



San Juan
Unified School District

San Juan Unified School District Facilities Committee

- Anderson Berry, Chair
- Melinda Avey, Asst. Chair
- Lupita Alcalá
- Maggie Cooper

- Tina Cooper
- Ashley Freer
- Fred Latu

- Steve Ward
- Fedros Yavrom
- Vacant

We commit to:

- o *Being responsive to the needs of students*
- o *Conducting meetings that are: Effective, Efficient and Decisive*
- o *Focusing on solving problems*
- o *Working together through the committee chair*
- o *Recognizing the committee's role as a recommending body*
- o *Differentiating between fact and opinion*
- o *Clearly defining and agreeing upon mission*
- o *Members having open minds and being creative*
- o *Abide by Brown Act concept and principles*
- o *Being responsive to the direction of the Board as a whole*
- o *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** (Berry)
Material Provided (Pages 2 - 5)
- 2. Chair Report** (Berry)
- 3. Board Member Report** (Avey)
- 4. Camp Winthers Fee Increases** (Infelise)
Material Provided (Pages 6 -13)
- 5. Update: Use of School Facilities Handbook** (Chenoweth)
Material Provided (Pages 14 -36)
- 6. Presentation: Bond Program Update** (Arps)
Material Provided (Pages 37-49)

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.

* 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.



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MINUTES

December 6th, 2022

District Office Board Room

3738 Walnut Avenue, Carmichael, CA 95608

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.

(Berry)

2. Chair Report

Mr. Berry had nothing to report.

(Berry)

3. Board Member Report

(Hernandez)

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 any where else in the state. The next few years will be challenging, but we as a district are ready.

4. Safe Schools Update

(Jones)

Material Provided (Pages 4-25)

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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. Alcalá 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 effects 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.

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

(Arps/Knauss)

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.

Ms. Freer asked when we anticipate the boundary adjustments be completed.

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

6. Feedback Session: Boundary Committee Criteria

(Camarda)

Material Provided (Page 26)

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..... Page 27
2. Board of Education Future Agenda Items..... Pages 28-30

VI. ADJOURNMENT – 7:45 p.m.

Mr. Berry adjourned the meeting at 8:33 a.m.

DRAFT



Camp Winthers Fee Increase

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



1

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

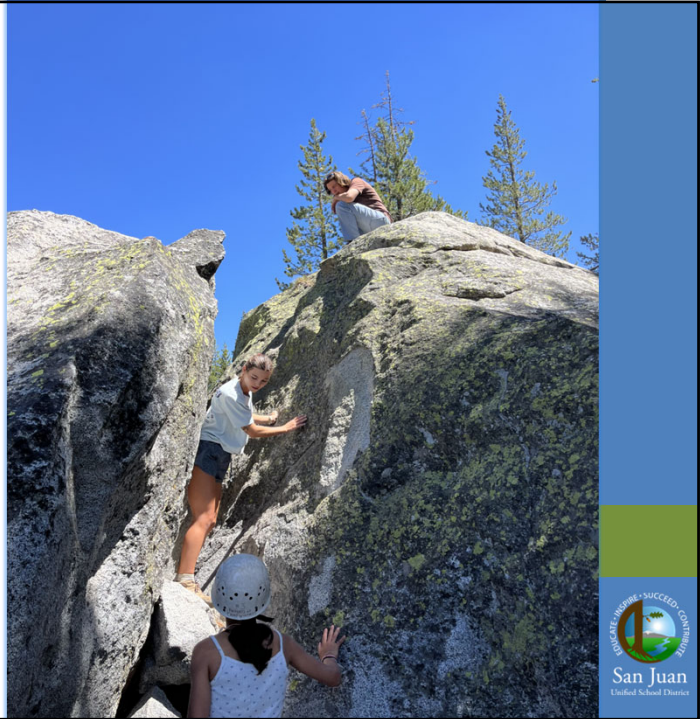
- Promote an active and healthy outdoor lifestyle
- Develop social skills
- Create opportunities to work as a team in a new environment
- Build life skills



2

2023 Summer Programs

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



3

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)



