Public comments are welcome at Facilities Committee meetings. Each agenda allows time for visitor comments at the beginning of the meeting, as well as during consideration of specific agenda items. To give everyone a chance to be heard, we ask that you limit your comments to two minutes. To speak to the Committee, you must fill out a “Request to Address the Facilities Committee” card, which is available at each meeting. This card will be given to the Chair. You will be called at the appropriate time.

We commit to:
- Being responsive to the needs of students
- Conducting meetings that are: Effective, Efficient and Decisive
- Focusing on solving problems
- Working together through the committee chair
- Recognizing the committee’s role as a recommending body
- Differentiating between fact and opinion
- Clearly defining and agreeing upon mission
- Members having open minds and being creative
- Abide by Brown Act concept and principles
- Being responsive to the direction of the Board as a whole
- Members being polite, respectful, and supportive of other’s time and opinions

AGENDA
February 7, 2023
District Office Board Room
3738 Walnut Avenue, Carmichael, CA 95608

I. CALL TO ORDER – 6:30 p.m.

II. VISITOR COMMENTS*- 6:35 p.m.

III. BUSINESS ITEMS – 6:40 p.m.

1. Approval of the Minutes – December 6, 2022 - Action
   Material Provided (Pages 2-5)

2. Chair Report
   (Berry)

3. Board Member Report
   (Avey)

4. Camp Winthers Fee Increases
   Material Provided (Pages 6-13)

5. Update: Use of School Facilities Handbook
   Material Provided (Pages 14-36)

6. Presentation: Bond Program Update
   Material Provided (Pages 37-49)

   (Chenoweth)

   (Arps)

IV. FUTURE AGENDA ITEMS – Discussion 7:30– 7:40 p.m.

- Enrollment Demographics
- Surplus Property
- Nutrition Services Update

V. INFORMATION – 7:40 p.m.

1. Attendance Summary
   Page 50

2. Board of Education Future Agenda Items
   Pages 51-52

VI. ADJOURNMENT – 7:45 p.m.
I. CALL TO ORDER – 6:30 p.m.

Mr. Berry called the meeting to order at 6:32 p.m.

II. VISITOR COMMENTS* - 6:35 p.m.

There were none.

III. BUSINESS ITEMS – 6:40 p.m.

1. Approval of the Minutes – November 1, 2022 - Action

   Material Provided (Pages 2-3)

   As so moved by Ms. Avey, seconded by Ms. M. Cooper, The vote passes unanimously.

2. Chair Report

   Mr. Berry had nothing to report.

3. Board Member Report

   Mr. Hernandez reported that the new Board members will be sworn in next Tuesday. There will be seven Board members now versus five. Some things will be changing, for example, this committee will have new members added. Mr. Hernandez is excited about this change, it is needed. The seven member Board is a result of trying to be representative of the district as a whole. In the past, most board members were in two or three different neighborhoods. Now, members will represent the area in which they reside in. Mr. Hernandez recently attended a conference in San Diego, and there will be a lot of changes coming up in the state. It is good to know that we as a district are financially sound, and have been for every year that Mr. Hernandez has been on the Board. SJUSD continues to have positive financial audits, and this will be tested in the next few years. Some districts are not in a great spot, and we will have to see how they function. We are fortunate that the bond passed, and to be talking about brand new buildings; this is not happening anywhere else in the state. The next few years will be challenging, but we as a district are ready.

4. Safe Schools Update

   Material Provided (Pages 4-25)
Mr. Jones spoke to the safety and security of the school sites. Ten million has been set aside by the Board for school safety. Mr. Jones shared an example of a vulnerability study, for Cameron Ranch. The first sheet displayed crime statistics for the area. These site studies will aid in identifying training practices and changes in policies that will make the school facilities safer. The vulnerability study is essentially a checklist. This data helps safety specialists compare sites equally, as well as pointing out unique items. All data correlates into site accessibility. What protections do these school sites have? The next component is physical safety, i.e., gating, fencing, locks, etc. Then, planning and safety training will be implemented. Lastly, site culture environment must be assessed. Not all sites are the same. This study should be completed by March 1st, 2023.

