Area of Campus Requested \_\_\_\_\_  
Activity/Purpose of Event \_\_\_\_\_

TIME OF EVENT \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
Do not attempt to change your dates or times through School Police Services

**Copy of your Insurance & CUSD Board Approval is required**

Maximum of 6 months for Non-CUSD Groups

**Please Check Days of Week:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please Specify Dates Needed:**

MM/DD/YYYY

**High School/Middle School**

- Auditorium/Multi-Purpose Room
- Cafeteria/Auditorium →  w/Stage  w/o Stage
- Cafeteria →  w/Kitchen Use  w/o Kitchen Use
- Classroom/Conference Room (How many? \_\_\_\_\_)
- Snack Bar or Student Store
- Gymnasium/Basketball Court →  w/Shower  w/o Shower
- Locker Room →  Boys  Girls
- Football Field/Stadium and/or Track Field
- Football Stadium Lights
- Soccer Field (Field does not include Football Stadium)
- Tennis or Outdoor Basketball Court (How many? \_\_\_\_\_)
- Baseball/Softball Field →  Varsity  Junior Varsity
- Parking Lot
- Outside Common Areas
- Restrooms
- Other \_\_\_\_\_ (If applicable)

**Elementary School**

- Cafeteria →  w/Kitchen Use  w/o Kitchen Use
- Cafeteria/Multi-Purpose Room
- Classroom/Conference Room (How many? \_\_\_\_\_)
- Parking Lot
- Athletic Field (Not Including Stadiums)
- Restrooms
- Outside Common Areas

**Other Facilities**

- District Boardroom → (How many for seating? \_\_\_\_\_)

*Personnel services either requested or required by District policy, will be charged at the hourly overtime rate, if the individuals are required to work beyond their regular work day/schedule.*

**Personnel Services**

- Maintenance/Custodial Staff
- Kitchen Assistant
- Athletic Field Support Staff
- Campus Security Assistant
- School Police Officer →  Monitoring  Stationery
- Audio/Video Technician
- Stage Technician
- Plant Staff

**ORGANIZATION INFORMATION**

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

\_\_\_\_\_  
Organization Address (Street, City, and Zip Code)

\_\_\_\_\_  
Print Name of Organization Representative

\_\_\_\_\_  
Position in Organization (Authorization Required)

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Rep. Contact Phone #

\_\_\_\_\_  
Organization Phone #



**IN CONFORMANCE WITH SECTIONS 38130 THROUGH 38137 OF THE EDUCATION CODE, THE BOARD OF EDUCATION OF COMPTON UNIFIED SCHOOL DISTRICT HAS ADOPTED THE FOLLOWING RULES, REGULATIONS, AND POLICIES covering the Use of School Facilities for other than school purposes.**

