

Administrative Regulation

Non-Profit Organizational Use

A. Qualification for Free Use

A permit to use school facilities may be issued without a use fee to civic agencies, senior citizen organizations, clubs, or groups organized for educational instruction, cultural or charitable activities, or for general character-building or welfare purposes as specified in the Civic Center Act or in the Education Code if, during such use, school employees are normally on duty at the facility requested. Free use may also be extended to persons, agencies, organizations, associations, clubs, or groups which fulfill the legal requirements for non-profit use and where the requested school facility is used during the time school employees are normally on duty and not receiving any form of overtime pay.

The following criteria shall be used for the purpose of classifying an applicant's eligibility for free use of a school facility.

1. The applicant shall be a community recognized organization, club, or group.
2. The applicant shall be organized for
 - a. cultural activities which are educational in nature and provide for the enlightenment of those in attendance, or
 - b. character-building programs or dissemination of information which contributes to moral excellence, and/or improved civic behavior of an individual, or
 - c. welfare purposes offering programs for the social betterment of a designated group in society.
3. The primary purpose of any activity scheduled shall be to provide educational, artistic, or moral activities for its members or those in attendance.
4. No monies are received or solicited during the free use of the school facility. If any admission or registration fees are collected or contributions solicited, the net receipts shall be expended for the welfare of the district's students or for a recognized charitable purpose. The Board of Education, or its designated representative, reserves the right to determine that any net receipts from such use are being expended for the designated purpose.

B. Qualification for Non-Profit Rental Fees

Persons, organizations, agencies, associations, clubs, or groups which are non-profit in purpose and which do not qualify for free use of school facilities may be issued a permit to use school facilities after fulfilling all application requirements and paying the non-profit rental fee established for the facility. The rental fee for non-profit use shall be sufficient to reimburse the school district for all costs incurred by it as a result of such use.

If any admission or registration fees are collected or contributions solicited by a non-profit permit holder, the net receipts shall be expended for the welfare of the district's students or for a recognized charitable purpose. If membership fees are collected, those receipts must be used solely for the support of the organization, club, or group holding the facility use permit or expended for the advancement of general character-building or welfare activities or for a recognized charitable purpose.

Commercial Organizational Use

Persons, agencies, organizations, associations, corporations, clubs, or groups which are not eligible to use school facilities within free use or non-profit use policies, may be issued a permit to use school facilities after fulfilling all application requirements applicable to such use and paying the commercial rental fee established for the facility. The commercial fee for such use shall reflect a rate not less than fair rental value as well as the salaries, supplies, and fixed charges incurred by the district and attributed to such use.

The superintendent, or designated representative, is authorized to determine the fee rate classification and eligibility of an applicant and to ensure the satisfactory completion of all application requirements for use of a school facility.

(Page 2 of 2)

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