



San Juan
Unified School District

Use of School Facilities Handbook

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Contents

- Use of School Facilities..... 2**
- Types of Facility 3**
- User Group Classification 3**
- Schedule of Fees 7**
- Insurance Requirements 8**
- Food Handling Requirements..... 8**
- Use of Facilities Permit Request Process..... 8**
- Approval or Denial of Permit 9**
- Important Facility Use Information 9**
- The Performing Arts Rental Policies and Procedures13**
- Theater Rules 14**
- Concession Stand Checkin & Checkout Form Example15**
- Varsity Field Maintenance Form Example 16**
- Use of School Facilities**

Thank you for your interest in using San Juan Unified School District (“SJUSD”) facilities. SJUSD works with hundreds of community organizations to make available school buildings/grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest.

The handbook is designed to help users of SJUSD facilities to determine if their event/program qualifies to use school facilities, how to submit a permit request, an overview of the fee structure, review of the insurance requirements and other important information. We encourage you to read the entire handbook before submitting your permit request.

We hope you find this information helpful in processing your permit request. If you have any suggestions for improvement, please email us at FacilitiesUse@sanjuan.edu.

This facilities handbook follows the applicable law as defined in the California Education Code sections 10900 through 10914.5 and sections 38130 through 38138, referred to as the “Civic Center Act”.

Types of Facility and Grounds Use

School facilities, subject to SJUSD policies and regulations, may be made available to citizens and community groups as a civic center for the following purposes (Education Code § 38131.):

1. Public, literary, scientific, recreational, educational or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time basis or renewal basis, by any church or religious organization.
4. Childcare programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
7. A community youth center.
8. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.
9. Other purposes deemed appropriate by the governing board.
10. State laws prohibit the use of school facilities and grounds for subversive, immoral, offensive, or harmful purposes. State laws also limit the use of the school facilities and grounds for denominational or sectarian activities. The use of the school facilities and grounds shall not be granted to persons, forums, corporations, groups, clubs, or associations which:
 - (a) May, by use, be reasonably expected to expose the property of SJUSD to damage through riot, mob action, or violence of any kind.
 - (b) Use the property in a manner which will be adverse to the best interest of SJUSD.
 - (c) Use of facilities and grounds for a purpose not consistent with the Civic Center Act and/or adopted Board Policies.
11. Groups or persons using school facilities and grounds under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of the school facilities and grounds (Education Code § 38134).

User Group Classification

The priorities for renting facilities and grounds will be determined by SJUSD for any Facilities Use requests other than SJUSD instructional and related activities based on the following classifications. Additional fees beyond rental fees may be required for all users. (See "Schedule of Fees," p. 7.)

Understanding the meaning of recreation programs:

- Youth programs.
- Primary purpose is participation and having fun.
- All youth can play, it is not based on ability.
- Costs can be waived if the player cannot afford it.
- The program is within the district boundaries and has boundaries to participate.
- The sport is during the season (park and recreation sport season).
- The sport is not all year around.

Recreational seasons by sport:

- | | |
|------------------------------------|-------------------------------|
| • Baseball/Softball February - May | • Lacrosse February - May |
| • Basketball November - March | • Rugby February - June |
| • Cheer August - November | • Soccer August - November |
| • Football August - November | • Volleyball August - October |
| | • Wrestling November - March |

Category 1: Civic and Program Partner Events

Events that are Monday through Friday (excluding holidays, for weekend and holiday use see category 2) will generally have no charge. These events support a direct relationship to SJUSD programs for youth; and have no gate fee, event admission, or fundraising component. Category 1 includes:

- Activities and programs of SJUSD directly related to SJUSD’s instructional and educational program.
- Activities or events designed to serve the youth and citizens of SJUSD, which are planned and directed by school-related programs, including parent clubs.
- Events that do not require payment of membership fees, event fees, or gate fees.
- Public meetings/hearings or elections.
- Student based charitable fund-raising events (funds must be run through student body).
- Community advisory councils.
- Events by Boy Scouts, Girl Scouts, or community colleges and their related organizations.
- Recreational activities including, but not limited to, local youth sports known as recreational, supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination (such as little league, softball league, football league, and other league sports).
- Events by service organizations park district with Joint use agreements.

