



Moraga School District

Application for Use of School Facilities

Name of Organization:

Organization Type:

Profit _____ Non-Profit _____

Applicant's Name:

Applicant's Position:

Applicant's Address:

Applicant's Email:

Phone:

Requested Facility:

Requested Dates:

Requested Days of Week:

Requested Hours:

Purpose of Requested Rental:

Number of Participants Expected:

I have received a copy of the "Rules for Use of MSD Facilities" and agree to use the school premises in accordance with the rules. It is further agreed to defend, save, indemnify and hold harmless the Moraga School District and its officers and employees, in their capacities as such, from all liabilities, claims, demands, or causes of action in any arising from or connected with the organization's use of the premises.

I further understand that:

1. If I know of or see an unsafe condition at the facility, I am to report it to school authorities immediately.
2. Two weeks notice must be provided in order to cancel reservations at no charge.
3. The following are required prior to use of school district facilities:
 - a. A \$1,000,000 insurance policy naming the Moraga School District as an additional insured.
 - b. A \$2,500 refundable security/key deposit is required prior to gym, library, auditorium, or multiuse building use. A \$250 deposit is required for field and other school facility use. Damages and fines will be deducted from this deposit, if necessary.

Applicant's Signature: _____ Date: _____

FOR MSD USE: Certificate of Insurance Hold Harmless Agreement \$2,500 \$250

Rules for Use of MSD Facilities

What is Required to Rent Space:

1. A signed copy of this Facilities Use Application
2. A \$2500 refundable security/key deposit is required prior to gym, library, auditorium, or multiuse building use. A \$250 deposit is required for field and other school facility use. Damages and fines will be deducted from this deposit if necessary. (A key will only be issued to the recognized representative of the user organization. Duplication of the key or distribution of alarm codes will result in loss of the deposit and loss of future use of Moraga School District facilities.)
3. Submit a copy of your insurance.
4. Submit a copy of your determination letter from the IRS showing your nonprofit 501c3 status if renting as a nonprofit.

Initials:

User Agrees:

5. Users will adhere to and promote Moraga iKind tenets (see below).
6. Users will report unsafe conditions to school authorities.
7. User agrees to notify MSD Facilities two weeks prior to any changes/or to cancel reservations at no charge.
8. User will provide a \$1,000,000 insurance policy naming the Moraga School District as additional insured for the duration of the use period.
9. User agrees that when/if there is a change in organizational leadership, they will schedule a meeting with the MSD Facilities Coordinator prior to use of facilities.
10. User agrees that when/if there is a change in organizational leadership, they will schedule a meeting with the MSD Facilities Coordinator prior to use of facilities.
11. Users agree to obey all parking and traffic laws when on school facilities and when driving and parking on streets adjacent to our campuses. Park in designated spaces on campus. Do not park in front of gates, along red curbs or in loading zones. When parking on streets in front of schools or on adjacent streets, do not park in crosswalks, in front of fire hydrants, or on street corners. Do not block neighbor's driveways and leave space on each side of driveways so vehicles entering and leaving driveways can do so safely.
12. User agrees to clean up facilities after use (removing water bottles, floor trash, trash on bleachers or on fields, clothing, etc.).

13. Weekend field users agrees to be responsible for removing trash and placing trash in designated site trash bins.
14. User equipment, etc., must be removed from the school premises and/or facilities or placed inside district approved storage containers at the end of the function. The District disclaims responsibility for equipment, etc., not removed promptly.
15. Users agrees not to post banners on school property without permission.
16. User agrees to use “blue painter’s” tape rather than nails, tacks, staples, etc., to hang posters and flyers. The District will charge all users for damage to school property.
17. User will get permission to serve food of any kind from MSD Facilities and specific requirements may have to be met.
18. If school equipment is to be used and the school provides and pays personnel to operate this equipment, a charge will be made for the services of the operator. Rental of the facilities does not include equipment.
19. User agrees that a designated supervisor (21 years or older) must be in charge when participants are in or using the facility.
20. User agrees to pay \$100.00 per occurrence when user causes a false school fire or security alarm or fail to enter alarm codes when entering and departing facilities and police are dispatched.
21. User agrees to sign the Supplemental Covid19 Safety Protocols form.

Initials:

Districts Rights:

22. The District reserves the right to cancel any and all agreements up to twenty- four hours before the scheduled use.
23. Any group granted the use of school facilities shall use them only for the purposes specified in the use request.
24. Use of a permitted facility in excess of the reserved (scheduled) duration will be billed at the appropriate rate. Extreme or multiple excessive use beyond scheduled times may result in a fine or loss of use.
25. Both indoor and outdoor facilities shall be made available to user groups in an “as is” condition. The school district is not required to give special attention to areas prior to any rental time. Any applicant requesting a special set-up will be charged for employee time required.
26. Elementary multi-use facilities are for use by 5th grade students or younger only, unless MSD Facilities grants permission.
27. Use of facilities after 9:00 p.m., on weekends, and during non-school days may require a custodian to be present and a fee assessed of time and one half of that employee's hourly wage (minimum charge four hours).

28. Use of facilities during the summer, after 2:30 p.m., requires a custodian to be present and a fee assessed of time and one half of that employee's hourly wage (minimum charge four hours).

Initials:

Not Permitted:

29. Tobacco is not permitted on school grounds. Smoking is not permitted on school grounds.

30. Styrofoam or polystyrene products are not permitted on school campuses.

31. Barbeques are not permitted without permission from the District.

32. Horses, self-propelled vehicles, go-carts, motor scooters, motorcycles, automobiles, or any other vehicular traffic will be not permitted on the school grounds at any time without prior approval of the Superintendent or designee.

Initials:

Other:

33. School facilities are available when outside use does not interfere with the educational function or the maintenance of the school.

34. If school equipment is to be used and the school provides and pays personnel to operate this equipment, a charge will be made for the services of the operator. Rental of the facilities does not include equipment.

35. Electronic devices, such as computers, laptops, and iPads will not be made available. Computer labs are not available. At the Superintendent's discretion a custodian may be assigned to a permitted use and the appropriate fees will be added to the contract.

36. No drones or unpiloted aircraft is allowed at any time.

Initials:

Moraga Baseball Association:

37. The Moraga Baseball Association will comply with the Moraga School District Agreement with the Moraga Baseball Association regarding use of the batting cages located on the JM field.

Initials:



The vision of the Moraga iKind Project is to promote civility and compassion in our community.

Our mission is to promote kindness and courtesy, to foster courage and bravery, based on the belief that empathy and inclusion constitute the foundation on which community is built.

Moraga iKind Project Goals

Model civility, courage, + acceptance.

Identify and promote community-wide programs to support our mission.
Establish a communication network of community leaders, members, and experts to share ideas and coordinate efforts to support our mission.

By signing this application, your organization pledges to:

Promote and Value Kindness

Treat All People with Respect Show Compassion and
Honesty Demonstrate Courage



For information go to: www.moragaikind.org or send an email to: wendell@able-baker.com