

Regulation 1330: Use Of School Facilities

Status: ADOPTED

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The Board of Trustees of the Salida Union School District supports the use of school buildings and grounds for literary, artistic, scientific recreational, educational or public interest upon such terms and conditions as set forth by board policy and administrative regulation in accordance with limitations, requirements, and restrictions contained in the Education Code.

Eligibility and Priority for Use

The Board may grant use of facilities or grounds upon terms and conditions the Board deems proper under the following categories:

GROUP I: When an alternative location is not available, use of school facilities shall be granted to nonprofit organizations, clubs, or associations organized to promote youth and school-related activities. Group I includes, but may not be limited to:

- a. School District Auxiliary Groups: (e.g., Parent Clubs, School Advisory Councils, exclusive Bargaining Units as approved by the Board of Trustees and all school-sponsored clubs/organizations and higher level education)
- b. Salida community organized and sponsored Youth Groups K-12 (e.g., Scouts, Camp Fire, YMCA, P.A.L., youth football, baseball, soccer)

GROUP II: Group II users are organizations and associations formed for recreational, educational, economic, or artistic activities. These groups conduct meetings, which are open to the public and where no charge is made for admission. Group II includes, but may not be limited to:

- a. Recreational Groups: (e.g., sponsored adult sporting activities and groups outside of the Salida community)
- b. Nonprofit Groups: (e.g., Senior Citizens, charitable organizations, cultural activities, community-based organizations, Fine Arts Council, health/welfare groups)

GROUP III: Group III users include other nonprofit organizations who conduct meetings, which may or may not be open to the public with a participation fee charged. Group III includes, but may not be limited to:

- a. Private schools, private child care providers, churches, music/choral and dance groups

GROUP IV: Commercial use shall apply, to those organizations or individuals requesting use of the facility whose primary purpose is to promote the business or organization in order to make a profit. Group IV users include, but may not be limited to:

- a. Small business owners to large corporate-level executives putting on a sales seminar, advertising a product line, conducting in-service training for employees, sponsoring an awards banquet or recognition dinner

Requests for use of district facilities will be accommodated in an equitable manner. Priority will be given to those in Group I first, followed by Groups II - IV.

School facility usage shall NOT be granted for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school related work.
3. Any use which is discriminatory in the legal sense.

Request Procedure for All Groups

Requests for use of district facilities shall be made online using the Community Use link: <https://www.communityuse.com/default.asp?acctnum=278499779> . This link can also be found on our District's website: www.salida.k12.ca.us (Facility Use tab). Requests on file in the Business Office will expire June 30th of

each school year. If the continued use of a school site is desired, a new request must be submitted beginning June 15.

All requests shall be made at least TWO WEEKS in advance of the first date requested. Late requests may be denied.

Any person applying for the use of district property on behalf of any group shall be a member of such applicant group, and, unless he/she is an officer of such group, may be required to present written authorization to represent the group.

The request must be filled in completely. Incomplete requests will be held for completion and will delay approval.

When custodial services are not required beyond normal scheduled duties or the scheduled usage does not require set up that interferes with the custodians regular work duties, facility users may use district facilities without a custodial charge.

When activities are scheduled outside the normal workday, the Director of Maintenance and Operations shall designate a regular district employee to be in charge while the activity is in progress.

The designated employee shall be responsible for the security of buildings and grounds being used. The district employee placed in charge is empowered under Education Code 40042 to enforce all rules. The custodial fees may include a minimum of 30 minutes before and 30 minutes after the scheduled event for set up and clean up. Function rates apply to Group I as required.

District staff, restroom facilities, or other buildings will not be furnished by the district to organizations primarily using the school playgrounds and athletic fields. Therefore, all groups using the district playing fields MUST supply their own portable restroom facility (i.e. Porta-potty). Use of district playing fields shall not be permitted when use would be harmful to the playing surface, such as during periods of rain or when fields remain wet following a heavy rain or irrigation.

All organizations or groups seeking use of school premises must have adult sponsorship and adequate adult supervision. It is the responsibility of the adult supervisor to maintain a high standard of conduct and exercise control over the members of the group at all times.

Any approved request for use of school facilities may be revoked without notice where conflicting dates have resulted or where need of the property for school purposes has subsequently developed. For other cause, the Director of Maintenance and Operations may revoke permits at any time upon advance notice.

School employees are not obligated to have the building open at any time other than the time on the approved application. All functions must conclude by 9:00 pm during the weekdays. Extended times and weekends may be available upon special request and calculated at the standard rate.

