



MT. DIABLO UNIFIED SCHOOL DISTRICT
MAINTENANCE, OPERATIONS, AND FACILITIES DEPARTMENT
1480 Gasoline Alley
Concord, California 94520
(925) 825-7440

OFFICE OF
MAINTENANCE/OPERATIONS/FACILITIES
DIRECTOR

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding between Mt. Diablo Unified School District and _____ identifies terms and conditions for use of athletic fields for the _____/_____ season. It is the District's intent and obligation to establish and maintain athletic fields, which are safe, clean, and attractive. The terms and conditions shall serve as a prerequisite to the approval of any and all use permits for athletic fields.

CONDITIONS

1. Athletic fields may not be used for any activity for a period of **72 hours following any measureable rain**. The Building and Grounds Manager shall be contacted to confirm authorization for use following any periods of rainfall. Should rain begin after the start of scheduled activities, **use must be discontinued after fifteen (15) minutes of uninterrupted rainfall**. In the event of intermittent rainfall, all activity must be discontinued before athletic fields are damaged.
2. User group shall be responsible for removal of all litter generated during approved events and shall keep the area free of all trash and debris. User group will be responsible for securing area and locking all doors and gates after use. Failure to do so will result in the user group being charged a minimum of four (4) hours for custodial overtime fees of \$42 per hour (\$168).
3. Parking is not permitted on blacktop, turf, or athletic fields. Parking is confined to designated parking lots only. School District is not responsible for vehicles parked on District property.
4. Use of athletic fields shall be restricted to those hours specific on the use permit. Use of generators and/or generator supported lighting devices is prohibited, unless preauthorized in writing by the District.
5. All proposed improvements and/or maintenance projects, outside of Maintenance and Operations, must be presented to the District by way of a *Volunteer Work Project Authorization Form*, which is available from the Maintenance and Operations Department or the District website www.mdusd.org. User groups shall not perform any improvements or maintenance through paid employees and/or contractors.
6. The District shall be reimbursed for all costs related to the repair of damages to fields (beyond normal wear and tear) directly attributable to the activities of the user group.
7. Authorization for placement of storage containers on District property must be obtained from the Director of Maintenance and Operations or designee and must conform to District requirements. School District is not responsible for loss or damage to container or contents and may require removal, at user group expense.
8. Prior approval for placement of portable toilet facilities on District property must be obtained from the Director of Maintenance and Operations or designee. School is not responsible for damages or maintenance of such facilities, and may require removal at user group expense.

(see reverse side)

(rev 12-5-17)

9. Requests for gate keys and questions regarding field mowing and watering schedules must be directed to the Maintenance and Operations Department.
10. The District's Maintenance and Operations Department can be reached by calling 925-825-7440, during regular business hours. The District's emergency answering service may be reached by calling 925-825-7440, extension 3836, during evening, weekend, and holiday hours.
11. The School District requires that user groups submit a Certificate of Liability Insurance annually for liability coverage in the amount of \$1,000,000 per occurrence and name the Mt. Diablo Unified School District, Maintenance and Operations, 1480 Gasoline Alley, Concord, California, as the Certificate Holder & Additionally Insured, and include the additionally insured endorsement.
12. Use permit application form requests, insurance, and general use questions, may be directed to the Maintenance and Operations Department, 925-825-7440, extension 3809.
13. Failing to adhere to any conditions will result in banning user group from future use of District facilities.

FIELD USE FEES

- Youth Recreation Leagues will be assessed fees of \$17.50 per hour up to a maximum of \$550 per field, per seasonal quarter. Turfed areas at elementary schools are considered to be one field. A definition of the number of fields at middle and high school sites is available at the District's Maintenance and Operations office.
- Fees will not be charged for fields not maintained by the District.
- All fees will be deposited into a special fund, which shall be used to improve District facilities.
- A "seasonal quarter" is defined as follows:

Spring quarter:	March, April, May
Summer quarter:	June, July, August
Fall quarter:	September, October, November
Winter quarter:	December, January, February
- All Use Permit dates must correspond to actual use – no blanket date use permits allowed. Each seasonal quarter must be on a separate use permit.

Name of Organization

Mt. Diablo Unified School District

By: _____
Signature

By: _____
Signature

Name: _____
Printed

Name: _____
Printed

Title: _____

Title: _____

Date: _____

Date: _____