

NEW HAVEN UNIFIED SCHOOL DISTRICT
District Office
34200 Alvarado-Niles Road
Union City, CA 94587
(510) 471-1100

Before completing this form, please review the
"Instructions for Filing" package

NEW HAVEN UNIFIED SCHOOL DISTRICT
Corporation Yard
3636 Smith Street
Union City, CA 94587
(510) 471-5559

APPLICATION FOR USE OF SCHOOL FACILITIES

SUBMIT ALL COPIES OF APPLICATION TWENTY-ONE (21) WORKING DAYS IN ADVANCE

Please print or type clearly

Date Received 10/30/18

NAME OF ORGANIZATION BAY AREA PRABASI

PERMIT # LOG-65

NAME OF APPLICANT SAMITA SEN

WORK PHONE: 408-772-4764 HOME PHONE: SAME

ADDRESS P.O. Box 3613

CITY FREMONT CA ZIP 94539

PERMISSION IS HEREBY REQUESTED TO USE THE FOLLOWING FACILITY(IES): SCHOOL LOGAN HIGH SCHOOL

(Check Facility(ies) Needed):

- ☐ Pavilion ☐ Pavilion locker rooms
☐ Gymnasium ☐ Gymnasium locker rooms
☐ Theater ☐ Stadium/Track
☒ Student Union/Diner ☐ Field #
☐ Faculty lounge ☐ Tennis courts
☐ Kitchen - for use of facilities or equipment, arrangements must be made with the office of Food & Nutrition Services
☐ Multipurpose room (meeting only)
☐ Other (pls specify) _____

(Check Equipment Needed - may require additional fees)

- ☐ P.A. System w/operator
☐ Speaker stands
☐ Special effects stage lighting w/operator (including spot lights)
☐ Scoreboard
☐ Field lights
☐ Snack Bar - for use of facilities or equipment, arrangements must be made with the office of Food & Nutrition Services
☐ Restrooms
☐ Other (pls specify) _____

For NHUSD
Groups Only

- ☐ Chairs
☐ Tables
☐ Projector
☐ Choral Risers

User group is responsible to obtain liability insurance as part of this agreement.

There is absolutely **NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED** on any New Haven Unified School District Premise

List All Date(s) Needed		***** Please attach a separate sheet if necessary *****	Time Needed (am or pm)	
From	To	Day(s) of the week	From	To
Feb. 16	Feb 16	Saturday	10:00 AM	4:00 PM
Revised Date: → Feb 23		Saturday		

☐ School Group ☒ Community Group ☐ Commercial User ☐ Other _____
The nature and purpose of this activity(ies) or use is: PRAYER MEETING AND LUNCH Expected Attendance: _____

Open to public ☐ Yes ☒ No
Donation/Admission Charge ☐ Yes \$ _____ ☒ No
Percentage of membership who are residents of NHUSD 30 %
Proceeds will be used for N/A

PLEASE NOTE THAT ANY ACTIVITY CAN BE PREEMPTED BY A SCHOOL ACTIVITY

I hereby certify that I shall be personally responsible on behalf of our organization for any damage sustained to the school premises because of the occupancy of said premises by our organization. I understand that it is my responsibility to obtain, read, and understand the complete set of rules and regulations relative to use of these facilities and that I agree to abide by such rules and regulations.

I also agree to hold the New Haven Unified School District, its Board of Education, the individual members thereof, and all District officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school facility.

I, the undersigned, state that, to the best of my knowledge, the school property for the use of which this 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 measure.

Furthermore, that Bay Area Prabasi, the organization on whose behalf I am making application for use of school property, does not, to the best of my knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful measures, and that, to the best of my 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. This statement is made under the penalties of perjury.

Signature Samita Sen Title BOARD MEMBER (CULTURAL DIRECTOR) Date 10.30.18
Organization's Authorized Representative

FOR SCHOOL USE ONLY: Facilities Available Date _____
Yes ☐ No ☐ Initial _____

COMMENTS: entered tandem on 10/30/18

FOR OPERATIONS USE ONLY: Date _____
Initial _____

COMMENTS: 11/13/18 Came in to turn in all docs. will have insurance by Jan. 2019

FOR FOOD & NUTRITION SERVICES ONLY: Date _____
Caf. Worker Fee _____ Other _____ Initial _____

COMMENTS: 12/4/18 Rescheduled Event Date to 3/12/6: sent email about insurance certs.