1. The Facilities Office is the authorized District Representative for reservation purposes. Applications for Use of Facilities may be obtained from the Facilities Office or by calling the Facilities Department at (310) 639-4321, ext. 55375.
2. Application forms must be filled out completely and returned to the Facilities Office.
3. The Board of Trustees reserves the right to restrict the use of school/venue properties to specific types of activity in keeping with the nature of the facility.
4. For recreational sports groups comprised of youth (50% residing in CUSD), the period of use will be approved on a quarterly basis (July-September, October-December, January-March, and April-June) to ensure rotation among the organizations and providing a list of CUSD students within your sports group.
5. There shall be a charge for the use of school properties when admissions are charged or contributions are solicited.
6. A charge shall be made for the use of school properties based upon the lighting, heating, custodian services and all other necessary expenses in connection with such use when the admission fees or contributions will not be extended for the welfare of the pupils of the district or for charitable purposes or when admission fees are charged, and an individual promoter participates in the profits.
7. Organizations which qualify for the free use of school/district properties under the Civic Center Act will not be charged for lighting, heating, or insurance.
8. Whenever school properties are used for non-school purposes, a representative of the School District shall be in attendance, if deemed necessary by the school district.
9. Public Agencies shall be granted the use of school site buildings, grounds, and equipment without charge for the purpose of holding examinations for the selection of personnel, for a voting facility on the election of government officials, and for the instruction of precinct board members.
10. School site premises shall not be used for any individual or group as a political campaign headquarters.
11. The use of school facilities for non-school purposes shall comply with all state and local fire health and safety laws. Persons or organizations issued permits shall ensure that all activities carried on shall also comply with applicable state and local fire health and safety laws.
12. Permits for the use of school properties cannot be issued when the primary purpose of such use is for private or personal gain.
13. No permit shall be issued to any individual, group, or organization whose purpose is to accomplish the overthrow of the Government of the United States or of the State by force or violence, in accordance with Education Code Sections 31830 through 31837.
14. No permit shall be granted to any individual or organization for religious purposes, except on a temporary basis.
15. No permit will be extended beyond the District's June 30<sup>th</sup> fiscal year end. New permits must be applied for events extending after June 30<sup>th</sup>.
16. Approved permits for the use of facilities may be revoked with two (2) days notice when the facility is needed for school purposes. The permit may also be revoked upon adequate notice when the facility is needed for a group with a higher priority than the approved group.
17. There shall be no Holiday use of District facilities. Holidays shall be defined as all legal holidays and all local Board holidays for all employees as adopted on the school calendar.
18. There shall be no smoking of tobacco, drugs or narcotics, liquor, profane language, quarreling, fighting or gambling on District premises. Use privileges will be revoked if proper conduct is not maintained.
19. No electrical, mechanical or other equipment may be used at District facilities without prior approval.
20. Reports of misbehavior or failure to follow policies and procedures established in this request for use of facilities by any participants at your activity will require a District Security Officer or School Police Officer at future events (regardless of the number of participants) and costs of such officer will be charged to the requesting organization.
21. Any breakage, damage or loss of District beyond reasonable wear and tear shall be paid for by the user's organization, even though spectators or observers who are not official members of the organization cause such breakage, damage or loss. Groups must observe the ordinary rules of cleanliness and shall not leave any facility littered with paper or trash.
22. If facilities are left littered and unsanitary, the user's organization will be billed by CUSD for the costs necessary to clean the facility for school usage. **The student body and employee organizations will not be charged for utilities or cleanup services.**
23. Any false information or misrepresentation of facts regarding the use of facilities may result in cancellation of your request to utilize the facility and may result in denial of future use.
24. Traffic laws are strictly enforced on all school grounds per Education Code 21113(a), (b), (c) and (d).
25. Use of school kitchen/cafeteria facilities will not be granted unless your organization has written approval from the Director/Assistant Director of Student Nutrition Services.
26. School employees will be required to be present whenever cafeteria/kitchen facilities are utilized. The number and job classification of such employees will be determined by the Principal of the school and/or Director/Assistant Director of Student Nutrition Services.

27. No caterers, catering trucks or food for sale will be permitted on District premises without prior approval from the Director/Assistant Director of Student Nutrition Services.
28. No gratuities shall be given to plant worker or any other CUSD personnel at a school facility event. Pay for services provided by the District employees shall be made by the District.
29. Rummage sales or similar sales are not allowed on District premises.
30. Organizations requesting the use of special equipment will be required to pay for the services of employees trained to operate equipment (such as public address systems, movie projectors, scoreboards, etc.)
31. Grounds will not be opened earlier than the time specified on the application, nor will any buildings be opened. The premises will be closed promptly at the time indicated on the application and users are expected to vacate the premises promptly.
32. School furniture or equipment may not be removed by any organization utilizing the facilities.
33. The display of signs on the outside of school buildings announcing events other than school connected activities or those non-school connected activities which are for the welfare of the pupils of the district or for charitable purposes, will not exceed 2 x 3 feet in size and will not be posted more than 24 hours preceding the event in a location approved by the Chief Administrative Officer of Business & Administrative Services or Senior Director of FMOT.
34. In locations where parking is allowed on school premises, vehicles must be parked in such a manner that emergency vehicles may have clear access to the premises at all times. There shall be no parking other than in designated parking lots.
35. The District reserves the right to take fields out of circulation to allow the field surface to recover from heavy use, to take advantage of seasonal growing patterns, or to prepare surfaces for school site usage.
36. **NOT AVAILABLE.** Athletic Equipment, District Vehicles, Food Supplies, Golf Carts, Medical Staff, Soap/Towels (for showers), Sundries (tablecloths, etc.) and Two-Way Radios.