SJUSD FEES:

Application fee

Nutrition Service fee (if applicable)

Custodial Service fee (if applicable)

Site Supervisor fee (if applicable)

Category 2: Community Event

Activities under this category will be charged a fee based on the direct cost to SJUSD. Please note, Category 1 events that are held on Saturday, Sunday or holidays will be charged a direct cost fee. Category 2 includes:

- Charitable fund-raising activities run through the Associated Student Body (“ASB”), which are beneficial to SJUSD programs and require net receipts of admission fees or gate fees to be expended for the welfare of SJUSD students only *
- Events with no direct ties to SJUSD program that serve youth groups, run by organizations, agencies, associations, clubs, or groups that use school facilities or grounds and whose primary purpose is to provide programs and/or services without serving as a funding source for the organization, agency, association, club, or group.
- Local recreational youth programs on Saturday or Sunday (where tryouts are not required).
- Athletic events, competitions, or performances for youth (not known as recreational-type programs where tryouts are not required).
- Community events, church events, theater/music /dance practices and programs that don’t charge participation or admission fees and are within our district boundaries.
- Events by service organizations park districts with joint use agreements **
- PTA, boosters and other affiliation group events on Saturday, Sunday, or holidays **

SJUSD FEES: (See page 7 Category 2 & Utility)

Application fee

HVAC fee

Nutrition Service fee

Custodial fee

Site Supervisor fee

Stadium: lighting

Performing Arts Center: sound system, lighting

* No direct use fees

** No direct use fee except pools, performing arts centers, stadiums, and turf fields/tracks.

Category 3: Fair Market Event

Organizations, agencies, associations, clubs, persons, or groups that use SJUSD facilities or grounds for business purposes or revenue generation. *These events are not necessarily youth focused and provide no direct support to SJUSD programs.*

- Events requiring payment of membership fees, event participation fees, or gate fees.
- Fundraising events where the funding **is not** run through the ASB.
- 3rd party athletic events, competitions, performances, and tournaments **not** run through the ASB, elementary school parent teacher organizations, or any organization with direct ties to SJUSD where all funds benefit SJUSD only.
- Adult-focused programs
- For profit events or personal finance-generating events
- Activities by organizations, agencies, associations, clubs, persons, or groups selling any product or service, or conducting any other type of commercial business or function.
- Events by organizations, agencies, associations, clubs, persons, or groups where admission fees are charged, or contributions are solicited, and the net receipts are not expended for the welfare of SJUSD students or for charitable purposes.
- Community events, church events, theater/music/dance practices and programs that charge participation and/or admission fees.
- Programs that are not within our district boundaries

SJUSD FEES: (See page 7 Category 3 & Utility)

Application fee

HVAC fee

Nutrition Service fee

Custodial fee

Site Supervisor

Stadium: lighting

Performance Art Center: sound system, lighting

Schedule of Fees

A **non-refundable** application fee of \$20.00, per permit, is required. Certain rental fees do not apply to Category 1 events.

