



Portola Valley School District

Business Office

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FACILITY USE PROCEDURES for District Affiliated Groups

Portola Valley School District (PVSD) facilities are provided and maintained primarily for the education of students. District facilities are available for community use when the activity is consistent with the best interest of the District, and does not interfere with the school site educational programs. Groups/organizations wishing to use District facilities must apply for and obtain approval in order to use a District facility. All requests must be submitted to the school office of the site(s) being requested (Ormondale or Corte Madera), with the understanding that it may take up to 10 days to complete all of the steps, and allows for completion of the required actions regarding custodial needs and access.

The following list explains the steps necessary to use school facilities. PVSD Facilities Use Agreements, including the fee schedule, may be found on the [PVSD website](#).

Instructions:

1. Organization/group submits the appropriate [Facilities Use Form](#) to the respective school office. (Organizations such as the PTO will use the form specifically for District Affiliated Groups)
2. The Office Manager verifies that the dates and times of proposed usage will not impact student use or school events. (e.g., school sports, dances, assemblies, other approved users, after-school activities). Fees will be calculated based on the provided schedule.
3. Applicants must list all adults who will participate in the program. The Office Manager will verify each adult has been authorized for direct interaction with PVSD students.
4. Once the dates/times and clearance are approved by the Office Manager, the school office will forward the request to the Business Office.
5. The Business Office will verify the cost, prepare and send an invoice (if applicable), track payment, and verify proper insurance coverage.
6. Once all required forms and insurance are received, and payment is remitted (if applicable), the means of access will be assessed. A key and/or key card will be assigned to the requestor, and released upon completion of the Key Release Form. Key card access will be restricted to the dates and times requested in the use agreement.
7. When facilities will be used on Saturday, the District must enlist the services of a current PVSD custodian to work overtime. If a PVSD custodian is unavailable, the District will contract with Platinum Services for after hours custodial services.

Reference ([BP 1330](#), [Civic Center Act](#))