4

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



5

Recommended Increase in Rates

Summer camp 2022	Rate: \$320	Total Revenue: \$142,260
Weekend retreat 2022	Rate: \$25 SJUSD students Rate: \$50 non-SJUSD students	Total Revenue: \$7,950 Total Revenue: \$27,250
Summer camp 2023 proposed increase	Rate: \$450 SJUSD students Rate: \$550 non-SJUSD students	Total Revenue: \$135,000 Total Revenue: \$165,000
Weekend retreat 2023 proposed increase	Rate: \$35 SJUSD students Rate: \$85 non-SJUSD students	Total Revenue: \$11,130 Total Revenue: \$46,325

Attachment D



6

System and Site Improvements

Assembly Bill 179 - \$1,000,000

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



7

Partnerships

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



8

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



9

Thank you!
Questions?



10

Comparative Cost Summary

Camp	Program length	Rates
Camp Ocean Pines	5 nights	\$1,850
Grizzly Creek Ranch	5 nights	\$970-1,100
Mountain Meadow Ranch	10 nights	\$4,300
Camp Augusta	7 nights	\$2,175
Sierra Sleep Away	5 nights	\$1,450
Deer Crossing	10 nights	\$4,200
Walton Grizzly Lodge	6 nights	\$2,250
Kennolyn Camp	5 nights	\$2,800
Canyon Creek Summer camp	10 nights	\$4,200
Mountain Camp	5 nights	\$2,300
Skylake Yosemite camp	10 nights	\$4,325
CAMP WINTHERS	4 nights; Transportation included	\$320
CAMP WINTHERS, Music Camp	5 nights, Transportation included	\$350

**Camp Winthers
Current Revenue & Expenses**

2022 Revenue

	Rate:		No. of Campers		Sub. Total
Summer Camp	\$	320.00	383	\$	122,560.00
Music Camp	\$	350.00	56	\$	19,600.00
Weekend Retreats (Non SJUSD)	\$	50.00	545	\$	27,250.00
Weekend Retreats (SJUSD)	\$	25.00	318	\$	7,950.00
Total:				\$	177,360.00

2022 Expenses

Certificated Salaries	\$	50,000.00
Classified Salaries	\$	161,216.00
Benefits	\$	75,000.00
Materials & Supplies	\$	31,500.00
Food	\$	28,000.00
Operating Totals	\$	39,000.00
Indirect Totals	\$	4,000.00
Total:		\$ 388,716.00

2022 Revenue vs. Expenses: -\$211,356.00

Estimates Revenue			
	2023	Estimated Campers	Total Revenue
Summer Camp SJUSD	\$ 450.00	300	\$ 135,000.00
Summer Camp Out District	\$ 550.00	300	\$ 165,000.00
Weekend Retreats (non SJUSD)	\$ 85.00	545	\$ 46,325.00
Weekend Retreats (San Juan)	\$ 35.00	318	\$ 11,130.00
			\$ 357,455.00
	2024	Estimated Campers	Total Revenue
Summer Camp SJUSD	\$ 475.00	320	\$ 152,000.00
Summer Camp Out District	\$ 575.00	320	\$ 184,000.00
Weekend Retreats (non SJUSD)	\$ 95.00	545	\$ 51,775.00
Weekend Retreats (San Juan)	\$ 45.00	318	\$ 14,310.00
			\$ 402,085.00
	2025	Estimated Campers	Total Revenue
Summer Camp SJUSD	\$ 500.00	340	\$ 170,000.00
Summer Camp Out District	\$ 600.00	340	\$ 204,000.00
Weekend Retreats (non SJUSD)	\$ 100.00	545	\$ 54,500.00
Weekend Retreats (San Juan)	\$ 50.00	318	\$ 15,900.00
			\$ 444,400.00