Facility	Category 2 Direct Cost per hour	Category 3 Fair Market Cost per hour	Utility Lights/HVAC Cost per hour
Aquatic Center (March-October)	\$65.00	\$130.00	n/a
Aquatic Center (November-February)	\$90.00	\$180.00	n/a
Athletic Field – (Elementary or Middle School) Recreational ONLY on Weekends, Holidays, or NOT in your season	\$6.00		
Athletic Field (Elementary or Middle School)	\$12.00	\$24.00	n/a
Athletic Field (Jr. Varsity High School)	\$17.00	\$33.00	n/a
Athletic Field (Varsity High School)	\$22.00	\$44.00	n/a
Cafeteria (High School)	\$29.00	\$60.00	\$10.00
Classrooms	\$13.00	\$31.00	\$5.00
Concession Stands/Snack Shack	\$20.00	\$40.00	n/a
Flex Room (Small)	\$20.00	\$40.00	\$10.00
Flex Room (Large)	\$25.00	\$50.00	\$15.00
Gym (Small)	\$33.00	\$66.00	\$20.00
Gym (Large)	\$55.00	\$110.00	\$25.00
Gym (Middle School)	\$33.00	\$66.00	\$20.00
Kitchens	\$15.00	\$30.00	n/a
Library/Music Room/Dance Room	\$17.00	\$39.00	\$5.00
Locker Rooms	\$15.00	\$30.00	n/a
Multipurpose Room (Elementary School) Recreational ONLY on Weekends, Holidays, NOT in your season	\$14.50		
Multipurpose Room (Elementary School)	\$29.00	\$58.00	\$10.00
Multipurpose Room (Middle School) Recreational ONLY on Weekends, Holidays, NOT in your season	\$16.50		
Multipurpose Room (Middle School)	\$33.00	\$66.00	\$10.00
Outdoor Flex Space (Small)	\$17.00	\$33.00	n/a
Outdoor Flex Space (Large)	\$22.00	\$44.00	n/a
Parking Lot (when only using parking lot)	\$17.00	\$33.00	n/a
Restrooms (when only using restroom)	\$10.00	\$20.00	n/a
Stadiums (Bella Vista, Casa Roble, Del Campo, El Camino, Mesa Verde, and San Juan)	\$80.00	\$160.00	\$25.00
Tennis/Pickle Ball Court Complex	\$17.00	\$33.00	n/a
Turf Fields/ Track (Encina, Mira Loma and Rio Americano)	\$50.00	\$100.00	n/a

Additional Fees (three-hour minimum):

- Site Supervisor \$57.00 per hour
- Custodian: \$50.00 per hour
- Nutrition Services: \$36.50 per hour
- Tech Services Audio Visual Oversight: \$75.00 per hour (supervision only)
- Utility cost (if applicable)

Accepted Payment Types:

Cash is only accepted for the application fee; all other payments must be made in check form to San Juan Unified School District

Insurance Requirements

SJUSD requires a certificate of insurance showing the policy is written on a per occurrence basis without aggregate limits. San Juan Unified School District must be listed as the certificate holder and as the additional insured with a copy of the endorsement attached. A copy of the certificate and endorsement must be uploaded into our Use of Facilities online system before a permit is approved. **All Food Truck require insurance uploaded too.** User shall indemnify, defend, and hold harmless the District, its officers, employees, agents and volunteers, from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the User's performance of its obligations under this agreement or out of the operations conducted by User, except for such loss or damage arising from the sole negligence or willful misconduct of the District. In the event the district is made a party to any action, lawsuit, or other adversarial proceeding arising from User's performance of this agreement, the User shall provide a defense to the District, or at the District's option, reimburse the District for its costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

Each Occurrence	\$1,000,000
Damage to Rented Premises/Fire Damage	minimum \$100,000
Medical Expenses	Any coverage
Personal & Adv. Injury	Any coverage
General Aggregate	\$2,000,000
Products Comp/Op Aggregate	\$1,000,000

Food Handling Requirements in Concession Stands/Snack Bar

All Concession Stands/Snack bar use will require a Manager Certification and each person working in the concession stand/snack bar will need a food handling certificate to be uploaded into the Use of Facilities online system prior to use. Each person working in the snack bar will be required to have their food handling certificate on them. Any violations and/or fines assessed to the school district will be charged to the user group and may affect future use of the facilities.