### **REQUEST FOR USE OF FACILITIES FOR FILMING OR OTHER SPECIAL SERVICES**

Request for use of a campus for filming or other special purposes must be Board approved through Compton Unified School District first. After CUSD's approval, you must obtain a permit through the City of Compton's Senior Economic Development Manager, Neal Holmes who is located at 205 S. Willowbrook Ave., Compton, CA 90220. **Please allow 7 to 10 business days for the issuance of your permit from the City of Compton.**

**Notification of event cancellation must be received by the Facilities Office no later than 9:00 am on the District's business day preceding your event or you will be charged applicable fees pursuant to AR 1330.**

#### **Single Use Cancellation**

It is the user organization's responsibility to inform the District in writing three (3) days in advance of the event, if cancellation is necessary. A refund will be made under these conditions.

#### **Multiple Use Cancellation**

It is the user organization's responsibility to inform the District in writing one week (7 days) in advance, if the organization does not wish to continue the use of a facility. A refund for the remainder of time will be made, if organization has paid in full for the entire use of the facilities events. **No refunds will be made for non-use nor will credit be given for rained out days or non-use.**

Request is hereby made by the undersigned for use of school/venue premises as indicated in the completed form.

We herein certify that we shall be personally responsible on behalf of our organization, for any damages or abuse sustained by school premises, furniture, or equipment. We further agree at our own expense, cost, and risk to defend, save harmless, and indemnify the Compton Unified School District and its officers, agents, and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation all consequential damages from any cause of whatsoever arising from or connected with our organization and/or its participants use of Compton Unified School District facilities, whether or not resulting from the negligence of our organization, its agents or employees. We understand that possession, consumption, or sale of alcoholic beverages and/or any restricted substances on District Property is forbidden (AR1330(b); cf 3513.3). We agree to, abide by, and enforce the rules and regulations of the Compton Unified School District governing the non-school use of buildings, grounds, and equipment, and to notify proper authorities, if we cancel the reservation. We further agree to pay all fees required, if any, as billed by the Compton Unified School District.

**I HAVE READ THE ABOVE IN ITS ENTIRETY AND ACKNOWLEDGE THAT I FULLY UNDERSTAND ITS IMPACT.**

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Job Title of Organization Representative

**Compton Unified School District**  
**Fee Schedule**

<b>High School Facilities</b>			
	<b>FACILITY TYPE</b>	<b>HOURLY RATES</b>	
<b>Direct Capital Costs (for accounting purposes only)</b>		<b>Direct Cost User Rate</b>	<b>Fair Rental Value User Rate</b>
\$154.44	Auditorium	\$197.85	\$352.29
\$23.26	Athletic Field	\$64.62	\$87.87
\$6.98	Cafeteria without Kitchen	\$77.42	\$84.40
\$6.93	Cafeteria with Kitchen	\$69.73	\$76.66
\$911.85	Football Field Stadium	\$1,039.31	\$1,951.16
\$0.77	Classroom	\$21.20	\$21.97
\$123.97	Gymnasium	\$202.57	\$326.54
\$1.55	Library	\$29.19	\$30.74
\$6.92	Parking Lots	\$27.28	\$34.20
\$0.71	Outside Common Areas	\$32.14	\$32.85
\$1.73	Restrooms	\$28.64	\$30.37

Applicable to the following school sites:

- Centennial High School
- Compton High School
- Dominguez High School
- Early College High School
- Harriet Tubman High School

