



## Facilities Use Request

Thank you for your interest in our Facilities. Our buildings are valuable community assets, and many civic and community groups use them for meetings and events. We are glad to accommodate these groups whenever we can. If you would like information about which space might be the most suitable for your use, or have other questions, please contact Sara Ponce at 760-355-3200.

All facility use requests are completed online. The first step needed to make an online facility use request is to create a user account. You can do so by clicking the Register icon to the left of the below video. **Be sure to complete all information fields and then click the submit button.** If your registration was successful, you will receive an email confirmation. The video and Quick Start Guide below will provide additional information.

*TERMS: Fees are payable in advance of use of facilities. Groups using facilities over an extended period of time shall pay monthly in advance. All Facility Use Requests should be submitted at least 30 days prior to the first date of use.*

### GENERAL RULES AND CONDITIONS OF USE

1. Applicants shall comply with all District Policies, rules and regulations, including, without limitation, policies prohibiting the use of tobacco, drugs, and alcohol on District property. Violation of District policies, rules and regulations may result in immediate termination of applicant's activity, closure of the facility and denial of future use permits. Applicants shall announce the District's alcohol, tobacco, and drug free policy at the commencement of activities held on District property.
2. Applicants shall abide by the hours stipulated in the permit. All persons participating in or attending Applicant's activity shall be vacated from the facility at the expiration of the authorized use period.
3. Applicants shall exercise appropriate care to maintain the facility during use and to restore the facility to its condition prior to use. If Applicant fails to abide by this rule, Applicant will be charged for services necessary to clean and restore the facility. In such

an event, Applicant's permit will be suspended, and no other permit will be issued to Applicant until full payment is received.

4. Applicants shall always have the use permit available for inspection during the authorized use period.

5. Property Condition: The IUSD makes no warranties or representations as to the fitness of the facilities or equipment to be used in connection with the event above named. The IUSD does not warrant or represent that the facilities and or equipment are reasonably safe for the use intended above or that there is adequate security for the use of facilities and or equipment.

6. The permit may be suspended in an emergency when a conflicting District or public school need to use the facility arises after issuance of permit.

7. Prior to use of any facility, Applicant shall pay the fee specified in the permit. Fees are specified when booking a room. This includes a \$100 cleaning deposit. Cleaning deposit will be returned if facilities are left in proper order. Trash is to be picked up, floors to be swept and/or mopped. Tables and chairs to be returned to designated area, etc. Any required staff time at the end of the use to clean facilities will be deducted from the deposit.

8. Kitchen rental requires that an IUSD food service employee always be present.

9. Insurance: Any group or person using the school facilities shall be liable for any injuries resulting from negligence during such use. The group or persons shall bear the cost of insuring against this risk and defending against any claims arising from the risk. At all times during the use of the facility, the user shall, at its own cost and expense, procure, continue and maintain in full force comprehensive general liability insurance at a minimum amount of \$1,000,000. Said insurance shall name the said organization and shall include the Imperial Unified School District (IUSD) and its officers, agents and employees as named additional insured. A Certificate of insurance and all fees shall be provided to the School District no later than five (5) school days before the use of facilities. It is further agreed that User's insurance shall be considered primary insurance for the payment and indemnification of any costs and/or damages. IUSD's

comprehensive general liability insurance shall be considered "excess" coverage, which shall become obligated only upon exhaustion of the primary coverage.

**10.** Education Code 38136 requires that individuals and organizations desiring to use school facilities execute, under penalty of perjury, agree to following Statement of Information. The requestor acknowledges that, to the best of his/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 and that, to the best of his/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.

**11.** IUSD prohibits discrimination based upon race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For questions, concerns or complaints, please contact the Associate Superintendent (Title IX Coordinator) at 219 N E St., (760) 355-3200.

**12.** Applicant shall indemnify defend, and hold District, its board trustees, agents, officers and employees, harmless from any claim, demand, suit, and action, equitable or otherwise, and any cost, damage, loss, injury, fine, penalty, and attorney's fee arising out of injury or death of any person or damage of any property caused by, connected with, or attributable to Applicants acts or omissions during use of District facility/field.