Pursuant to SB 602 enacted into law in 2010 and SB 303 in 2011, Health and Safety Code 113790 et seq., ("California Food Handler Card Law"), food handlers, as defined, will be required to obtain a food handler card after taking a food safety training course and passing an assessment. This document was compiled by a stakeholder working group comprised of members of the California Retail Food Safety Coalition (CRFSC), the California Conference of Directors of Environmental Health (CCDEH), the California Restaurant Association (CRA) and the American National Standards Institute (ANSI). To view the Food Handler Card Law, visit: Senate Bill 303 or go to http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_0301-0350/sb_303_bill_20110906_chaptered. If you are looking to take the Manager Certification and Food Handling Certificate below is a link. <https://www.servsafe.com/ServSafe-Food-Handler>

Use of Facilities Permit Request Process

To request the use of a SJUSD facility or grounds, an authorized representative of the requesting organization, agency, association, club, or group must create an account in our Use of Facilities online system that SJUSD partners with to facilitate the permitting process. (https://www.sanjuan.edu/use_of_facilities). Once an account is created, an authorized representative must submit all dates, times and locations of use requested and upload the required insurance documents, written authorization from group (if applicable), statement indicating that the group will uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts, and lifeguard certificate(s) (if renting a pool). If applicable, all fees must be paid **10 days BEFORE** the usage of our facilities is permitted. An **APPROVED use permit must be present at all times during the event.**

The Facilities Business Department is responsible for processing the permits, scheduling site supervisor, custodial and

nutrition service workers, calculating fees, and creating an invoice in our Use of Facilities online system

When fees have been paid and the proper required documentation is received, the Facilities Business Department will approve the permit in our Use of Facilities online system. The user must print out the permit and have the permit on-hand during the event.

A potential user must submit its permit request through our Use of Facilities online system at least twenty-one (21) working days prior to event. If requests are turned in less than 21 working days prior, there is no guarantee rental will be approved. Permit requests can only be made 6 months in advance. If the event duration falls under 2 different categories, the group must fill out a permit per category. True-up programs must be paid on the 10th of the following month. All true-up events must be put on a separate permit.

Approval or Denial of a Use of Facilities Permit

Approval of Permit

Once a permit request is submitted, it is sent to the site's Use of Facilities administrator for review. All Middle Schools and Elementary Schools go directly to the Facilities Business Department. High Schools permits are reviewed as shown below.

- If athletic space is needed, the permit request is passed on to the site's Athletic director for space availability.
- If Site Supervisor is needed, the permit requested is passed on to supervisor for approval.

Once all site staff have reviewed the permit request, it is processed through the Facilities Business Department for final approval.

- Insurance is checked
- Event eligibility is determined
- Invoice is created
- Approval is granted

Denial of Permit

The Facilities Business Department cannot approve any requests if:

- The request is incomplete or has not met the conditions outlined in "Use of Facilities Permit Request Process" " section of the manual
- The request to reserve space contains a material misrepresentation or materially false statement;
- The request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location. In general, if the request is received at least twenty-one (21) business days prior to the proposed event, timing should not be a factor;
- Payment must be complete 10 days prior to event
- Insurance must be submitted at the time of request
- The use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed as prohibited in this policy
- The applicant has previously damaged facilities or grounds and has not paid for repair
- The applicant has a previously committed significant or repeated violation of these policies
- The use or activity would present an unreasonable health or safety danger; or
- The request to use facilities or grounds conflicts with a preexisting reservation and no reasonable alternative time or place is available.
- If the request is to hold birthdays, weddings, or funerals.

Important Facility and Grounds Use Information

Access

Entry for the rental group on the day and time of scheduled use requires the presence of the user group or a designated and approved representative.

- A representative of the user group, approved by both the user group and the Facilities Business Department, must be present throughout the user group's entire use of the facility or grounds.

- The user group may not enter the facility or grounds before the rental is scheduled to begin. This includes but is not limited to the following purposes: catering, set-up, loading equipment or scenery, dressing room and restroom use.
- If the user group must have equipment delivered or picked-up at times other than their scheduled use, arrangements must be made in advance with the Facilities Business Department. The user group will be billed for the time involved in the delivery/pick-up. Delivery vehicles should make deliveries to the loading dock area.

Advertising (non-school affiliated organizations)

No signage, posters, flyers or advertisements for any event may be posted in or on the facilities or grounds without the prior approval of the Facilities Business Department. If permission is granted, the user group is responsible for installing and removing the promotional materials.