General Rules and Conditions

1. **Cleanliness:** Groups must observe the ordinary rules of cleanliness and shall not leave the requested facility littered. If facilities are left littered and unsanitary, District employees will invoice the using organization for the cost of necessary clean-up activities.
2. **Smoking:** The district is a "No Smoking, No Tobacco Product" district and smoking is not allowed in buildings or on school grounds at any time.
3. **Alcohol/Drugs:** No alcoholic beverages, intoxicants or controlled substance in any form shall be brought on to the property of the district. Any person under the influence of intoxicating liquors or substances shall be denied participation in all activities. Violation of this regulation shall be justification for immediate termination of the event, closing of the facility and denial of future use requests.
4. **Improper Conduct:** There shall be no improper conduct such as use of profane language, fighting, or gambling. Violations of this rule shall be sufficient cause for denying future use of school premises to the organization.
5. **Maximum Attendance:** The number of people present shall not exceed the posted seating capacity for the room(s) used. This is a FIRE REGULATION!
6. **School Equipment:** School furniture or apparatus may not be removed nor displaced by any group without

permission from and under the supervision of the school district employee in charge.

7. Available Hours for Use: All schools are available for facility use after 6:00pm during regular school days. All school fields are available for use after 6:00pm during regular school days. Weekend facility use will begin upon requested hours specified on the approved request.
8. Bounce/Jump Houses: For liability reasons and safety concerns, bounce/jump houses or any inflatable obstacle course type play equipment will not be permitted on the school campus.

NOTE: FAILURE TO COMPLY WITH ANY OF THE STATED RULES AND REGULATIONS WILL RESULT IN IMMEDIATE REVOCATION OF THIS PERMIT TO USE SCHOOL FACILITIES.

Requests shall be specific as to furniture or equipment needed and as to room arrangements required. If necessary, supply instructions giving full details may be made on a separate sheet of paper attached to the request.

No equipment shall be brought on the grounds or any vehicle driven on the grounds without the permission of the Director of Maintenance and Operations.

District employees will only supply furniture and equipment that is available at the requested site. District employees shall not be required to do work not specified on the request.

All requests will be approved for specific rooms and for specific hours designated by the school district. It shall be the responsibility of the organization to see that members of their group do not use unauthorized portions of the building/grounds and that the premises are vacated as scheduled. The kitchen and stage areas are off limits unless otherwise requested and approved. It is up to each organization to make sure all children are not allowed to play on or in these areas at any time.

Keys shall remain in the possession of authorized school employees and shall not be turned over to individuals or organizations without prior approval of the Superintendent/designee.

To obtain prior approval a written request must be submitted with the application including the name(s), address and phone of individuals in the group approved by the groups governing body to which responsibility has been assigned. Each request for a key requires a \$50 refundable deposit. Lost or stolen keys requiring the district to engage in re-keying activities shall constitute a cost to the organization and revocation of future key use.

Damage and Liability

Groups or persons using school facilities shall be liable for any property damages caused by the activity. The Board may impose a deposit, payable in advance of facility use, in an amount necessary to repair any damages and may deny the group further use of school facilities. The Business Office shall establish cost and an invoice submitted to the responsible organization. The Business Office shall apply any deposit toward the payment of such costs. It is expected that all invoices will be cleared within 30 working days from date of receipt. Failure to promptly pay for such damage shall be grounds for refusal of future requests, revocation of remaining request agreement and grounds for civil action in the courts of California.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. All individuals, groups or organizations using facilities of the district, its Board of Trustees, individual members thereof, and all District Officers, agents and employees shall be free and harmless from any loss, damage, liability, cost, or expense that may arise out of or be caused in any way by such use or occupancy of school property. All organizations shall provide evidence of bodily injury insurance with limits of not less than \$1,000,000.

Combined single limit per occurrence and shall also provide an endorsement naming the Salida Union School District as an Additional Named Insured.

The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

Payment for Use of District Facilities

Charges shall be determined from the Schedule of Fees at the time the request is approved and activated.

The Schedule of Fees is subject to change at the discretion of the Board of Trustees.

District employees will be scheduled to work the number of hours indicated on the approved request. The requestor will be invoiced for any additional hours, including overtime, if required.

All required fees should be paid to the Salida Union School District Business Office, 4801 Sisk Road, Salida, CA 95368. The Business Office will accept cash, credit/debit cards, checks and money orders only made payable to Salida Union School District.

Failure to make timely payments shall be grounds for denying future requests.

Fees and Fee Structure:

FACILITY	GROUP I	GROUP II	GROUP III	GROUP IV
Classroom for Meeting	\$7.00 hour	\$10.00 hour	\$15.00 hour	\$25.00 hour
Library	\$12.00 hour	\$18.00 hour	\$25.00 hour	\$35.00 hour
Multi-Purpose Room	\$12.00 hour	\$18.00 hour	\$25.00 hour	\$45.00 hour
with Kitchen use	\$12.00 hour	\$18.00 hour	\$25.00 hour	\$55.00 hour
Middle School Cafeteria	\$12.00 hour	\$18.00 hour	\$25.00 hour	\$45.00 hour
Middle School Gymnasium	\$17.00 hour	\$23.00 hour	\$30.00 hour	\$55.00 hour
Locker room/shower	\$17.00 hour	\$17.00 hour	\$17.00 hour	\$17.00 hour
Ball Diamonds (per season)*	\$1000.00	\$1000.00	\$1000.00	\$1000.00
Per 2 hours	\$15.00	\$20.00	\$25.00	\$35.00
Athletic Field (per season)*	\$1000.00	\$1000.00	\$1000.00	\$1000.00
Per 2 hours	\$15.00	\$20.00	\$25.00	\$35.00
For all day events: Garbage and Supplies	\$100.00 day	\$100.00 day	\$100.00 day	\$100.00 day