Mr. Jones also shared a score sheet of all sites, listing the number of incidents/notable items by school. This list indicates priority sites. Mr. Jones advised that instead of nickel and diming individual issues, the district decided that we need a base line across the entire district. All sites should be able to completely lock down from intruders, all school classrooms must be lockable from the inside regardless of if they have a key, offices should be able to be secured, etc.

Questions asked:
Mr. Yavrom asked if the scores have been plotted on a map, yet. A visual representation may be helpful.
Mr. Jones replied no, not yet. Internally, we know where they are. His department had an idea of which areas would be worse than others based on crime statistics.
Ms. Avey asked about the “kiddy walks” and if these will be fixed.
Mr. Jones replied yes, ultimately, they will be fixed by external fencing and internal fencing (building to building). School sites will also need to identify specific timing for their gates, as they will be programmed to auto lock.
Mr. Camarda mentioned Mission Avenue Elementary School is a good example of a one-point-access site. Every visitor must go through the office in order to get from building to building.
Ms. Freer asked about now versus the future, will there be visibility? Will she be able to see what is getting done now and what is suggested for later so the committee can advocate for more funding if needed? She would like to keep track of this project’s progress.
Mr. Jones answered that this will really boil down to training. It can be a change in practice, awareness, etc. These documents he shared today will go into the new site safety plans.
Ms. Freer asked how often these inspections will be done going forward. Principals move around, and things can fall through the cracks.
Mr. Jones responded that recommendations will be done every three years.
Mr. Camarda added that all district doors are lockable from the inside. As far as being able to lock down the classrooms, we’re already there.
Ms. Freer stated she’s surprised that 10mm will cover all sites.
Mr. Jones replied that many sites are already fenced up, it’s just a matter of getting gates installed.
Ms. Freer asked where the gaps in security are at Arden and Greer since they are newly built schools.
Mr. Jones answered that those original designs were made prior to the single point of entry model. During school hours, the gates should auto close.
Ms. Freer asked about a visitor management system.
Mr. Camarda replied that cost analysis and install analysis have already been done on visitor access systems.
Ms. Avey added that some sites may balk at having more extreme visitor checks. Will the district check with the parents of these sites to see if they will tolerate it?
Mr. Jones responded that Safe Schools will get community discussion and input with these sites to see how extensive visitor management will be.
Ms. Alcala would like to know about the district’s interactions with these communities, especially those with high scores. The reality is that this is the community they live in. What is the district doing to help support a better community?
Mr. Jones replied that is a loaded question. We would need to ask other local entities, i.e., Sacramento Sheriff, Sacramento Mental Health, etc. The district has frequent meetings with these entities around safety and specific incidents, such as an uptick in gun violence.
Mr. Yavrom added that this information makes it obvious that the issues are mostly affecting specific populations, which affects campus culture. He asks that the district not only think of gates and hardware, but campus culture as well. Especially for those within the western region of the district.
Mr. Camarda responded that we not only have the physical items, but behaviors and trainings for staff as well. Lockdowns, evacuations, and other behavioral aspects will go hand in hand with the physical aspect.

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5. **Presentation: Update on Katherine Johnson Middle School and Arcade Fundamental Middle School**

Ms. Knauss gave the committee a presentation on the most recent renderings of Arcade Middle School and Katherine Johnson Middle School. Ms. Knauss shared a video to display the school site branding, single points of entry, larger bathrooms with changing tables, etc. The two sites will be similar, but they will be individualized.

**Questions asked:**
- Ms. Freer asked about the sport fields at Katherine Johnson.
- Ms. Knauss answered that the site will have a soccer field, pickleball court, an amphitheater, a covered dining area and a decomposed granite track.
- Ms. M. Cooper asked if the district anticipates Arcade’s enrollment numbers to decline.
- Ms. Knauss answered yes, but the site will have the capacity to add classrooms down the road, if needed.
- Ms. Freer asked about the timeline for the two sites.
- Ms. Knauss responded that we are anticipating the opening in the fall of 2024. Arcade will be done in multiple phases due to it being an occupied campus.
- Ms. M. Cooper asked if the public comments concerning the floodplain near KJMS have changed anything.
- Ms. Knauss answered no, everything is built out of the floodplain. It will improve the area significantly.

Mr. Camarda advised that it should be implemented by 2024.