[FEE SCHEDULE CONTINUED ON NEXT PAGE]

**Compton Unified School District**  
**Fee Schedule**

<b>Middle School Facilities</b>			
	<b>FACILITY TYPE</b>	<b>HOURLY RATES</b>	
<b>Direct Capital Costs (for accounting purposes only)</b>		<b>Direct Costs User Rate</b>	<b>Fair Rental Value User Rate</b>
\$142.86	Auditorium	\$218.97	\$361.82
\$0.77	Classroom	\$21.24	\$22.01
\$6.93	Cafeteria with Kitchen	\$62.08	\$69.02
\$6.98	Cafeteria without Kitchen	\$72.42	\$79.39
\$23.26	Athletic Field	\$64.62	\$87.87
\$1.55	Library	\$25.22	\$26.77
\$7.26	Parking Lots	\$26.76	\$34.02
\$0.72	Outside Common Areas	\$26.58	\$27.30
\$1.82	Restrooms	\$23.23	\$25.04

Applicable to the following school sites:

- Bunche Middle School
- Davis Middle School
- Enterprise Middle School
- Opportunity Middle School
- Roosevelt Middle School
- Vanguard Learning Center School
- Walton Middle School
- Whaley Middle School
- Willowbrook Middle School

[FEE SCHEDULE CONTINUED ON NEXT PAGE]

**Compton Unified School District**  
**Fee Schedule**

<b>Elementary School Facilities; Alternative School Facilities; Adult School Facilities</b>			
	<b>FACILITY TYPE</b>	<b>HOURLY RATES</b>	
<b>Direct Capital Costs (for accounting purposes only)</b>		<b>Direct Costs User Rate</b>	<b>Fair Rental Value User Rate</b>
\$6.93	Cafeteria with Kitchen	\$61.24	\$68.17
\$6.98	Cafeteria without Kitchen	\$72.26	\$79.24
\$11.05	Athletic Field	\$46.22	\$57.27
\$0.77	Classroom / Conference Room	\$21.17	\$21.94
\$1.55	Library	\$23.66	\$25.21
\$7.26	Parking Lots	\$26.41	\$33.67
\$0.72	Outside Common Areas	\$26.12	\$26.84
\$1.82	Restrooms	\$34.51	\$36.32

Applicable to the following school sites:

- Anderson Elementary School
- Bunche Elementary School
- Bursch Elementary School
- Carver Elementary School
- Clinton Elementary School
- Dickison Elementary School
- Emerson Elementary School
- Foster Elementary School
- Jefferson Elementary School
- Kelly Elementary School
- Kennedy Elementary School
- King Elementary School
- Laurel Elementary School
- Lincoln Drew Elementary School
- Longfellow Elementary School
- Mayo Elementary School
- McKinley Elementary School
- McNair Elementary School
- Roosevelt Elementary School
- Rosecrans Elementary School
- Tibby Elementary School
- Washington Elementary School
- Cesar Chavez Alternative School
- Community Day Alternative School
- Thurgood Marshall Alternative School
- Compton Adult School

[FEE SCHEDULE CONTINUED ON NEXT PAGE]

**Compton Unified School District**  
**Fee Schedule**

<b>RATES FOR DISTRICT PERSONNEL REASONABLY NECESSARY TO PERMIT ELIGIBLE NONPROFIT APPLICANT TO SAFELY USE THE FACILITIES (CANNOT EXCEED DIRECT COSTS IDENTIFIED ABOVE)</b>		
<b>Staff</b>	<b>Hourly Rate</b>	
Maintenance / Custodial Staff	\$44.00	Hourly Charge at a Minimum of Two (2) hours  No Discount for Personnel Rates
Kitchen Assistant	\$31.00	
Athletic Field Support	\$45.00	
Campus Security Officer	\$24.00	
Police Officer - Monitoring	\$37.00	
Police Officer – Stationery	\$58.00	
Audio / Visual Technician	\$35.00	
Stage Technician	\$35.00	
Plant Staff	\$35.00	