



# Portola Valley School District

## Business Office

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### STANDARD FACILITY USE PROCEDURES

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 Procedures, including the application and fee schedule, may be found on the [PVSD website](#).

#### Instructions:

1. Organization/group submits the appropriate School Facility Use [Application](#) 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)
3. Once the dates and times are approved by the Office Manager, the school office will forward the request and proof of insurance coverage to the Business Office.
4. The Business Office will verify the cost, prepare and send an invoice (if applicable), track payment, and verify proper insurance coverage.
5. 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. Key card access will be restricted to the dates and times requested in the use agreement.
6. 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 a vendor for after hours custodial services.

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