6. **Feedback Session: Boundary Committee Criteria**

Mr. Camarda ran through the seven questions posed to the Boundary Committee and asked for the Facilities Committee’s feedback.

Overall, the Facilities Committee had the following feedback:

- Consider potential racial and economic segregation that may be created with new boundaries
- Ensure a sense of community at school sites
- Ensure the sites are able to cater to the communities they encompass
- Concerns around sidewalks and safe routes to school in lacking neighborhoods, especially on El Camino Avenue
- Promote walking to encourage less traffic
- Try to keep neighborhoods together and avoid geographic barriers
- Legacy students should have options

IV. FUTURE AGENDA ITEMS – Discussion 7:30 – 7:40 p.m.

- Update: Use of Facilities Handbook
- Construction Update

Mr. Berry asked the committee for suggestions on future agenda items.
Ms. Freer requests a Safe Schools Update as follow up to today.
Mr. Yavrom would like a facilities master plan update.
Mr. Camarda suggests an update to the bylaws and potential revisions.

V. INFORMATION – 7:40 p.m.

1. Attendance Summary
2. Board of Education Future Agenda Items

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VI. ADJOURNMENT – 7:45 p.m.

Mr. Berry adjourned the meeting at 8:33 a.m.
Camp Winthers Fee Increase

San Juan Unified School District
Board of Education
February 14, 2023

Camp Winthers

Historical Information

- Purchased in 1957 for $4,000
- Over 600 students attend every summer
- Traditional Sierra summer camp: canoeing, kayaking, archery, hiking, campfires, sleeping under the stars and more
- Generations of families have experienced Camp Winthers
- Weekend and fall retreats for school and other special interest groups

Mission

- Promote an active and healthy outdoor lifestyle
- Develop social skills
- Create opportunities to work as a team in a new environment
- Build life skills
2023 Summer Programs

• Outdoor skills
• Recreation sports
• Art in nature
• Family and Community Engagement (FACE) family camp
• San Juan Expanded Learning Opportunity (ELO) camp

The need for a rate increase for all programs:

• Rates have not been reviewed for many years
• Operational costs have increased, especially in these past two years
• There is a need to build in a maintenance and capital improvement reserve
• The current price is markedly below comparable camps (Attachment B)
Camp Winthers Goals:

- Remain accessible to as many San Juan Unified students as possible
- Propose an across-the-board increase in rates for all programs
- Offer San Juan Unified students a slightly reduced rate as an incentive (Attachment C)
- Assess and adjust rates yearly

<table>
<thead>
<tr>
<th>Summer camp 2022</th>
<th>Rate: $320</th>
<th>Total Revenue: $142,260</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekend retreat 2022</td>
<td>Rate: $25 SJUSD students, Rate: $50 non-SJUSD students</td>
<td>Total Revenue: $7,950, Total Revenue: $27,250</td>
</tr>
<tr>
<td>Summer camp 2023 proposed increase</td>
<td>Rate: $450 SJUSD students, Rate: $550 non-SJUSD students</td>
<td>Total Revenue: $135,000, Total Revenue: $165,000</td>
</tr>
<tr>
<td>Weekend retreat 2023 proposed increase</td>
<td>Rate: $35 SJUSD students, Rate: $85 non-SJUSD students</td>
<td>Total Revenue: $11,130, Total Revenue: $46,325</td>
</tr>
</tbody>
</table>

Attachment D
System and Site Improvements

*Assembly Bill 179 - $1,000,000*

- Bathhouse remodels
- Arts and crafts gazebo
- Water system upgrade
- A-frame bathroom additions

Partnerships

- Flint Builders – Challenge course
- McCarthy Construction – Ga-Ga Pits
- Kitchell – Painted cabins
- Other construction partners are supporting other projects
Future Goals

- Expanded weekend/fall usage by San Juan Unified schools
- Offer winter snow shoeing adventures
- Build a disc golf course
- Explore mountain bike camp opportunities

