



Use of Facilities Policies for District Facilities and Grounds (Not including Performing Arts Centers)

Call 1-800-272-2962 x 1 to reach a live customer service representative for help or assistance.

<https://www.facilitron.com/scusd95051>

Priority Use and Priority Groups

****Upon signing up for Facilitron, all new groups are placed in Priority Group 4. If you are a youth organization, upload the required qualifying documentation after submitting your Facilitron reservation request. Once received, eligibility will be determined and verified by Facilitron and the District. ****

Group 1. School District Use

School activities, sports, clubs, festivals, and professional development. *Group 1 may include: Parent Teacher groups, the SCUSD School Foundation, and booster clubs.*

No facility use fees, no application fee. Group pays custodial and nutrition services fees, if applicable.

Group 1.5. Youth organizations with minimal to no fees

Group 1.5 includes: Scouts, Little League, Santa Clara/Sunnyvale Youth Soccer, classes for school students without any fees.

No facility use fees (except swimming pools and kitchens. Group pays application fee. Group pays custodial and nutrition services fees, if applicable.

Group 2. Local youth organizations with at least 80% of participants attending District schools (rosters will be required)

Group 2 may include: After-school, weekend programs, and sports.

Group pays facility use and application fees. Group pays custodial and nutrition services fees, if applicable.

Group 3. Local youth organizations with less than 80% of participants attending District schools (rosters may be required)

Group 3 may include: After-school, weekend programs, and sports.

Group pays facility use and application fees. Group pays custodial and nutrition services fees, if applicable.

Group 4. Adult organizations or events with any participants over 18 years of age

Group 4 may include: Sports, workshops, classes, religious organizations, private events, social activities, and charitable organizations.

Group pays facility use fees and application fees. Group pays custodial and nutrition services fees, if applicable.

Custodial Fees will be applied:

1. M-F after 9:30 p.m. or if a site custodian is not regularly scheduled, weekends, school breaks, and/or large groups or events.
2. Custodial hours may change according to district and individual site schedules.
3. Summer custodial hours vary by site.

Fees for Use of District Facilities and Grounds

All facility rentals will end by 9:30 p.m. M-F, and 9:30 p.m. Saturday at Wilson High School				
Facility rentals are not allowed during District Holidays				
Meeting/Activity Space	Group 1.5	Group 2	Group 3	Group 4
Non-refundable application fee for each reservation	\$10	\$10	\$25	\$50
Standard Classroom	\$0	\$10 per hour	\$20 per hour	\$30 per hour
Wrestling Room	\$0	\$10 per hour	\$20 per hour	\$30 per hour
Elementary Multipurpose Room/Cafeteria	\$0	\$15 per hour	\$30 per hour	\$60 per hour
Middle/High Multipurpose Room/Cafeteria	\$0	\$20 per hour	\$40 per hour	\$80 per hour
Elementary Kitchen	\$50 per hour	\$50 per hour	\$100 per hour	\$150 per hour
Middle/High School Kitchen	\$100 per hour	\$100 per hour	\$200 per hour	\$300 per hour
Middle/High School Main Gymnasium: <i>Wilcox, Santa Clara, Peterson, Buchser</i>	\$0	\$25 per hour	\$50 per hour	\$100 per hour
Middle/High School Auxiliary Gymnasium: <i>Wilcox, Santa Clara, Peterson, Buchser, Wilson</i>	\$0	\$15 per hour	\$30 per hour	\$60 per hour
Football Stadium/Track <i>Wilcox, Santa Clara</i>	\$0	\$300 per hour	\$400 per hour	\$500 per hour
Varsity Baseball/Softball Field <i>Wilcox, Santa Clara, Lou Vierra</i>	\$0	\$150 per day	\$200 per day	\$250 per day
Swimming Pool (<i>requires a 2 hour minimum staff fee, \$120.00.</i>)	\$250 per day	\$250 per day	\$300 per day	\$400 per day
Science Lecture Hall: <i>Wilcox, Santa Clara</i>	\$0	\$20 per hour	\$40 per hour	\$80 per hour
Parking Lot (<i>events in parking lots</i>)	\$0	\$25 per day	\$55 per day	\$100 per day
Play Field (<i>elementary, middle schools</i>)	\$0	\$15 per hour	\$30 per hour	\$40 per hour
Tennis Court	\$0	\$5 per hour per court	\$10 per hour per court	\$15 per hour per court
Outdoor Basketball Court/Blacktop	\$0	\$10 per hour	\$20 per hour	\$30 per hour
Specialized Equipment: <i>This cost includes the custodial hourly fee for setup.</i>	Tables	Chairs		Scoreboard/Time Clock
	\$5 each	\$2 each		\$200 each
Nutrition Services Staff <i>(required with all kitchen reservations)</i>	\$55.00 per hour (2 hour minimum)			
<i>Custodial Staff (required for all weekend, kitchen, and school break reservations)</i>	\$60.00 per hour			