Animals

Animals of all types and kinds are prohibited on all District facilities and grounds except as provided below:

- Service animals accompanying a disabled person (or service animals in training) are uniformly and automatically exempted from this policy in accordance with the Americans with Disabilities Act, 28 CFR Part 35 et seq., and applicable state law.
- It is the express intention of SJUSD that this policy meets requirements of the California Vehicle Code § 21113.

Appeals Process

This process will allow the user to request a change in event category. An appeal may be submitted to the Facilities Business Department for review. The request must be in writing and state why you feel your category should be changed. You will be notified within ten (10) business days of SJUSD's decision.

Availability

Facilities not available for public use or rental use include computer labs and weight rooms. SJUSD does not rent facilities or grounds on school holidays.

AV Oversight

The oversight person is badged by SJUSD and is trained on the do's and don'ts with district equipment. The AV Oversight is required if the user group wants to use the AV equipment. The AV oversight is not an AV technician and may not know how to work the equipment.

Cafeteria Use

Use of school kitchens may be granted to eligible groups when such use will not interfere with the regular school nutrition services program. **When the kitchen area is used, a nutrition services employee must be assigned to ensure sanitation, safety, and proper operation of equipment.** This employee will act in a supervisory capacity only. The user group is responsible for preparation and cleanup. (See "Schedule of Fees," p. 7.)

Cancellations

Please notify the Facilities Business Department of an event cancellation one week prior to the event. Failure to notify may result in forfeit of fees associated with the event/use.

Complaints

Any complaints regarding a permitted user's event that are directly in violation of any of the articles of the Use of School Facilities Handbook, Board Policy 1330, or Administrative Regulation 1330, may result in suspension revocation of use.

Compliments/Comments

Any compliments, comments, or concerns regarding your event may be submitted via email or telephonically to our Facilities Business Department.

Concession Stands

Prior to use and after use, the site supervisor/custodian with the permit holder, will inspect all equipment and cleanliness. All damage and extra cleaning required after use is at the expense of the permit holder. For the Concession Stand Check In Form, please see Page 15. Everybody in the concession stand must have a food handling certificate and have it on site while working.

Custodial

See "Schedule of Fees," p. 7.

Damages

Applicant will be financially liable for any damage or loss of equipment during facilities or grounds usage. All labor needed to fix or reverse damage will be charged to the user group at cost plus 15%.

Decorations

Any decorating, covering up, or changes to the facility or grounds shall be approved prior to the event. Installation and removal of decorations shall be the sole responsibility of the user.

- All decorations must be flameproof or fire retardant and may not be hung from light fixtures, ceilings, heat detectors, emergency lights, exit signs, acoustical ceiling tiles or applied to the floor.
- The use of cellophane, all tapes, nails, staples, screws, and similar materials is not allowed on walls, ceilings, theater seats, furniture, or floors. Insufficient removal of any items will result in additional cleaning charges.
- All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floors, tables, or block fire exits.
- Rice, birdseed, confetti, hay bales, and similar items are not permitted on any SJUSD facilities or grounds, or surrounding sidewalks and parking lots.

SJUSD Representative

SJUSD personnel shall be assigned to a user group commensurate with the type of permit category, hours of operation and use of District facilities and grounds.

Emergency (district 24-hour phone number)

During your event if you can't find staff or staff didn't show up for your event call 916 971-7000, this is a 24-hour phone number. Make sure to give them your location and permit number.

Employees

Individuals not working in their capacity as a SJUSD employee who wish to rent SJUSD facilities must go through the normal use permit process. The schedule of fees is applicable to the potential user requesting the facility.

Equipment

No structures may be erected (including tents) or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon.

Field Use

User groups who use outside facilities or grounds shall have the option of using SJUSD restroom facilities or renting Porta-Potties.