Thank you!
Questions?
## Comparative Cost Summary

<table>
<thead>
<tr>
<th>Camp</th>
<th>Program length</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Ocean Pines</td>
<td>5 nights</td>
<td>$1,850</td>
</tr>
<tr>
<td>Grizzly Creek Ranch</td>
<td>5 nights</td>
<td>$970-1,100</td>
</tr>
<tr>
<td>Mountain Meadow Ranch</td>
<td>10 nights</td>
<td>$4,300</td>
</tr>
<tr>
<td>Camp Augusta</td>
<td>7 nights</td>
<td>$2,175</td>
</tr>
<tr>
<td>Sierra Sleep Away</td>
<td>5 nights</td>
<td>$1,450</td>
</tr>
<tr>
<td>Deer Crossing</td>
<td>10 nights</td>
<td>$4,200</td>
</tr>
<tr>
<td>Walton Grizzly Lodge</td>
<td>6 nights</td>
<td>$2,250</td>
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<tr>
<td>Kennolyn Camp</td>
<td>5 nights</td>
<td>$2,800</td>
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<tr>
<td>Canyon Creek Summer camp</td>
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</tr>
<tr>
<td>Mountain Camp</td>
<td>5 nights</td>
<td>$2,300</td>
</tr>
<tr>
<td>Skylake Yosemite camp</td>
<td>10 nights</td>
<td>$4,325</td>
</tr>
<tr>
<td><strong>CAMP WINThERS</strong></td>
<td>4 nights; Transportation included</td>
<td>$320</td>
</tr>
<tr>
<td><strong>CAMP WINThERS, Music Camp</strong></td>
<td>5 nights, Transportation included</td>
<td>$350</td>
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## 2022 Revenue

<table>
<thead>
<tr>
<th>Camp Winthers</th>
<th>Rate:</th>
<th>No. of Campers</th>
<th>Sub. Total</th>
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<tbody>
<tr>
<td>Summer Camp</td>
<td>$320.00</td>
<td>383</td>
<td>$122,560.00</td>
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<tr>
<td>Music Camp</td>
<td>$350.00</td>
<td>56</td>
<td>$19,600.00</td>
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<tr>
<td>Weekend Retreats (Non SJUSD)</td>
<td>$50.00</td>
<td>545</td>
<td>$27,250.00</td>
</tr>
<tr>
<td>Weekend Retreats (SJUSD)</td>
<td>$25.00</td>
<td>318</td>
<td>$7,950.00</td>
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</table>

**Total:** $177,360.00

## 2022 Expenses

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<tr>
<th>Category</th>
<th>Amount</th>
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<tr>
<td>Certificated Salaries</td>
<td>$50,000.00</td>
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<tr>
<td>Classified Salaries</td>
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<tr>
<td>Benefits</td>
<td>$75,000.00</td>
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<tr>
<td>Materials &amp; Supplies</td>
<td>$31,500.00</td>
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<tr>
<td>Food</td>
<td>$28,000.00</td>
</tr>
<tr>
<td>Operating Totals</td>
<td>$39,000.00</td>
</tr>
<tr>
<td>Indirect Totals</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>

**Total:** $388,716.00

2022 Revenue vs. Expenses: -$211,356.00
## Estimates Revenue

<table>
<thead>
<tr>
<th></th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimated Campers</td>
<td>Total Revenue</td>
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<td>Summer Camp SJUSD</td>
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<td>Summer Camp Out District</td>
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<tr>
<td>Weekend Retreats (non SJUSD)</td>
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<td>$51,775.00</td>
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<tr>
<td>Weekend Retreats (San Juan)</td>
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<td>$14,310.00</td>
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<td></td>
<td></td>
<td>$357,455.00</td>
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## Estimated Expense

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<th>2024</th>
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<tbody>
<tr>
<td>Certificated Salaries</td>
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<td>$63,180.00</td>
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<tr>
<td>Classified Salaries</td>
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<tr>
<td>Benefits</td>
<td>$88,000.00</td>
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<tr>
<td>Materials and Supplies</td>
<td>$31,500.00</td>
<td>$31,500.00</td>
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<tr>
<td>Food</td>
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<tr>
<td>Operating Totals</td>
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<tr>
<td>Indirect Totals</td>
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<tr>
<td></td>
<td>$417,500.00</td>
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## Estimated Revenue - Expense

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<tr>
<th></th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$(60,045.00)</td>
<td>$(20,515.00)</td>
<td>$14,407.00</td>
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## Fund Balance/Carryover from 2021/2022