FOR CORPORATION YARD USE ONLY: Date 1-23-19

COMMENTS: 1/22/18 Rcvd Insurance Cert. - NN 1/29/19 Time change to 7am - 5pm

This Application ☒ Approved ☐ Disapproved

Fees: Custodial (actual) Use _____ Utilities _____ Other _____

Signature: _____
Authorized Representative of Board of Education



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE NOODLE LLC/PHS 83551718 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78265		CONTACT NAME: PHONE (866) 467-8730 FAX (888) 443-6112 (A/C, No, Ext): E-MAIL ADDRESS:	
INSURED BAY AREA PRABASI INC PO BOX 3613 FREMONT, CA 94539-0361		INSURER(S) AFFORDING COVERAGE INSURER A: The Sentinel Insurance Company NAIC# 11000 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			83 SBM TZ5569	09/29/2018	09/29/2019	EACH OCCURRENCE \$2,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$2,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE \$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$4,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO						BODILY INJURY (Per person)
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE
	DED RETENTION \$						AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's Operations.

CERTIFICATE HOLDER

THE NEW HAVEN UNIFIED SCHOOL DISTRICT
34200 ALVARADO NILES RD
UNION CITY CA 94587

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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ATTACHMENT TO APPLICATION FOR USE OF SCHOOL FACILITIES

The Bay Area Prabasi (Name of Organization) shall indemnify, defend with legal counsel reasonably acceptable to the District, keep and hold harmless the District and its Board of Trustees, representatives, agents, and employees, in both individual and official capacities ("Indemnitees"), against all suits, claims, damages, losses, and expenses, including but not limited to attorney's fees, caused by, arising out of, resulting from, or incidental to, the Bay Area Prabasi's (Name of Organization) use of the District's premises or property, to the full extent allowed by the laws of the State of California, and not to any extent that would render these provisions void or unenforceable, including, without limitation, any such suit, claim, damage, loss, or expense attributable to, without limitation, bodily injury, sickness, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, except to the extent caused wholly by the sole negligence or willful misconduct of the Indemnitees. This agreement and obligation of the Bay Area Prabasi (Name of Organization) shall not be construed to negate, abridge, or otherwise reduce any right or obligation of indemnity that would otherwise exist as to any party or person described herein.

The duty of permittee to indemnify and save harmless as set forth herein shall include the duty to defend as established in Section 2778 of the California Civil Code, and the duty to defend shall arise upon the making of any such claim against New Haven Unified School District or its officers or employees or agents notwithstanding that no adjudication of the underlying facts has occurred, and whether or not permittee has also been sued."

"DUTY TO INSPECT, REPAIR AND WARN." The parties agree that the New Haven Unified School District makes no representations or warranties as to the repair or condition of the facilities which permittee is entitled to use hereunder, and permittee takes such property and facilities as is. The parties further agree that it shall be permittee's obligation, not New Haven Unified School District's, to assure that the property and facilities are in a proper and safe condition to be used for the purpose anticipated herein; that it shall be permittee's obligation and duty, and not New Haven Unified School District's, to inspect such property and facilities before they are used and to take affirmative steps to repair, or where necessary, warn, in order to prevent injury to person or property; and that in the event such injury does occur, any claim arising therefrom shall trigger permittee's indemnity and defense obligations hereunder."