Custodian (all groups) \$60.00/per hour

Food Service Worker (all groups) \$45.00/per hour

*Season consists of 4 hours or more per day for 30 or more days in a fiscal year

A Refundable Deposit will be assessed as follows:

- \$100.00 deposit for inside areas
- \$100.00 deposit for equipment
- \$500.00 deposit for playing fields/grounds

Deposits must be made in the form of the organization's check, money order, cash or cashiers check (credit/debit cards will not be accepted for deposits), made payable to Salida Union School District. The Business Office will hold all deposits until such time as all invoices have been cleared and/or the Director of Maintenance and Operations indicates that the facilities/grounds have been left in clean and good condition. Unless exempt from all fees, a deposit will be required at time of request by all users in Groups I through IV.

Salida Middle School Vella Campus-Gymnasium

1. A District representative may be present during the use of the facilities. Group requesting use will be responsible for any cost that may arise for a District representative to be present.
2. No food or drink will be permitted in the gymnasium.
(Water bottles are the only liquid allowed in the middle school gymnasium.)
3. Food or drink may be sold and consumed in the lobby area ONLY.
4. The gymnasium hall and locker room areas are off limits.
5. Children are to be monitored and supervised at all times inside of the gymnasium and outside as well.
6. The scoreboard is to be used by a trained adult at all times.

STANDARD DISTRICT RULES AND REGULATIONS

1. Facility Use Requests must be turned in at least two (2) weeks before date of Meeting/Activity. We cannot guarantee date unless we are given ample time to process the Request. Failure to do so may result in the denial of a request.
2. Before approval, organization must show proof of \$1,000,000 aggregate insurance coverage
3. No structural change or modifications will be made to any school facility or equipment unless specifically authorized
4. Alcoholic beverages, intoxicants, drugs or controlled substances are not permitted on school grounds or in school facilities.
5. Use of tobacco products including electronic cigarettes or vaping devices are not permitted on school grounds or in school facilities.
6. If user requires use of stage, cafeteria or classroom, all decorations, stage sets, etc., must be flame retardant.
7. No motor vehicle of any kind will be allowed on school grounds except in designated parking areas unless authorized.
8. No animals will be allowed on premises except Support Animals unless authorized.
9. A district employee must be on the site during the time the organization is present unless other arrangements have been made. The organization will pay the employee's time at the applicable rate.
10. School personnel will open and close buildings at requested times. Restrooms will be open for use only when authorized. School personnel will operate all school equipment.
11. Clean up of buildings and/or grounds are required following each day's activity.
12. An approved request will be considered a firm reservation for facilities on date(s) indicated, except as follows:
 - a. School related activities would preempt any approved use.
 - b. No person/organization is permitted to monopolize any facility
13. A charge for the use of facilities will be assessed according to policy. The District Office will make this determination.
14. A district cafeteria employee must be on the site when the cafeteria kitchen equipment is in use. The organization will pay the employee's time at the applicable rate.

If kitchen use is for catering setup only no cafeteria personnel shall be required.
15. Outdoor gate keys require a \$50.00 deposit per key; any cost incurred will be paid by the person authorized for that activity or deducted from facility use deposit.

16. Any cost incurred by the district as a result of an approved activity use will be paid by the person (s) authorized for that activity or deducted from facility use deposit.
17. No activity shall extend beyond 9:00 pm unless special arrangements have been approved prior to the event.
18. A \$100.00 deposit will be required of all facility users. If school staff is required for cleaning or repair, a charge of \$60 per hour will be taken from the facility use deposit. You will be notified in advance if it is necessary for SUSD to use the deposit. When the deposit monies are exhausted, the user will be prohibited from further use of the facility.
19. A \$500.00 deposit is required to cover the cost of re-seeding of field or replacement of light bulbs if needed. If lights burn out or are broken, the replacement cost is \$50.00 per bulb + installation. Replacement and installation will be taken from the deposit as required. When the deposit monies are reduced to the \$50.00 level, the user will replace the \$500.00 deposit or will be prohibited from further use of the facilities.

NOTE: Failure to comply with any of the stated rules and regulations will result in revocation of this permit to use school facilities.

I hereby acknowledge responsibility for any damage to school buildings, grounds or equipment that may result from the use of facilities by our organization. I agree to abide by and enforce the rules and regulations of the Salida Union School District.

I hereby state that, to the best of my knowledge, the school property for use of which this application is made will not be used for the commission of any crime or any act, which is prohibited by law. I further declare that the stated organization, on whose behalf I am applying, upholds and defends the constitutions of the United States and the State of California.

I agree to notify Salida Union School District of any change in this request.