<table>
<thead>
<tr>
<th></th>
<th>2021/2022</th>
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<tbody>
<tr>
<td>Fund Balance/Carryover</td>
<td>$159,590.29</td>
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## Net Profit/Loss

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<tr>
<th></th>
<th>2021/2022</th>
<th>2022/2023</th>
<th>2023/2024</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$99,545.29</td>
<td>$79,030.29</td>
<td>$93,437.29</td>
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</table>
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Use of School Facilities and Grounds

Thank you for your interest in using San Juan Unified School District ("SJUSD") facilities and grounds. 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 and grounds to determine if their event/program qualifies to use school facilities or grounds, how to submit a Facilities or Grounds Use application 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 application permit request.

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

This facilities and grounds 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 and grounds, 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. Child care 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).

SJUSD Rev 01101/20223

916-971-5790 | CivicPermitsFacilitiesUse@sanjuan.edu
User Group Classification

The priorities for renting facilities and grounds will be determined by SJUSD for any Facilities or Grounds 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
- Basketball November - March
- Cheer August - November
- Football August - November
- Lacrosse February - May
- Rugby February - June
- Soccer September - November
- Volleyball August - October
- Wrestling November - March

916-971-5790 | CivicPermitsFacilitiesUse@sanjuan.edu
**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 programs.
- 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.
- **Supervised 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.

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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 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.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Category 2 Direct Cost per hour</th>
<th>Category 3 Fair Market Cost per hour</th>
<th>Utility Lights/HVAC Cost per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatic Center (March-October)</td>
<td>$365.00</td>
<td>$1230.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Aquatic Center (November-February)</td>
<td>$800.00</td>
<td>$1618.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Athletic Field - [Elementary or Middle School]</td>
<td>$17.00</td>
<td>$12.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Gym (Middle School)</td>
<td>$33.00</td>
<td>$66.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gym (Small)</td>
<td>$13.00</td>
<td>$31.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Kitchens</td>
<td>$15.00</td>
<td>$30.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Library/Music Room/Dance Room</td>
<td>$17.00</td>
<td>$39.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>$15.00</td>
<td>$30.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Multipurpose Room (Elementary School) Recreational ONLY on Weekends, Holidays, NOT in your season</td>
<td>$14.50</td>
<td>$16.50</td>
<td>$16.50</td>
</tr>
</tbody>
</table>
### Additional Fees (three-hour minimum):

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fee Type 1</th>
<th>Fee Type 2</th>
<th>Fee Type 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Lot (when only using parking lot)</td>
<td>$17.00</td>
<td>$33.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Restrooms (when only using restroom)</td>
<td>$10.00</td>
<td>$20.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Stadiums (Bella Vista, Casa Roble, Del Campo, El Camino, Mesa Verde, and San Juan)</td>
<td>$80.00</td>
<td>$150.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tennis/Pickleball Court Complex</td>
<td>$17.00</td>
<td>$33.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Turf Fields/Track (Encina, Mesa Verde, Mira Loma and Rio)</td>
<td>$50.00</td>
<td>$100.00</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### Additional Fees (three-hour minimum): Site Supervisor $507.00 per hour
Nutrition Services: $326.50 per hour

**Contracted Tech Services Audio Visual Technician (Over Site): $12075.00 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 CivicPermits 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 counsellor’s 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 counsellor’s fees, incurred in defense of such claims.

<table>
<thead>
<tr>
<th>Each Occurrence</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage to Rented Premises/Fire Damage</td>
<td>minimum $100,000</td>
</tr>
<tr>
<td>Medical Expenses</td>
<td>Any coverage</td>
</tr>
<tr>
<td>Personal &amp; Adv. Injury</td>
<td>Any coverage</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Products Comp/Op Aggregate</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

*Food Truck insurance uploaded too*
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 Civic Permit-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 Application 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 Civic Permits, Civic Permits is an our Use of Facilities online system that SJUSD partners with to facilitate the permitting process, for SJUSD (https://www.sanjuan.edu/civicpermitshttps://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 life guard certificate(s) (if renting a pool). If applicable, all fees must be paid 10 days BEFORE the permit will be approved and 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 Civic Permits 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 Civic Permits, 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 Civic Permits 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 Custodial is needed, the permit request is passed on to Custodial at the site for approval.
- If Nutrition services are needed, the permit request is passed on to Nutrition service worker at

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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 "User Groups: Use of Facilities Permit Request Process and Grounds Application Procedures" 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 repairs;
- 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.