By: Samita Sen
Authorized Signature

Date: 10.29.18

Board Member (Cultural Director)
Position/Title in Organization

NEW HAVEN UNIFIED SCHOOL DISTRICT

Notes & Requirements

- (a) SS. (pls initial) The District will provide an estimate of the costs for the permittees' event based on the information provided by the permitted group. The actual final costs may be higher or lower dependent upon many factors, but the minimum will be equal to the District's direct costs. The permittee must sign and return the estimate to the District as an acknowledgment of their agreement to pay all fees and costs as required and in accordance with this agreement.
- (b) SS. (pls initial) The permittee will be charged a minimum equal to all direct costs incurred by the District for the permittees' event. The labor rate includes fringe benefits.
- (c) SS. (pls initial) Permittee is responsible to rent tables and chairs from equipment rental company. District only provides tables and chairs for school functions.
- (d) SS. (pls initial) A 100% deposit is required and must be made by cashier's check or money order only, payable to **New Haven Unified School District**. No cash or personal checks will be accepted. Any monies due to permittee will be refunded when final billing has been prepared.
- (e) SS. (pls initial) In addition, a security deposit equal to 50% of the estimated cost must be made by cashier's check or money order only.
- (f) SS. (pls initial) The permittee is required to contract with the Union City Police Department for police services. The UCPD telephone number is (510) 471-1365. The contact person is the Community Services Section Supervisor, or in his/her absence, the day shift operations officer (lieutenant). If police services are required, UCPD will determine how many officers will be assigned to the event. Billing may come from UCPD or the district. A 100% deposit for police services is required and must be made by cashier's check or money order only.
- (g) SS. (pls initial) **All deposits must be paid to the district and the police department fifteen (15) working days prior to the event.** If deposits are not paid fifteen (15) working days prior, the event will be canceled and a processing fee of \$50 will be charged.
- (h) SS. (pls initial) A representative of the permittee **MUST STAY** until clean up is completed. Once clean up is completed, the representative will verify and confirm the ending time with the facility attendant so that there is no discrepancies when the final billing is sent. If a representative does not stay, there will be **no recourse for disputing the bill**.
- (i) SS. (pls initial) It is the responsibility of the permittee using district facilities to provide adequate supervision. Permittee **must** provide one (1) adult supervisor for every twenty (20) minors. District personnel will not provide supervision for permittee and their activities. UCPD will review all facility use requests and determine if police attendance is required - *See Item (f)*.
- (j) SS. (pls initial) Actual cost for the facility attendant and custodial labor will be charged at time of billing. Up to 7½ hours will be charged at 1½x overtime rate; more than 7½ hours will be charged at 2x overtime rate. Sundays and holidays are charged at 2x overtime rate.

NEW HAVEN UNIFIED SCHOOL DISTRICT

Notes & Requirements - Continued

- (k) SS (pls initial) A certificate of insurance (*minimum of \$1,000,000 liability*) needs to be on file fifteen (15) working days prior to the event date. **NEW HAVEN UNIFIED SCHOOL DISTRICT** needs to be named as additional insured, and **MUST** be stated as such on the certificate.
- (l) SS (pls initial) **FIELD USE RESTRICTIONS:** To preserve the quality of our facilities, NHUSD does not allow the use of district fields when there has been rain within the previous 36 hours, or when there is standing water on the fields. Failure to abide by the above restrictions could be cause for termination of permits and the offending permittee being billed for any necessary repairs.
- (m) S. (pls initial) **NO SMOKING, ALCOHOL, FIREARMS, WEAPONS OR DOGS (except seeing-eye dogs) ARE PERMITTED ON ANY PROPERTY OF THE NEW HAVEN UNIFIED SCHOOL DISTRICT.**
- (n) SS (pls initial) The permittee is responsible for all vandalism to building facilities and equipment during the time permitted.
- (o) SS (pls initial) The permittee is responsible to pay a minimum of 2-hours labor for the employee assigned to the event if the permittee does not show up on the day of the event.

Accepted and approved by:

Samita Sen
Signature of Organization's Authorized Representative

BOARD MEMBER
Title

SAMITA SEN
Printed Name of above signature

BAY AREA PRABASI
Organization

11/13/14
Date

Sat Feb 23rd Event JL Facility Rental Hours

19 messages

Samita Sen <samita.sen@gmail.com>

Tue, Jan 29, 2019 at 8:58 AM

To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

Hello Natasha,

As it is getting closer to the event, I have more details about the facility needs, especially the James Logan cafeteria. Please confirm if it is approved and the cost breakdown.

Here they are:

1. Time of cafeteria rental - 7:00AM to 5:00PM [8 hours]
2. Risers - need a 40' X 20' stage for prayer meeting
3. Five large tables 6' X 4' [for community made craft display]
4. Lunch tables are round? Seats 10? Need for 200 members.
5. 2 Large tables/ counters to serve the lunch.

I have reached out to Mr. Jacob Perez and can explain these details to him during our facility tour. Waiting to hear back from him.

Thank you so much for all your help.

