

TURLOCK UNIFIED SCHOOL DISTRICT

Facility Use Administrative Guidelines

The Turlock Unified School District has 15 school sites, over 700 classrooms, a variety of multi-purpose facilities, and numerous indoor and outdoor athletic facilities and fields. The following Facility Use Administrative Guidelines provide direction to stakeholders related to implementation of the Board of Trustees' Policies and Administrative Regulations. Applicants with questions or concerns regarding the following provisions should contact the Facility Planning Office prior to completing an application for Facility Use:

All Users

All Turlock Unified School District Facility Use are subject to the following:

- Activities involving excessive noise and inappropriate hygiene impacting the adjacent neighbors or property are prohibited.
- Activities promoting poor sportsmanship and uncivil or unruly behavior are prohibited – any repeated complaints or legal enforcement incidents or action may result in suspension of Turlock Unified School District Facility Use privileges.
- ***A Facility Use application must be approved and calendared.***
- ***A current insurance certificate must be on file with appropriate liability insurance.***

The following are Board adopted "Facility Use Categories" which align with a specific rate on the Board adopted fee schedule:

School-Related Organizations – No Charge Organizations and Conditions – ***for these groups to receive the "no charge" rate, the event calendared must occur during "routine" custodial coverage when a regularly scheduled custodian is on hand to perform the necessary work.***

The following two categories of organizations are not charged for facility use subject to and adherence to the listed conditions:

1. School site based and approved student clubs, Parent-Teacher Associations (PTA), School-Community advisory committees, School site based booster organizations, college level education courses provided by public education institutions, City of Turlock activities (Joint-Use Agreement), Labor organization meetings (TTA, CSEA, TCAFT), Turlock Education Foundation, Extra-curricular and co-curricular activities.
2. Off-Season Extra-curricular, Co-curricular, Athletics – these activities shall adhere to the following conditions:
 - Activity normally occurs during a school academic year but is proposed to occur during an "off-season period" and has been designated as the activities one (1) "off-season" team acting in accordance with CIF rules and regulations. Examples of such activities may include, but are not

limited to: Aquatics, baseball, football, cheerleading, golf, tennis, track, volleyball, and wrestling.

- All participants in the activity are current students of the TUSD and are NOT being charged a "participation fee." *However, minimal fees may be collected from participants in order to pay for costs associated with uniforms, entrance fees, etc. Each activity leader will be responsible for making fee waivers available to those who cannot pay these minimal fees, as well as sharing fee waiver information with parents/legal guardians.*
- Activity is managed by an employee of the TUSD acting outside of the scope and normal duties of employment with the TUSD *and is not under the direction/supervision of the TUSD and is NOT being paid for his/her services from any fees collected from participants.*
- *Activity is not charging a fee for entrance and is not required to have custodial services in attendance. The activity is subject to the rules and regulations of a chartering organization with its own legal status recognized by the California Secretary of State.*
- **Exception:** Competitions and tournaments involving three (3) or more teams are subject to the Non-Turlock Unified School District (TUSD) Affiliate Groups Facility Use Fee Schedule as adopted by the Board of Trustees.

Non-Turlock Unified School District (TUSD) Affiliate Groups And Conditions

The following administrative criteria govern the treatment and fees charged to "Non-Turlock Unified School District (TUSD) Affiliate Groups" under the TUSD Facilities Use Fee Schedule. For purposes of the Facility Use Fee Schedule and governing Board Policy 1330, Non-TUSD Affiliate Group is a class of facilities use separate and apart from that of a "School Related Organization." In order to be considered a Non-TUSD Affiliate Group activity must meet all of the following conditions:

1. The activity is an activity normally occurring during a school academic year but is proposed to occur during an off-season period. Examples of such activities may include, but are not limited to: academic testing, art, aquatics, band, baseball, basketball, cheer-leading, debate, football, golf, performing arts, tennis, track, and volleyball.
2. The activity is managed by an employee of TUSD acting outside the scope and normal duties of employment with the TUSD and not under the direction or supervision of the TUSD.
3. The activity is subject to the rules and regulations of a chartering organization with its own legal status recognized by the California Secretary of State.
4. The majority of participants in the activity are proposed to be current students of TUSD.
5. The sponsoring organization of the activity charges a fee to each participant.
6. The sponsoring organization of the activity has completed a Non-TUSD Affiliate Group Registration Application with the TUSD Facility Planning.