**13.** Cancellations must be made at least 3 days before the scheduled event. To cancel, email our Director of M&O at [dcuevas@imperialusd.org](mailto:dcuevas@imperialusd.org). Rental fee refunds may be issued for cancellations made within the specified timeframe minus any applicable administrative fees.

Recurring users who fail to notify the district of cancellations may lose their privilege to use facilities. If you have any questions after 3:30 pm, call the district after-hours number (760)562-5540.

**14.** Contact Information:

Facilities and Site Access Questions:  
Denise Cuevas, Director of M&O

760-562-5540

[dcuevas@imperialusd.org](mailto:dcuevas@imperialusd.org)

Gina Hendrix, Associate Superintendent of Administrative Services

(760)355-3013

[ghendrix@imperialusd.org](mailto:ghendrix@imperialusd.org)

Application and Billing Questions:

Sara Ponce, Receptionist

(760)355-3200

[sponce@imperialusd.org](mailto:sponce@imperialusd.org)

**IMPERIAL UNIIFED SCHOOL DISTRICT  
PROPOSED FEE SCHEDULE  
FOR USE OF DISTRICT FACILITIES**

<b>FACILITY</b>	<b>Fair Rental Value</b>	<b>Direct Cost Non-Profit</b>	<b>Student Outside Groups</b>	<b>District Related Group</b>
<i>Facilities/Field</i>				
I.H.S. Multipurpose Room	\$360.50	\$257.50	\$154.50	\$0.00
I.H.S. Field	\$360.50	\$257.50	\$154.50	\$0.00
I.H.S. Gym	\$360.50	\$257.50	\$154.50	\$0.00
Frank Wright Gym	\$360.50	\$257.50	\$154.50	\$0.00
Regular Classroom	\$128.75	\$87.55	\$46.38	\$0.00
Multipurpose Room (All other sites)	\$180.25	\$128.75	\$77.25	\$0.00
Multipurpose w/Kitchen (All other sites)	\$272.95	\$195.70	\$118.45	\$0.00
Emma Lou Hansen Gym	\$360.50	\$257.50	\$154.50	\$0.00
Softball Field Lights	\$103 per hr.	\$66.95 per hr.	\$30.90 hr.	\$0.00
Baseball Field Lights	\$103 per hr.	\$66.95 per hr.	\$30.90 hr.	\$0.00
Football Field Lights	\$103 per hr.	\$66.95 per hr.	\$30.90 hr.	\$0.00
Northwest Field Lights	\$103 per hr.	\$66.95 per hr.	\$30.90 hr.	\$0.00
Pool	\$206.00	\$154.50	\$103.00	\$0.00
<i>Personnel Costs</i>				
Custodian (Minimum of two hours)	\$54.94 per hr.	\$54.94 per hr.	\$54.94 per hr.	\$54.94 per hr.
Food Service Worker I	\$32.37 per hr.	\$32.37 per hr.	\$32.37 per hr.	\$32.37 per hr.
<i>Ancillary Fee</i>	\$15.45	\$15.45	\$15.45	\$0.00

**Notes:**

\*\*Rates will be increased by the greater of 3% or the amount equivalent to the Consumer Price Index (percentage) annually in July.

\*\* Fair Rental Rates will be charged to commercial organizations such as dance/theater. Direct costs will be applied to non-commercial organizations such as religious groups/community service groups. Student outside groups will be applied to any non-profit youth sport/club. Any district-related group will not be charged, except for restroom cleaning or the use of the MPR kitchen when it is utilized for any type of profit-generating activity.

\*\*If doors or gates need to be opened after regular hours, a minimum of two hours of custodian or staff time will apply.

\*\*Use of kitchen, will require a Food Service Worker to be present.

\*\*Ancillary Fees (Hand soaps, toiletries, etc.- varies according to number of attendees): 0-50 guest- \$15

Revised: 9/24/25 to reflect 3% CPI increase. CPI for 25-26 is 3.09%