Cancellation Policy

1. Application fee is non-refundable.
2. Cancellation prior to 3 (three) weeks to the date of the event: 100% refund for use fees, **district staff** fees, and equipment fees.
3. Cancellation prior to 1 (one) week to the date of the event: 50% refund for use fees, **district staff** fees, and equipment fees.
4. Cancellation within 6 (six) calendar days of event: fees are non-refundable.
5. Cancellation must be entered into the online reservation system by the time frame above to be eligible for a refund.
6. Cancellations due to weather will be considered per event. **Cancellation request must be entered into the online reservation system within 24 hours.**
7. No shows will be charged the entire reservation amount.

**Reservations will be cancelled, without a refund, if the reservation is not paid in full as agreed, or if any requested documentation, including correct insurance, is not uploaded to the online system 1 (one) week in advance.

Field Use

1. User is responsible for monitoring weather conditions and evaluating playing fields when there is a threat of rain, lightening or dangerous conditions. If user degrades fields due to playing on wet turf, user will be billed for field repairs.
2. No site facility improvements or additions shall be made without written consent from the District.
3. No onsite storage containers without prior approval.
4. No tampering with irrigation systems.
5. Fields are not prepped and do not include use of bases or soccer goals; nor are they available.
6. Teams must adhere to permitted days and hours of use.
7. All trash must be picked up at the end of facility use every day.
8. Portable toilets will be supplied by the District on an as needed basis.

Kitchen Facilities

1. Kitchen facilities shall not be used unless supervised by District Nutrition Services personnel. Use of kitchen facilities includes use of equipment, sinks, warmers, or any other item/equipment in the kitchen, multipurpose, or other facility used by Nutrition Services. This is an additional fee with a 2 hour minimum.
2. Custodial fees apply.
3. All requests for kitchen use shall be approved by Nutrition Services prior to the permit approval.

Insurance

1. No use or occupancy of any district property will be permitted unless the person or group furnishes proof of liability and property damage insurance in accordance with required minimums established in the District procedures and names the District as an additional insured on the CG 20 11 96 Form.
2. The undersigned agrees to be fully responsible for the payment of any and all damages to the school premises including furniture and equipment.
3. The requesting organization affirms that it will assume liability, responsibility, defend at its own expense, and hold Santa Clara Unified School District harmless for any accident or injury arising from use of the facilities, including reasonable attorney's fees, and comply with all district rules and regulations.
4. The requesting organization's insurance shall be primary in regard to any and all claims for accident or injury arising from use of facilities.

Selling Goods or Foods

1. If the event consists of selling goods of any type, a Business License for the City must be uploaded to the online reservation system 2 (two) weeks prior to the event or sales will not be allowed.
2. If the event consists of selling food of any type, a Santa Clara County Health Department Permit must be uploaded to the online reservation system 2 (two) weeks prior to the event.

Advertisement Flyers

1. Print or digital advertisement flyer(s) distributed to promote the event must be uploaded to the online reservation system with the original reservation request. The flyer must include the following information:
Organization name(s), location(s), time(s), date(s), and cost(s) for the event(s).
2. Only non-profit entities are allowed to post advertisement flyers on Peachjar per Board Policy 1325.

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