

## SALINAS CITY ELEMENTARY SCHOOL DISTRICT

Maintenance Department  
39 Clark Street • Salinas, CA 93901  
Phone: (831) 753-5693 • Fax: (831) 753-5208

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Dear Athletic Team Manager,

This letter is an attachment to the Use of Facilities Agreement that Salinas City Elementary School District (*District*) and the Athletic Team Manager (*Applicant*) **executed on** \_\_\_\_ / \_\_\_\_ /20\_\_\_. Failure to comply with the District's requirements listed in this letter is grounds for immediate termination of the Applicant's Use of Facility Agreement. Subsequent to reading these requirements, please indicate your concurrence by signing below and emailing to [aclement@salinascity.k12.ca.us](mailto:aclement@salinascity.k12.ca.us).

The following are specific requirements associated with the Applicant's use of the District's facilities:

### **Duration of Use of Facilities:**

- 1) All athletic organization are subject to a defined amount of time relevant to proposed athletic season. Any additional time is approved on a case-by-case basis.

### **Fees:**

- 1) The applicant is responsible for all costs associated with use of facilities per event/school site.
- 2) The applicant is responsible to provide the IRS letter 947 regarding the determination of the 501(c)(3) status in order to receive the non-profit rate.

### **Background checks:**

- 1) All organizations must submit a notarized letter certifying that coaches, assistant coaches, manager and group leaders practicing on SCESD fields have gone through a background check which includes check for sexual offences. **Only original letter/documents will be accepted with blue wet signature.**

### **Parking:**

- 1) Applicant parking is allowed only in designated parking areas or open parking lot, and is not allowed along any red painted curb. "Restricted Parking" by way of unique signage must be observed. Driving/parking behind barriers/chain link fences/gates **is not allowed**. Vehicular access to areas behind barriers/chain link fences/gates for loading and unloading will be reviewed, by Applicant request to the school site, on a case-by-case basis with site principal and custodian.

### **Toilet Room Facilities:**

- 1) Toilet rooms are available on as-needed basis. Each school operates site-based and District supported programs until 6 pm on weekdays. Participants in student programs cannot share toilet rooms with participants in "use-of-facilities" (organized athletics) programs. Adults are not allowed in student toilet rooms while student activities are in session.
- 2) Facility management: Open toilet rooms are subject to vandalism due to unattended open facilities without supervision. District toilet rooms must be locked to prevent damage.
  - a. The District will consider a waiver for providing access to 1 set of toilet rooms for use by organized athletics using the school fields. This waiver will require the Applicant to make a \$2,000 deposit per school site to cover potential damage. The District will return the deposit at the end of the Applicant's authorized use period if no damage occurred during the use period.
  - b. Teams using school playfields can opt to have temporary portable toilet rooms installed inside of a storage container (preferred) or a temporary fence enclosure. The team is responsible for installing

and removing any container/portable fence enclosure and the portable toilet rooms. The site principal, head custodian and the maintenance team leader must approve location of any temporary/portable facilities. Teams must make arrangements for toilets to be serviced during non-school hours.

- c. The District has a zero tolerance policy for any participants of the Applicant who urinate or defecate on District property.

#### **Gopher Treatments:**

- 1) Every 2<sup>nd</sup> Saturday of the month fields are treated for gophers contingent on weather. **Fields will not be available on those days.** Please notify your coaches so they can plan accordingly.

#### **Surveillance Cameras:**

- 1) Surveillance cameras are active and in use at various locations throughout our campuses. Field users must remain in their approved areas at all times. Any alarm company fees or overtime hours incurred by field users who accidentally set off alarms because they are wandering around campus will be billed to the applicant/organization.

#### **Trash:**

- 1) The Applicant is responsible for policing the grounds (restrooms, turf and play ground areas used by teams and/or accompanying guests) to ensure that all trash is picked up and removed. **Organizations are responsible for removing all trash generated by their activities. School site dumpsters will not be available to be used by organizations.** I understand that I might be charged custodial fees if the space/classroom needs to be cleaned after use, if abnormal clean-up time is required of the custodian, a charge will be made for extra time required. I understand that groups are expected to place debris in containers and generally "to police the area."

#### **Storage of Equipment:**

- 1) Equipment storage on District property is not allowed. Specific plans for this activity may be authorized on a case-by-case basis. **Prior to authorization, the team must present a plan to the school's principal and maintenance department in a joint meeting.** The Applicant is required to provide an accurately scaled site plan clearly detailing the location of any proposed equipment storage. Any equipment storage will be temporary and only for the length of time the permitted activity is occurring at the site. The school district incurs no liability for loss or theft of property of the applicant/organization.

#### **Signage:**

- 1) The Applicant can set up signage for day of event use. Permanent signage is not allowed.
- 2) Signs cannot be affixed to any District property where evidence of the installation is visible after the sign is removed.

#### **BBQ:**

- 1) Barbequing is only allowed with Applicant's submittal to the District of an approved permit from the City of Salinas Fire Department, 65 W. Alisal St., Salinas, CA 93901, (831) 758-7251 and Monterey County Health Department, 1270 Natividad Rd, Rm 42, Salinas, CA 93906, (831) 755-4508; the conditions of the permit are strictly followed. Failure to comply with fire and health department permits is grounds for immediate termination of this Use of Facilities Agreement.

#### **Food Sales:**

- 1) All food sales require a permit or exemption letter must be obtained from Monterey County Health Department, 1270 Natividad Rd, Rm 42, Salinas, CA 93906, (831) 755-4508

**School Custodian:**

- 1) A District custodian will be on-site from Monday through Friday until 10 PM. Any notification of schedule change from that listed on the executed Use of Facility Agreement must be made a minimum of 72 hours in advance. It is recommended this notice be provided via a date/time verifiable format such as e-mail or hand delivered written notice.
- 2) The site custodian is the representative of the District and the direction provided by this individual must be followed. Failure to comply with this requirement is ground for immediate termination of this Use of Facility Agreement.

I trust that these conditions and directions are acceptable. The District looks forward to a successful relationship with the Applicant.

Sincerely,  
Terry Ryan, Director of MOTS

\_\_\_\_\_  
Name (*Please Print*)

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment:** School site plan with signature block for approval of temporary facilities, if any.