### Permit Must Be On-Hand During Event

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

### 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 weekends before and during school holidays.

AV Oversight
This is a district staff that has been 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. This employee will act in a supervisory capacity only. The user group is responsible for preparation and cleanup. (See “Schedule of Fees,” p. 7.)

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 cancelation 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 and Grounds Handbook, Board Policy 1330, or Administrative Regulation 1330, may result in suspension or revocation of use permits.
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 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 Baseball Field Maintenance form, please see page 126.

Use of SJUSD Operated Stadiums
All stadium events are subject to the SJUSD’s Stadium Governing Committee’s approval. Potential user groups may use the track when such use does not impair the condition for student use, does not conflict with use by schools of the SJUSD and is consistent with the SJUSD’s stadium guidelines outlined in Administrative Regulation 3512. The stadium governing committee shall be the determining body regarding the use of the track and stadium stands by potential user groups. Vehicles of all types, except authorized vehicles, are prohibited from using the track at any time.

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.

Performing Arts Center AV Use
Use of the school PAC AV equipment may be granted to eligible groups when such use will not interfere with regular school programs. When the AV equipment is in use, an AV Oversight employee must be assigned to ensure all equipment is handled properly and safely.

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

Priority
SJUSD Rev 01.101/20223

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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 past 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, fireworks, 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.

**Use of SJUSD Operated Stadiums**
All stadium events are subject to the SJUSD’s Stadium Governing Committee’s approval. Potential user groups may use the track when such use does not impair the condition for student use, does not conflict with use by schools of the SJUSD and is consistent with the SJUSD’s stadium guidelines outlined in Administrative Regulation 3513. The stadium governing committee shall be the determining body regarding the use of the track and stadium stands by potential user groups. Vehicles of all types, except authorized vehicles, are prohibited from using the track at any time.

**Summer Use**
Requests for summer use of facilities and grounds must be submitted to the site administrator beginning May 15th and before the end of the school year.

**Yearly Renewal**
Applications are valid for a period of one year, ending on the last day of the SJUSD’s fiscal year, June 30th. USE PERMITS MUST BE RENEWED EACH YEAR.

**Waiver of Rental Fees**
Rental Fees can only be waived by the Facilities Business Department. Site Supervisor, Custodial, Nutrition Service, and

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SJUSD Rev 01.101/2022.3

Use of School Facilities and Grounds Handbook

Page 16

916-971-5790 | CivicPermitsFacilitiesUse@sanjuan.edu
The Performing Arts Rental Policies and Procedures

Theater Rental Rates:

<table>
<thead>
<tr>
<th>El Camino, Mesa Verde, Rio and San Juan</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental Fee</td>
<td>$125.00</td>
<td>$250.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Black Box Theatre</td>
<td>$29.00</td>
<td>$60.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Audio Tech Services</td>
<td>$12075.00</td>
<td>$12075.00</td>
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</tr>
<tr>
<td>Site Supervisor</td>
<td>$507.00</td>
<td>$507.00</td>
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</tr>
<tr>
<td>Custodial/Supplies</td>
<td>$43.50</td>
<td>$43.50</td>
<td>n/a</td>
</tr>
<tr>
<td>Nutrition Services</td>
<td>$326.50</td>
<td>$326.50</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**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
* Contracted Audio Visual Technician: $120.00 per hour

Equipment Rental:

<table>
<thead>
<tr>
<th></th>
<th>Category 2</th>
<th>Category 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Piano – Per Day</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Chairs – Per Item, Per Day</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Music Stands – Per Item, Per Day</td>
<td>$1.00</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

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.

Utilities fees still apply.

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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.
• Specialized needs for lights or sound must be arranged at least two weeks in advance with the Facilities Business Department. A three-hour daily minimum is required for use of technician.

• 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.