Samita
408-772-4764

—
Samita

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 9:19 AM

To: Ron Polk <rpolk@nhusd.k12.ca.us>, Krislyn Eads <keads@nhusd.k12.ca.us>

Cc: Samita Sen <samita.sen@gmail.com>

Good morning Ron and Krislyn,

Is it possible to accommodate the user with the time change for the event?

This is schedule on February 23rd. The event name is Bay Area Prabasi.

Thank you

[Quoted text hidden]

—
Natasha Niusulu
Maintenance & Operations Technician
New Haven Unified School District
Corporation Yard
3636 Smith Street
Union City, CA. 94587
P. 510.471.5559 ext. 60732
F. 510.471.0205
nniusulu@nhusd.k12.ca.us

Krislyn Eads <keads@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 9:27 AM

To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

Cc: Ron Polk <rpolk@nhusd.k12.ca.us>, Samita Sen <samita.sen@gmail.com>

Just updated it!

Krislyn EadsSecretary | Main Office | **James Logan High School**

T: 510 471 2520 x60119

F: 510 487 8351

E: keads@nhusd.k12.ca.us

1800 H Street

Union City, CA 94587

www.jameslogan.org/

[Quoted text hidden]

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
To: Krislyn Eads <keads@nhusd.k12.ca.us>
Cc: Ron Polk <rpolk@nhusd.k12.ca.us>, Samita Sen <samita.sen@gmail.com>

Tue, Jan 29, 2019 at 9:30 AM

Awesome, thank you!

Have an awesome day
[Quoted text hidden]

Ron Polk <rpolk@nhusd.k12.ca.us>
To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
Cc: Krislyn Eads <keads@nhusd.k12.ca.us>, Samita Sen <samita.sen@gmail.com>

Tue, Jan 29, 2019 at 10:12 AM

I'm sorry, did I miss where the event will be? I see two spots - cafeteria (7am-5pm) and CPA (3pm-7pm). Are we dropping one of the spots or are they using both?

[Quoted text hidden]

--

Ron Polk
House 3 Principal
James Logan High School
Intellect, Integrity,
& Interconnectedness
510-471-2520 x 62712
Fax 510-675-0876
GO COLTS!!!

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
To: Ron Polk <rpolk@nhusd.k12.ca.us>
Cc: Krislyn Eads <keads@nhusd.k12.ca.us>, Samita Sen <samita.sen@gmail.com>

Tue, Jan 29, 2019 at 10:13 AM

No problem.
It's a time change request
Not dropping anything
[Quoted text hidden]

Ron Polk <rpolk@nhusd.k12.ca.us>
To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
Cc: Krislyn Eads <keads@nhusd.k12.ca.us>, Samita Sen <samita.sen@gmail.com>

Tue, Jan 29, 2019 at 10:14 AM

Okay, thank you.
[Quoted text hidden]

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
To: Jacob Perez <japerez@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 3:21 PM

Hi Jacob,

Can you please let me know if items 2-5 are possible?
I am working on her estimate but need to know if these are possible.

Thank you,

----- Forwarded message -----
From: Samita Sen <samita.sen@gmail.com>
Date: Tue, Jan 29, 2019 at 8:59 AM
Subject: Sat Feb 23rd Event JL Facility Rental Hours
To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

[Quoted text hidden]

--

Natasha Niusulu
Maintenance & Operations Technician
New Haven Unified School District
Corporation Yard
3636 Smith Street
Union City, CA. 94587
P. 510.471.5559 ext. 60732
F. 510.471.0205
nniusulu@nhusd.k12.ca.us

Jacob Perez <japerez@nhusd.k12.ca.us>

To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>, samita.sen@gmail.com, Hesham Moussa <hmoussa@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 3:33 PM

Samita,

The phone number to call Sunday morning at 10:45am to 11:00am is 510 377 0326.

Thank You,

Jacob Perez
Supervisor Maintenance and Operations
James Logan High School
Desk - 510-471-2520 ext. 60160
Cell - 510-760-3320
email- [Japerez@nhusd.k12.ca.us](mailto:japerez@nhusd.k12.ca.us)

[Quoted text hidden]

Jacob Perez <japerez@nhusd.k12.ca.us>

To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 3:44 PM

I have spoken to Samita. We will meet her Sunday

Thank You,

Jacob Perez
Supervisor Maintenance and Operations
James Logan High School
Desk - 510-471-2520 ext. 60160
Cell - 510-760-3320
email- [Japerez@nhusd.k12.ca.us](mailto:japerez@nhusd.k12.ca.us)

On Tue, Jan 29, 2019 at 3:21 PM Natasha Niusulu <nniusulu@nhusd.k12.ca.us> wrote:

[Quoted text hidden]

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

To: Jacob Perez <japerez@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 3:50 PM

hey Jacob
how many custodians for this event?