Estimated Expense			
	2023	2024	2025
Certificated Salaries	\$ 56,000.00	\$ 58,500.00	\$ 63,180.00
Classified Salaries	\$ 165,000.00	\$ 167,200.00	\$ 169,413.00
Benefits	\$ 88,000.00	\$ 88,000.00	\$ 88,000.00
Materials and Supplies	\$ 31,500.00	\$ 31,500.00	\$ 31,500.00
Food	\$ 28,000.00	\$ 28,400.00	\$ 28,900.00
Operating Totals	\$ 39,000.00	\$ 39,000.00	\$ 39,000.00
Indirect Totals	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	\$ 417,500.00	\$ 422,600.00	\$ 429,993.00
Estimated Revenue - Expense	\$ (60,045.00)	\$ (20,515.00)	\$ 14,407.00
Fund Balance/Carryover from 2021/2022		\$ 159,590.29	
Net Profit/Loss	\$ 99,545.29	\$ 79,030.29	\$ 93,437.29



San Juan
Unified School District

Use of School Facilities ~~and Grounds~~ Handbook

916-971-5790 | CivicPermitsFacilitiesUse@sanjuan.edu

Updated [03/10/2022](#)

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San Juan Unified School District

The Performing Arts Rental Policies and Procedures 13

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Theater Rules 17

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Concession Stand Checkin & Checkout Form Example 15

Varsity Field Maintenance Form Example 16

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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”.

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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.):

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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/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

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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.)

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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.

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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

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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~~ 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~~ clubs.
- Events that do not require payment of membership fees, event fees, or gate ~~fees~~ 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)

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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~~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~~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~~ fees.
- Fundraising events where the funding **is not** run through the ~~ASB~~ 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~~ function.
- Events by organizations, agencies, associations, clubs, persons, or groups where admission fees are ~~charged~~ charged, or contributions are ~~solicited~~ solicited, and the net receipts are not expended for the welfare of SJUSD students or for charitable ~~purposes~~ 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

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- 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

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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.

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Facility	Category 2 Direct Cost per hour	Category 3 Fair Market Cost per hour	Utility Lights/HVAC Cost per hour
Aquatic Center (March-October)	\$565.00	\$1230.00	n/a
Aquatic Center (November-February)	\$8900.00	\$16180.00	n/a
Athletic Field – (Elementary or Middle School) Recreational Only ONLY on (Weekends, or 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
<u>Gym (Middle School)</u>	<u>\$33.00</u>	<u>\$66.00</u>	<u>\$20.00</u>
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

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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	\$150.00	\$25.00
Tennis/Pickle Ball Court Complex	\$17.00	\$33.00	n/a
Turf Fields/ Track (Encina, Mesa Verde , Mira Loma and Rio)	\$50.00	\$100.00	n/a

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Additional Fees (three-hour minimum):

Site Supervisor \$507.00 per hour
 Custodian: ~~\$4350.500~~ per hour
 Nutrition Services: \$326.50 per hour
~~Contracted Tech Services~~ Audio Visual ~~Technician~~ Oversight: \$42075.00 per hour (~~supervision~~ only)
 Utility cost (if applicable)

Accepted Payment Types:

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

Insurance Requirements

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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 [Civic Permits 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.~~

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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

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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 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/civicpermits>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 life guard/lifeguard 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 ~~21~~ 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. ~~(in the below order)~~ 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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~~the site for approval.~~

- 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~~

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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 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.

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~~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.~~

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Important Facility and Grounds Use Information

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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.

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- 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 facility or~~ grounds.
- The user group may not enter the facility or grounds before the rental is scheduled to begin. This ~~includes, but 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.

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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.

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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. ~~to use the PAC equipment that cost the district millions of dollars.~~ The AV oversight is not an AV technician and may not know how to work the equipment.

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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.

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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.

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.](#)

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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.

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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.

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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.

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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

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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 Baseball Field Maintenance form, please see page 176.

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.~~

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 civic center our Use of Facilities online permit system permits prior to usage.

Priority

SJUSD Rev. 04/01/2023 Use of School Facilities ~~and Grounds~~ Handbook

Page 15

916-971-5790 | CivicPermitsFacilitiesUse@sanjuan.edu

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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~~ 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~~
 - ~~Inconvenience for school use~~ • ~~Adverse behavior~~
 - ~~Damages 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.

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 period, 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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utilities fees still apply.