**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 Civic Permits 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 CivicPermitsFacilitiesUse@sanjuan.edu

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**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**

<table>
<thead>
<tr>
<th>Site Name:</th>
<th>Date:</th>
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<tr>
<th># OfUnits Before</th>
<th>Number of Units After</th>
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<th>Clean Prior to Use</th>
<th>Clean After Use</th>
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<th>Clean Prior to Use</th>
<th>Clean After Use</th>
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Notes:_________________________________________________________

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**Site Name:**

**Date:**

**# Of Units Before:**

**Number of Units After:**

**Clean Prior to Use:**

**Clean After Use:**

**Notes:**

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SJUSD Rev.01101/20223          Use of School Facilities and Grounds Handbook

916-971-5790 | CivicPermitsFacilitiesUse@sanjuan.edu
<table>
<thead>
<tr>
<th>Items in Fridge prior to use &amp; after use</th>
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<tbody>
<tr>
<td>Clean Prior to Use</td>
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<tr>
<td>Notes:</td>
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<tr>
<td>Sink</td>
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<td>Counter</td>
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<td>Floors</td>
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<td>Storage</td>
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**User group and SJUSD employee must print name, sign and date prior to use and after**

<table>
<thead>
<tr>
<th>SJUSD Employee Print Name</th>
<th>User Group Person Print Name</th>
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<tbody>
<tr>
<td>SJUSD Signature and Date Prior to Use</td>
<td>User Group Signature and Date Prior to Use</td>
</tr>
<tr>
<td>SJUSD Signature and Date After Use</td>
<td>User Group Signature and Date After Use</td>
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</tbody>
</table>
Baseball 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


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 –

2nd Baseline –

Home Plate –

Mound –

Bullpens –

Dugouts –

Drag –

Water –
Important Reminders

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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.
BOND PROGRAM UPDATE
JANUARY 24, 2023

TONIGHT’S ROAD MAP

• History & Past Projects
• Current & Completed Projects
• Furniture – Site Replacement
• Questions
MASTER PLAN PRIORITIES

HIGH SCHOOLS
- Stadium upgrades including all weather tracks and fields, restrooms and concessions
- Performing arts
- Science classrooms
- Outdoor spaces
- 21st century learning classrooms
- Air conditioning in gymnasiums

MIDDLE SCHOOLS
- Gymnasiums and locker rooms
- Expand cafeterias
- Performing arts
- Playfields
- Science classrooms

K-8 SCHOOLS
- Addition of gymnasiums & locker rooms
- Creation of seven-to-eight wings
- Replacement of portables with permanent classrooms
- Field upgrades

Elementary Schools
- Replacement of portables with permanent classrooms
- Multipurpose buildings
- Upgrades to HVAC
- Parking drop-off improvements
- Security & fencing
- Library upgrades

FACILITIES PROCESS
JOHN BARRETT MIDDLE SCHOOL – NEW/MOD
EARL LEGETTE ELEMENTARY SCHOOL - NEW/MOD

MESA VERDE HIGH SCHOOL – STADIUM PROJECT
TRANSPORTATION YARD – BUS CHARGERS

I.T. PROJECTS
• Wireless Upgrades
• UPS Upgrade

M&O Projects
• Will Rogers MS Light Mod
• Howe Avenue ES Light Mod
• Lichen K-8 Light Mod
• HVAC Controls Upgrades

Misc. Projects
• Casa Roble Fundamental High School Tennis Court Replacement
• Mira Loma High School Tennis Court Replacement
• Laurel Ruff School Roof
• Oakview Elementary School Roof
UNDER CONSTRUCTION

• Thomas Coleman Elementary School (CMP)
• Mariemont Elementary School
• Encina Prep. High School Adult Education Temp Campus

FURNITURE REPLACEMENT

K-8 & Middle Schools
Kingswood
Edison
Lichen
Will Rogers
Gold River

Elementary Schools
Arlington
Grand Oaks
Coyle
Howe
10 new TK Classrooms
LIBRARY UPGRADE

HUMAN RESOURCES UPGRADE

BEFORE

AFTER
QUESTIONS?