- If rental is for a period in excess of four hours, the user group will be required to pay for the use of restroom facilities or Porta-Potties.
- If choosing to use SJUSD restroom facilities, a SJUSD representative must be present during the entire event and the appropriate fees for this service must be paid prior to the event.
- If the user group chooses to rent Porta-Potties, the user group assumes full responsibility for them.
- The user group must show proof of Porta-Potties rental to the site administrator at least one working day prior to the event.
- The user group must also inform custodial of the delivery and removal dates for the Porta-Potties.
- The user group must secure the Porta-Potties to the greatest extent possible. This includes adding a padlock and chaining to the fence to avoid tipping.
- For the Varsity High School Field Maintenance form, please see page 16.

Fireworks

Fireworks sales, displays or use are strictly prohibited on school grounds.

Fire Safety

At no time may the maximum occupancy be exceeded. The use of smoke machines, fog, haze, etc. is not allowed on any facility since the use of such items interferes with the building's fire detection system. All scenery, props and draperies must be flame-proofed before installation. The use of any pyrotechnics or open flame at any time is strictly prohibited on SJUSD properties. All grills or similar items must be at least 20 feet away from any structure.

Gambling

Gambling on the premises is prohibited. Gambling shall be defined as any game of skill, chance or raffle, played with cards or any other device for money or any other representative item of value.

Key Control

Key control is mandatory. Under no circumstances is a non-SJUSD individual or a student authorized to be in **possession** of keys to SJUSD facilities or grounds unless authorized. Control of keys shall remain in sole care, custody and control of approved individuals. Grand master keys must be secured to the greatest extent possible and never loaned to students or non-SJUSD individuals. If keys on loan are lost, it is the user group's responsibility to pay to re-key the entire facility.

Permit Must Be On-Hand During Event

If approved, the user must print out its permit in our Use of Facilities online system and have the permit on-hand during the event.

Pool Use

Lifeguard certificate is required and must be added to our Use of Facilities online permit system prior to usage.

Priority

SJUSD reserves the right to change requested dates/times at any time when that use will interfere with regular school programs/activities.

Repairs

For repairs, email what isn't working or needs repair to facilitiesuse@sanjuan.edu, in the message include site, location, and pictures if you have them.

Revocation of Permit

Any violations of law, SJUSD policy and/or procedure will result in the immediate revocation of the use permit and removal of the user group from SJUSD property.

- Applications will also be denied if history of use by an organization has resulted in: Violation of Board Policy, consistent lack of supervision, Inconvenience for school use, adverse behavior, damage to property, non-payment of fees.
- The user group shall be responsible for the orderly conduct of all persons using the facility or grounds during the event. SJUSD reserves the right to remove, or have removed, any person behaving in an unlawful, disrespectful, or objectionable manner. Fights, vandalism, or destructive behavior on the part of any member of a user group or its audience will be grounds for immediate cancelation of the event and all future events by the user group. In this case, all fees will be forfeited.
- Smoking/tobacco products, consumption of alcoholic beverages and use of weapons, including knives, firearms, or explosives are not permitted on District property.

School Equipment

A use permit does not authorize the use of certain SJUSD, or student body equipment. Arrangements for supervision and operation of any equipment shall be made by the applicant with the school administrator. SJUSD recommends "checking in and out" equipment with the site representative to ensure equipment is in working order before and after the event.

Self-Help/Partnerships

SJUSD has a self-help program, for people that would like to do things on sites. All work has to be approved through our maintenance and operations department. You can email your request to facilitiesuse@sanjuan.edu and we will submit this for you.

Waiver of Rental Fees

Rental Fees can only be waived by the Facilities Business Department. Site Supervisor, Custodial, Nutrition Service, and utilities fees still apply.

