



Moraga School District Facility FAQ's

How do I go about booking a facility?

Contact the Facilities Coordinator at msdfacilities@moraga.k12.ca.us to inquire about the availability of a particular facility.

If the facility that you desire is available, then request an Application for Use or you can download one [here](#) from our website.

Return your completed and signed application via US mail to the District Office or scanned to msdfacilities@moraga.k12.ca.us

What are the rates?

The Fee Schedule is posted on the district website for a complete listing. Please note that there is a \$53.02 per person participant fee for field use in addition to the hourly fee.

What are the requirements to book a facility?

You will need to provide a completed Application for Use form; \$1,000,000 insurance policy naming Moraga School District as an additional insured party for the duration of use; and a \$2,500 security deposit for gym, library, auditorium and multi-use building use. A \$250 deposit is required for fields and other school facilities.

How long does it take to receive approval?

It usually takes 3-5 business days for applications to be processed. Whether your application has been approved or denied, the Facilities Coordinator will contact you as to the status of your application.

What hours should my application reflect?

The hours listed on the rental application for your organization's event should include the set-up time, the time in which your event will take place, and the break down/clean up time.

What is your refund policy?

You will receive a full refund if you cancel within two weeks of your scheduled event?

Will there be any custodial fees added to my invoice?

Depending on your event there may be custodial fees added to your invoice at a rate of \$35-60/hr with a two-hour minimum. Custodians are used to set up and break down for various events; opening and closing of facilities when a staff person is not present; and for clean up after larger events.

Can I use the fields if no one is using them?

No. A facilities use permit is required to use any of the district's fields or facilities.

What is the fee for a lost set of keys?

There is a \$100 fee for lost keys.

Can I hang banners at the local schools?

Banners can only be hung if you are a Moraga Sports Alliance Member (MSA). To inquire about becoming a MSA member, please contact our Facilities Coordinator.

Who do I contact about field use if it has been raining?

Please call our Rain Hotline at 925-377-2080

Will I be charged for field use if it has been raining?

No. If fields are closed due to rain, you will not be charged for the day(s).

Can I request the use of a district facility for a personal activity such as a child's birthday party?

Yes. Private persons/groups will be charged at the Group 6 rate on the Facility Fee Schedule.

Can we use a school's special equipment (sound system, projector, screen, etc.)?

Please contact the Facility Coordinator. Aside from projector screens, equipment such as sound systems, computers, projectors and stage lighting, are generally not available.

Can we store equipment or items at the school we are using?

No. School buildings have limited storage space available to the teachers and staff already located within the facility. All items brought into the building by an applicant for an activity is to be removed at the end of the activity. The School District will assume no responsibility for items or equipment brought on the premises by the using organization, its members or guests, or for lost, stolen or damaged items left within a school building.

Can we place signs on the school grounds to advertise our group or organization's event?

One exterior informational sign may be permitted on the school or school grounds to be displayed ONLY during the time of the actual event and must be removed after the completion of the event. No banners or other signage should be placed on the grounds of the school prior to the day and time of the event to be held.

Can we reserve food trucks for our event?

Food trucks are allowed after they are approved by the district. Each vendor must turn in a signed facility use application and hold harmless agreement. A copy of the vendor's insurance and operating permit are also needed before the event.

Who can I speak with regarding an invoice received?

For any questions regarding an invoice, please contact our Facilities Accountant at 925-376-5943.

Who do I send payment to and where should I send it?

Payment should be made out to the Moraga School District and sent to the district office at 1540 School Street, Moraga, 94556. Please do not send payment without first receiving an official invoice from the Facility Services Department.