Latest project updates can be found at www.sanjuan.edu/constructionnews
## Facilities Committee
### Attendance Summary
#### 2022-2023

<table>
<thead>
<tr>
<th>Committee Members (Initials: board members)</th>
<th>09-06-2022</th>
<th>10-04-2022</th>
<th>11-01-2022</th>
<th>12-06-2022</th>
<th>01-03-2023</th>
<th>02-07-2023</th>
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### Board of Education / Appointees (Term Expires)

- Pam Costa (12/24)
- Saul Hernandez (12/24)
- Paula Villegas (12/24)
- Zima Creason (12/26)
- Ben Avey (12/26)
- Steve Miller (12/26)
- Tanya Kravchuk (12/26)

- Fedros Yavrom (12/23)
- Steve Ward (12/24)
- Lupita Alcala (12/23)
- Maggie Cooper (12/23)
- Anderson Berry (12/23)
- Tina Cooper (12/24)
- Melinda Avey (12/24)
- Ashley Freer (12/24)
- Fred Latu (12/23)

*Chair

**Assistant Chair

cb 1/30/2023 8:23:31 AM
SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2022-2023

FEBRUARY 14
Equity Update – R
Public Hearing: Camp Winthers Fee Increase – D
Mid-Year LCAP Update 2022-2023 – R
Choices Charter School Mid-Year LCAP Update 2022-2023 – R
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D
Notice of Intent to Reduce Classified Positions – D

FEBRUARY 28
Recognition: Arts Education Month (March) – A
Recognition: National School Social Work Week (Mar. 5-11) – A
K-8 Schools Update – R
Expanded Learning Opportunities Update (Secondary) – R
Camp Winthers Fee Increase – A [Discussed 02/14/23]
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/14/23]
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/14/23]
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/14/23]
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/14/23]

MARCH 14
Second Interim Budget Report – R
Enrollment/Attendance – R
2023 CSBA Delegate Assembly Election – A
*Consolidated Application, Winter Report 2023 (Part II) – A
*Governance Handbook – A [Discussed 01/24/23]

MARCH 28
Expanded Learning Opportunities Update (Elementary) – R
District K-12 Mathematics Update – R
*Head Start and Early Head Start Grant Application 2022-2023 – A
*Audit Report for Measures J, N, P and S – A

APRIL 11
Recognition: Week of the Young Child (Apr. 15-21) – A
Recognition: School Bus Driver’s Appreciation Day (Apr. 25) – A
Instructional Materials Adoptions – D
New High School Courses – D
Williams Complaint Report – R
Proposed Board Meeting Dates for 2023-2024 – A

APRIL 25
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 10) – A
Early Childhood Education Update – R
Technology Update – R
*Instructional Materials Adoptions – A [Discussed 04/11/23]
*New High School Courses – A [Discussed 04/11/23]

MAY 9
Recognition: California Day of the Teacher (May 10) – A
Recognition: National Speech Pathologist Day (May 18) – A
Recognition: Classified School Employee Week (May 21-27) – A
Hearing Officer’s Recommendation-2023 RIF (if applicable) – A
*Approval of CTE 2023 Advisory Committee Roster – A
*Head Start/Early Head Start COLA Funding Allocation 2023-2024 – A
*Resolution: CSPP Continued Funding Application Designated Personnel 2023-2024 – A

MAY 23
Recognition: National Science Bowl (if applicable) – A
Recognition: Science Olympiad (if applicable) – A
Recognition: Academic Decathlon (if applicable) – A
Innovative Schools Update – R
*Head Start/Early Head Start Contract Resolution FY 2023-2024 – A

JUNE 13
Public Hearing: LCAP – D
Public Hearing: LCAP/Choices Charter School – D
Universal Prekindergarten Planning and Implementation Update – R
Early Literacy Support Block Grant Annual Report – R
Public Hearing: Adoption of the 2023-2024 Budget – D
Temporary Interfund Borrowing of Cash – A
*CIF Superintendent Designation of Representatives 2023-2024 – A
*ECE Program Self-Evaluation for CDE – A

JUNE 27
California School Dashboard Local Indicators – R
LCAP – A [Public Hearing 06/13/23]
Choices Charter School California School Dashboard Local Indicators – R
LCAP Choices Charter School – A [Public Hearing 06/13/23]
Adoption of the 2023-2024 Budget – A [Public Hearing 06/13/23]
*2022-2023 Actuarial Report (OPEB) – A
*Charter School 2021-2022 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A
*CARES Act Budget Modification (ECE) – A
*2023-2024 School Plan for Student Achievement (SPSAs) – A

D=discussion; A=action; *=consent; R=report; PC=public comment