The Performing Arts Rental Policies and Procedures

Theater Rental Rates:

El Camino, Mesa Verde, Rio and San Juan	Category 2 Direct Cost per hour	Category 3 Fair Market Cost per hour	Utility Lights/HVAC Cost per hour
Facility Rental Fee	\$125.00	\$250.00	\$25.00
Black Box Theatre	\$29.00	\$60.00	\$10.00
Audio Visual Oversight (Mandatory) *	\$75.00	\$75.00	n/a
Site Supervisor *	\$57.00	\$57.00	n/a
Custodial/Supplies *	\$50.00	\$50.00	n/a
Nutrition Services *	36.50	36.50	n/a

IMPORTANT NOTE:

The AV Oversight is not allowed to touch/alter equipment or assist the renting group with any technical issues except in the case of an emergency. This role requires minimal technical expertise, which allows for anyone in our district to be appointed to AV Oversight. These staff members are required to go to trainings where they learn basic AV Oversight information, such as how to properly turn equipment on/off and ensure that everything is running smoothly. This position exists to protect our equipment from being mishandled- not as a technician who operates equipment at a high level.

*** 3-Hour Minimum Required, Per Day**

Equipment Rental:

	Category 2 Direct Cost	Category 3 Fair Market Cost
Grand Piano – Per Day	\$200.00	\$200.00
Chairs – Per Item, Per Day	\$1.00	\$1.00
Music Stands – Per Item, Per Day	\$1.00	\$1.00

Theater Rules

Important Information

It is the responsibility of the user to ensure a safe environment by following and enforcing SJUSD theater rules. These facilities are used as learning centers, equipment is used as a tool for learning and the theater is used throughout the year for student education.

General Safety

- No running is permitted in the theater or the theater lobby.
- No feet are permitted on the theater chairs.
- No sitting on tables or counters.
- No leaning against or standing on handrails.

Fire Safety

- At no time may the maximum seating occupancy in the theater auditorium be exceeded. Seating occupancy is as follows:

- El Camino Fundamental High School– 605
- Mesa Verde High School– 665
- Rio Americano High School– 356
- San Juan High School – 759
- The user group will not obstruct or restrict the use of any doors, exits, hallways or aisles in the facility.

Facility Use

- Food and beverages are permitted in the lobby and the green room only. No food or beverage is permitted in the audience seating area or on the stage. Bottled water is the only exception to this rule.
- Receptions involving the serving of food and drink prior to or following events require approval from the Facilities Business Department and must be arranged in advance. Additional charges will apply if additional cleaning is required.
- The SJUSD retains the right to all concessions within its facilities and grounds. If a user group is granted permission to sell concessions or merchandise the following rules and restrictions will apply:
 - Advance notice of intent to sell concessions must be given to the Facilities Business Department no less than Twenty-one (21) days prior to the event.
 - All items for sale must be approved by the Facilities Business Department in advance.
 - All items for sale must be related to the event. No merchandising or retail sales of items unrelated to an event or performance is allowed.
 - The SJUSD reserves the right to restrict or not permit the sale of any items at the sole discretion of the Facilities Business Department.

Coordination

- The user group or its designated representative must coordinate the needs of all aspects of the user group’s event with the Facilities Business Department.
- To ensure protection of all in-house equipment and the professional presentation of events, all user groups are required to utilize the theater technical staff for their events, at the rates outlined in the Theater Rental Rates.
- No changes or modifications to the fixed equipment or facilities may be made, nor may any equipment be removed from the theater or altered. Any structural or electrical changes may be made only by theater staff with the Facilities Business Department’s approval and only by qualified staff or licensed contractors. All labor needed to make such changes and reverse them will be charged to the user group at the technical staff rate or, in the case of an outside contractor, cost plus 15%.
- All scenic units, props, and electrical equipment, etc. provided by the user group are subject to a safety inspection by the Facilities Business Department or its designated representative. The SJUSD reserves the right to prohibit the use of any scenery, property, or equipment that is deemed to be unsafe. Equipment judged to be unsafe must be brought up to minimum standards or be removed from the premises.
- No tripods, cable, or equipment of any kind will be allowed in the audience seating area without the prior approval of the Facilities Business Department. Under no circumstances shall the view of the audience be obstructed.
- The theater facility will not be used for long-term storage of sets, props or costumes. Run-of-event storage will be provided as available and by prior arrangement with the Facilities Business Department. Items left in the facility after the rental becomes the property of the SJUSD unless previous arrangements have been made with the Facilities Business Department. The SJUSD assumes no responsibility for stored or abandoned property or materials at any time. The user group will be responsible for any costs associated with the removal and/or disposal of abandoned property or materials.
- All sound checks on performance days must be conducted at least sixty (60) minutes before the show. No exceptions to this rule will be permitted.
- No user group or member is permitted in the theater control booth without the permission of theater staff.
- For reasons of safety, no one with the user group under the age of 18 years may be onstage without adult supervision. User groups with large numbers of children must maintain a minimum ratio of one adult for every ten children on the stage. If a minor’s presence is not immediately required on the stage for rehearsal or performance, they should be waiting in the green room or dressing rooms and not on the stage.