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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 Tech Services-Visual SupervisionOversight Technician (supervisorOversite only,)*(Mandatory) -*	\$12075.00	\$12075.00	n/a
Site Supervisor *	\$507.00	\$507.00	n/a
Custodial/Supplies *	\$43.50 50.00	\$43.50 50.00	n/a
Nutrition Services *	326.50	326.50	n/a

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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.

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* 3-Hour Minimum Required, Per Day

Contracted Audio Visual Technician: \$120.00 per hour

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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

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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.

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SJUSD Rev. 04/101/20223

Use of School Facilities and Grounds-Handbook

Page 17

916-971-5790 | CivicPermitsFacilitiesUse@sanjuan.edu

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.

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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.

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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.

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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.

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- ~~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~~performance, they should be waiting in the green room or dressing rooms and not on the stage.

Important Reminders

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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

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.

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: _____



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Baseball Varsity Field Maintenance Form

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Field Clean-Up

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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

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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).

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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

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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

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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.

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Field Clean-Up Assignment Sheet

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1st Baseline –

3rd Baseline –

Home Plate –

Mound –

Bullpens-

Dugouts –

Drag –

Water-

Cages-

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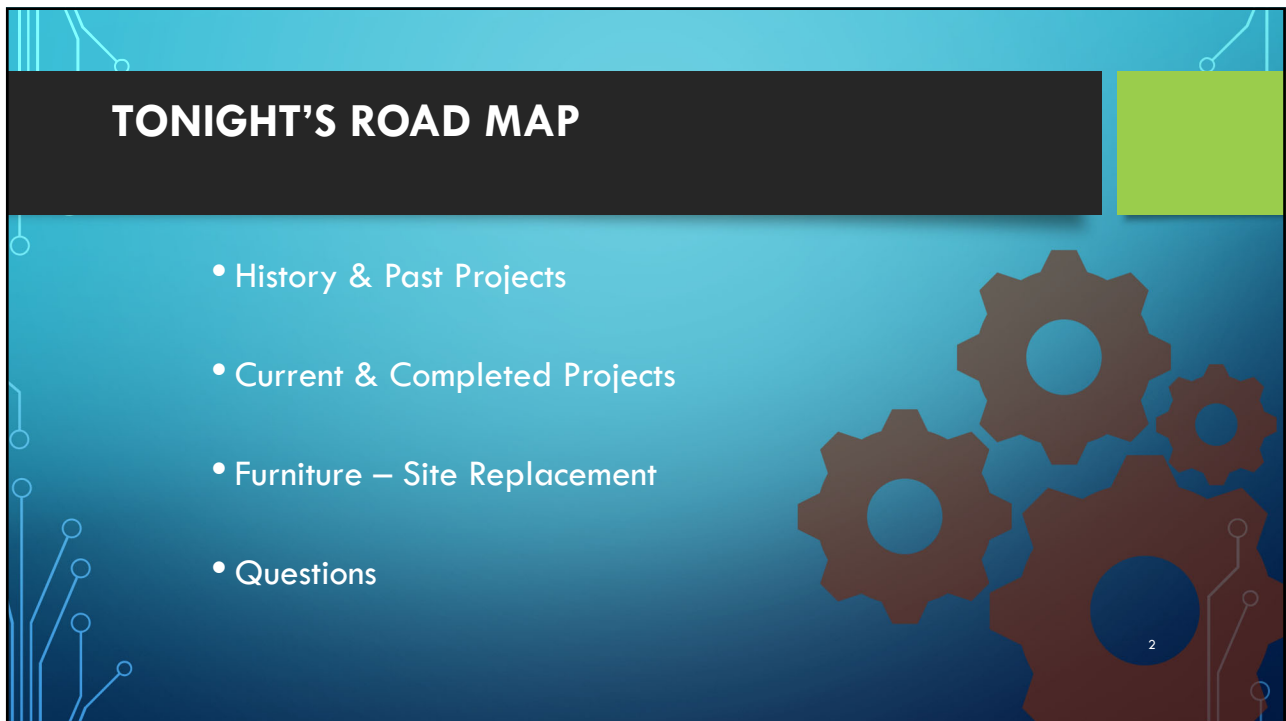
Annual Review of the Use of Facilities Policy