[Quoted text hidden]

Jacob Perez <japerez@nhusd.k12.ca.us>

To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 4:01 PM

Let's do 3 Custodians. one 6am to Noon. Two Custodians 12:00pm to 6:00pm.

Thank You,

Jacob Perez
Supervisor Maintenance and Operations
James Logan High School
Desk - 510-471-2520 ext. 60160
Cell - 510-760-3320
email- [Japerez@nhusd.k12.ca.us](mailto:japerez@nhusd.k12.ca.us)

[Quoted text hidden]

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

To: Jacob Perez <japerez@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 4:02 PM

Thank you

[Quoted text hidden]

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

To: Samita Sen <samita.sen@gmail.com>

Tue, Jan 29, 2019 at 4:50 PM

Hi Samita,

Attached is the quote you requested. Please keep in mind the requirements of deposit to meet. I have included a screen shoot as a reminder.

A 100% deposit is required and must be made by cashier's check or money order only, payable to **New Haven Unified School District**. No cash or personal checks will be accepted. Any monies due to permittee will be refunded when final billing has been prepared.

In addition, a security deposit equal to 50% of the estimated cost must be made by cashier's check or money order only.

Thank you,
[Quoted text hidden]
[Quoted text hidden]

 **LOG-651 Bay Area Prabasi 2.23.19.pdf**
417K

Samita Sen <samita.sen@gmail.com>
To: Jacob Perez <japerez@nhusd.k12.ca.us>
Cc: Hesham Moussa <hmoussa@nhusd.k12.ca.us>, Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

Tue, Jan 29, 2019 at 8:40 PM

Hello Jacob,
Thank you very much.

Samita
[Quoted text hidden]
--
Samita

Samita Sen <samita.sen@gmail.com>
To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

Wed, Jan 30, 2019 at 1:22 PM

Hi Natasha,
Thank you for the invoice.
The board is a bit shocked at how expensive it is.
In an initial conversation we did not get any rate sheets from you. And informal estimated cost was the venue rent and custodial.
New haven districts custodial rate and administrative fee is higher than other districts.

Any scope for bringing down the cost?
On top of this we'll have to pay for the theater.
So we are a little worried.

Please call me if you have a few minutes after 3:00.

Thank you.
Samita
408-772-4764
[Quoted text hidden]
--
Samita

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
To: Samita Sen <samita.sen@gmail.com>

Wed, Jan 30, 2019 at 2:28 PM

Good afternoon Samita,
I received your voicemail. I have adjusted your estimate. Again this is an estimate, charges may change according to the event.
Please keep in mind that the custodial rate varies depending on which custodian signs up for the event, we would charge that custodians' rate. The custodial rate is the highest rates shown on the estimate.

Hope this helps

[Quoted text hidden]

 **Untitled_01302019_021255.pdf**
460K

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
To: Samita Sen <samita.sen@gmail.com>

Thu, Feb 7, 2019 at 3:49 PM

Hi Samita,
After speaking with custodians that attended past events like this, the custodial coverage stands along with all rates on the Estimate. Please remit payment before the event date.

Thank you,
[Quoted text hidden]

Natasha Niusulu <nniusulu@nhusd.k12.ca.us>
To: Hesham Moussa <hmoussa@nhusd.k12.ca.us>

Thu, Feb 7, 2019 at 3:50 PM

Here is what Samita emailed me.

----- Forwarded message -----

From: **Samita Sen** <samita.sen@gmail.com>
Date: Tue, Jan 29, 2019 at 8:59 AM
Subject: Sat Feb 23rd Event JL Facility Rental Hours
To: Natasha Niusulu <nniusulu@nhusd.k12.ca.us>

[Quoted text hidden]

--
Natasha Niusulu
Maintenance & Operations Technician
New Haven Unified School District
Corporation Yard
3636 Smith Street
Union City, CA. 94587
P. 510.471.5559 ext. 60732
F. 510.471.0205
nniusulu@nhusd.k12.ca.us