Concession Stand Check In and Out

Directions: This form must be signed by the User Group and SJUSD staff before use and after. Prior to unlocking the Snack Shack, the SJUSD employee and User Group go through each item listed. Clean prior to use is initialed by User group, Cleaning after use is initialed after use. Make sure to fill out each line item, if items are stored in the snack shack, they must be listed on the form prior to use and check after use CUSTODIAL MUST SEND PICTURE TO UOF, AFTER COMPLETED

Site Name: _____

Date: _____



Of Units Before _____

Number of Units After _____

Clean Prior to Use _____

Clean After Use _____



Clean Prior to Use _____

Clean After Use _____

Notes: _____

Items in Fridge prior to use & after use



Clean Prior to Use _____

Clean After Use _____



Clean Prior to Use _____

Clean After Use _____

Notes: _____

Sink Clean Prior to Use _____

Clean After Use _____

Counter Clean Prior to Use _____

Clean After Use _____

Floors Clean Prior to Use _____

Clean After Use _____

Storage Items in Storage Prior _____ Items after in Storage _____

User group and SJUSD employee must print name, sign and date prior to use and after

Varsity Field Maintenance Form

Field Clean-Up

Dugouts- Swept Up, No Trash, Hose Out Every Other Week

1. Baselines – Dirt Swept and Blown off Infield Grass, Holes Filled in with Rake, roll w/ Roller, Finishing Rake Over Top of Baseline
2. Infield – Bases Removed, Dirt Swept off Infield Grass, Field Dragged (best done in circles), Finishing Rake Next to Infield Grass, Field Watered (Note: Field will probably need to be spike dragged at least once during the summer. Done with car.) Also, might need to roll parts of the infield that get the most wear (ex. rounding first and sliding area at second).
3. Home plate – Wet Dirt, Rake Dirt in Towards Plate, Use Tamp in Batter’s Boxes and Catcher’s Holes, Finishing Rake, Roll Entire Area Every Other Week
4. Pitcher’s Mound – Sweep All Dirt Off Grass Back onto Mound, Wet Dirt, Rake Dirt Up Towards Rubber, Move Dirt Over Holes (Pivot and Landing Area), Tamp Dirt, Finishing Rake
5. Infield Grass – Water, Mow once a week, Mow in Different Directions each time you mow (Home to 1st, then Home to 3rd), Field will need to be fertilized at least once, if not twice this summer.

Field Clean-Up Assignment Sheet

1st Baseline –

3rd Baseline –

Home Plate –

Mound –

Bullpens-

Dugouts –

Drag –

Water-

Cages-

Important Reminders

It is the responsibility of the facility or grounds user to be familiar with board policy and administrative regulation for facility use and the articles of this handbook.

SJUSD sites **may not** allow use of their facilities or grounds without an APPROVED permit.

User groups are not authorized to use the facilities or grounds without an APPROVED permit.

All use requests must be processed through our Use of Facilities online system on the San Juan Unified School District Website. Facilities cannot be reserved at school site.

If you have any questions or need clarification, please contact the Facilities Business Department at 916-971-5790 or email @ FacilitiesUse@sanjuan.edu

Annual Review of the Use of Facilities Policy

The Use of School Facilities and Grounds handbook is reviewed annually by SJUSD staff and the SJUSD's Facilities Committee.