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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

3

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4

5

2015 | thru | 2021



5

6

2015 | thru | 2021

◆ Greer Elementary School



◆ Mira Loma HS Science Building



6

7

2015 | thru | 2021

- ◆ Casa Roble Fundamental HS Student Union
- ◆ Del Paso Manor Elementary School

7

8

2015 | thru | 2021

- ◆ Del Campo High School Science Building
- ◆ Arden Middle School

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2015 | thru | 2021

Littlejohn Site (California Montessori)



Winterstein Site (Gateway Charter)



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JOHN BARRETT MIDDLE SCHOOL – NEW/MOD



10

11

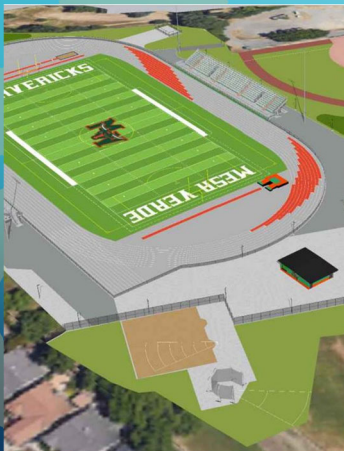
EARL LEGETTE ELEMENTARY SCHOOL - NEW/MOD



11

12

MESA VERDE HIGH SCHOOL – STADIUM PROJECT



12

13

RIO AMERICANO HIGH SCHOOL – CTE MOD



13

14

STARR KING K-8 SCHOOL – TK/KINDER WING



14

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**

**Arcade
Fundamental
Middle School
New Campus**



17

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**UNDER
CONSTRUCTION**

**Katherine Johnson
Middle School
Modernization**



18

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UNDER CONSTRUCTION

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

19

FURNITURE REPLACEMENT

K-8 & Middle Schools

Kingswood
Edison
Lichen
Will Rogers
Gold River

Elementary Schools

Arlington
Grand Oaks
Coyle
Howe
10 new TK Classrooms

20



21



22

LIBRARY UPGRADE



23

23

HUMAN RESOURCES UPGRADE



24

24

QUESTIONS?

Latest project updates can be found at
www.sanjuan.edu/constructionnews

25

Facilities Committee Attendance Summary 2022-2023

Committee Members (Initials: board members)	09-06-2022	10-04-2022	11-01-2022	12-06-2022	01-03-2023	02-07-2023	03-07-2023	04-04-2023	05-02-2023	06-06-2023
Maggie Cooper (ZC)	*		X	X	*					
VACANT (TBA)	C				C					
Steve Ward (SH)	A	X	X	X	A					
Ashley Freer (PV)	N	X	X	X	N					
Anderson Berry (BA)*	C	X		X	C					
Tina Cooper (PC)	E	X	X	X	E					
Lupita Alcala (PV)	L	X	X	X	L					
Melinda Avey (SH)**	L	X	X	X	L					
Fedros Yavrom (PC)	E	X	X	X	E					
Fred Latu (ZC)	D		X		D					

Board of Education / Appointees (Term Expires)

Pam Costa (12/24)	Fedros Yavrom (12/23)	Tina Cooper (12/24)
Saul Hernandez (12/24)	Steve Ward (12/24)	Melinda Avey** (12/24)
Paula Villescaz (12/24)	Lupita Alcala (12/23)	Ashley Freer (12/24)
Zima Creason (12/26)	Maggie Cooper (12/23)	Fred Latu (12/23)
Ben Avey (12/26)	Anderson Berry* (12/23)	-
Steve Miller (12/26)	-	-
Tanya Kravchuk (12/26)	-	-

***Chair**

****Assistant Chair**

**SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2022-2023**

FEBRUARY 14

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

FEBRUARY 28

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

MARCH 14

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

MARCH 28

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

APRIL 11

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

APRIL 25

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

MAY 9

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

MAY 23

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

JUNE 13

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

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

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