Non-TUSD Affiliate Groups Facility Use Fees

1. Non-TUSD Affiliate Groups Facility Use Fees are charged pursuant to the Non-TUSD Affiliate Group Facility Use Fee Schedule as adopted by the Board of Trustees.
2. Eligible Discount -- A Non-TUSD Affiliate Group that does not charge current TUSD student participants a participation fee receives a twenty-five percent (25%) discount on the Non-TUSD Affiliate Group Facilities Use Fee Schedule as adopted by the Board of Trustees. In order to demonstrate eligibility for this discount, the Non-TUSD Affiliate Group must, prior to commencing activity, submit a roster of all participants identifying each current TUSD participant and corresponding school of record.
 - Conditions:
 - A Facility Use Application is approved by Facility Planning and subject to payment of the actual costs for custodial and child nutrition services, if applicable.
 - A current insurance certificate on file with Facility Planning.

All Other Organizations Seventy Percent (70%) of Direct Cost Use and Conditions

The following categories of organizations are eligible to reserve facilities for routine use subject to adherence to the listed conditions:

- Scouting organizations including Boy, Cub, Girl and Brownie
- Faith-based organizations providing religious education, activities, or athletics
- Private individuals or groups
- Conditions:
 - A Facility Use Application approved by Facility Planning and subject to payment of the Seventy Percent (70%) of Direct Costs per use.
 - A current insurance certificate on file with the Facility Planning.

Religious Services One Hundred Percent (100%) of Direct Cost Use and Conditions

The following categories of organizations are eligible to reserve facilities for routine use subject to adherence to the listed conditions:

- Faith-based organizations conducting religious services
- Conditions:
 - A Facility Use Application approved by Facility Planning and subject to payment of the One Hundred Percent (100%) of Direct Costs per use.
 - A current insurance certificate on file with the Facility Planning.

Admission Charged And Not Benefiting TUSD Students Fair Rental Value Use and Conditions

The following categories of organizations are eligible to reserve facilities for Fair Rental Value use subject to adherence to the listed conditions:

- Any group conducting meetings or entertainment where admission is charged or contributions solicited and the net receipts are not to be expended for charitable purposes or for the welfare of Turlock Unified School District students.
- Conditions:
 - A Facility Use application approved by the Facility Planning and subject to payment of the Fair Rental Value per use.
 - Documentation of the legal status of the group (incorporation, non-profit, etc.)
 - A current insurance certificate on file with the Facility Planning.

Field Reservations, Use and Conditions

The following categories of organizations are eligible to reserve fields for a specific or routine use subject to adherence to the listed conditions:

- School based and approved student clubs
- Parent-Teacher Associations (PTA)
- School site based education and athletic booster organizations
- Faith-based organizations providing athletics
- City of Turlock activities consistent with the adopted Joint Use Agreement
- Non-TUSD Affiliate Groups
- Private individuals or groups
- Conditions:
 - A Facility Use Application approved by Facility Planning and subject to payment of the applicable Facility Fee per use.
 - A current insurance certificate on file with Facility Planning.
 - An approved Facility Use Application is evidence of the approved field reservation and has preference and precedence over any informal use by others. At the time of use, the approved Applicant must have and produce the approved Facility Use Application Form if requested by TUSD personnel or public safety officials.

ROUTINE MULTIPLE USE INVOICE

In lieu of payment per facility use, the applicant may request a monthly invoice subject to the following conditions:

- Invoice payment is due the first (1st) day of the month following the event.
- New facility use reservations will not be approved while past due invoices are pending and may result in cancellation of future facility use.

FACILITY USE ACCESS KEYS

- Only authorized TUSD personnel shall possess a key, or keys, to TUSD facilities.
- TUSD facility keys shall not be loaned, given or copied for the Facility Use of TUSD facilities

SCHOOL SITE EVENT SPONSORSHIP

- A school site may act as an event sponsor subject to the school site assuming the actual costs for custodial and child nutrition services, if applicable. An insurance certificate is not required for a school site sponsored event.

HIGH SCHOOL’S SEASONAL FACILITY REQUESTS

The following seasonal timelines apply to requests for High School Facilities:

| <u>Season</u> | <u>Period</u> | <u>District School Groups</u> | <u>Outside Agencies</u> |
|---------------|------------------------|---------------------------------------|--|
| Summer | (June – August) | Submit after February 1 st | Submit After March 1 st |
| Fall | (September – November) | Submit after April 1 st | Submit after May 1st |
| Winter | (December – February) | Submit after August 1 st | Submit after September 1 st |
| Spring | (March – May) | Submit after October 1 st | Submit after November 1 st |

Application(s) received prior to the submittal date will not be processed until the submittal date is reached.

