

## BOARD POLICY

Use of School Facilities and Grounds

The primary use of all school district facilities is to carry out the educational programs, activities, and services of the school district. Therefore, no permit for use of school facilities shall be granted to any person, organization, association, agency, or group which interferes or is inconsistent with the regular conduct of school business or activities. For purposes of this policy and administrative regulations, "school facilities" shall include, but not be limited to, multi-purpose rooms, cafeterias and classroom space and "school grounds" shall include, but not be limited to, playing fields, athletic fields, track and field venues, tennis courts, and outdoor basketball courts. The district may exclude certain school facilities from non-school use for safety or security reasons.

- A. The superintendent, or a designated representative, is hereby authorized to establish regulations for and grant the use of school facilities to any eligible person, organization, association, agency, or group in accordance with provisions of the Civic Center Act, Education Code, applicable sections of other state and federal codes, and policies and regulations established by the school district.

For the effective management and control of school facilities and grounds, the superintendent or designee shall maintain procedures and regulations that:

1. Aid, encourage, and assist groups desiring to use school facilities and grounds for approved activities;
  2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise the task if necessary;
  3. Ensure that the use of school facilities and grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.
- B. Subject to district policies and regulations, school facilities and grounds shall be available to individuals and community groups as a civic center for the following purposes; public, literary, scientific, recreational, educational, or public agency meetings; discussion of matters of the public interest; conduct of religious services for temporary periods; child care programs to provide supervision to preschool and elementary school age children; administration of exams for the selection of personnel or instruction of precinct board members by public agencies; community youth center; mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare; a ceremony, patriotic celebration, or related educational assembly conducted by

a veterans' organization; and other purposes deemed appropriate by the district board. Issuance of facility use permits shall, where feasible, reflect the following priority system:

1. **FIRST PRIORITY** - Activities directly related to the educational programs of the school district. For example, Boys & Girls Club, band, drama and choral programs.
  2. **SECOND PRIORITY** - Activities indirectly related to the educational programs of the school district, i.e. PTA, PTSA, PTO, parent booster groups, etc.
  3. **THIRD PRIORITY** - City parks and recreation activities directed toward district students but not directly related to the educational programs of the school district.
  4. **FOURTH PRIORITY** - Public agencies, senior citizen organizations, and non-profit groups serving the youth of the school district or community.
  5. **FIFTH PRIORITY** - Persons, organizations, associations, clubs, or groups which qualify for non-profit status and use of school facilities under the provisions of the Education Code and the policies and regulations of the school district. Non-profit status is established when an organization or group receives non-profit recognition by the U.S. Internal Revenue Service or the California State Franchise Tax Board.
  6. **SIXTH PRIORITY** - Religious organizations or associations, which may be granted temporary use of a school facility, in accordance with the Civic Center Act.
  7. **SEVENTH PRIORITY** - Persons, organizations, associations, clubs, corporations, or groups which are eligible for commercial rental or lease use of school facilities under the provisions of the Education Code and the policies and regulations of the school district.
  8. Other uses under the Civic Center Act shall be on a first come, first served basis.
- C. The use of school facilities shall not be granted to any persons, agency, organization, association, corporation, or group which:
1. is unwilling to provide a signed certification that illegal activities will not be committed during such use;

2. may, by such use, be reasonably expected to expose district property to damage through misuse, riot, mob action, or violence of any kind;
  3. fails to properly complete an application for facility use or other required documents, make the monetary payments established, or provide the level of liability insurance required for such use;
  4. would use the facilities for purposes not consistent with or prohibited by the Civic Center Act or adopted policies and regulations of the school district;
  5. may be reasonably expected to use the facilities in a manner deemed by the Board of Education, or its designated representative, as inimical to the best interest of the school district.
- D. The Board of Education shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to the multipurpose room, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts. The schedule of fees shall be prepared in accordance with Title 5, California Code of Regulations sections 14037-14041. The schedule of rental fees shall be reviewed annually by the Superintendent or the designee, and rental fees adjusted to reflect actual operating costs. The Board of Education, or its designated representative, may require an audit of any monies received by use of a school facility whenever it appears that the use of such monies received differs from the purpose described on the permit holder's application.
- Any rental fee schedule shall address:
1. Non-profit use where rental fees shall reflect the district's incurred costs for salaries, utilities, supplies, and fixed charges attributed to such use.
  2. Commercial rates that reflect a fee assessment that is not less than a fair rent value for the facilities being requested as well as the salaries, supplies, and fixed charges attributed to such use.
- E. There shall be no advertising on school facilities and grounds except as allowed by district policy and approved in writing in advance by the district.
- F. Groups, organizations, or individuals using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group, organization, or individual further use of school facilities or grounds. Groups, organizations, or individuals shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using

school facilities and/or grounds.

The superintendent or designee is authorized to negotiate long-term facility leases which may not be reflected in the facility rental schedule.

An authorized representative of the Board of Education shall be on duty at all times when a facility use permit allows use of a school building or individual room thereof, unless a waiver has been granted by the superintendent or the designee. Only the school district may pay district employees for services performed at school facilities.

Each person, organization, or group issued a facility use permit shall provide adequate, competent supervision for all persons attending the activity sponsored by the permit holder.

The superintendent may authorize the use of school facilities for mass health care, temporary housing, or welfare centers during disasters or other emergencies affecting the public health and welfare.

Ref: EC Sections 10902, 10912, 35161, 38130-38138

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