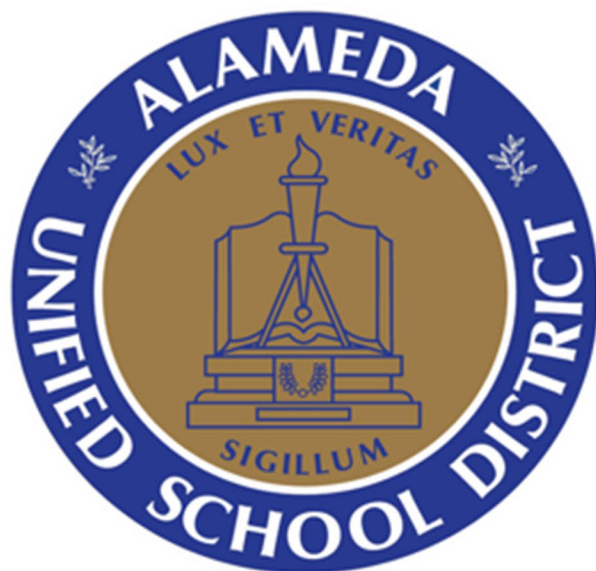




FACILITIES USE HANDBOOK



Effective Date: 7/01/2025

ACKNOWLEDGEMENT CERTIFICATION

The undersigned certifies that it has examined and is fully familiar with all provisions and requirements of the Facility Use Handbook. Additionally, the undersigned acknowledges that any Contract for use of AUSD facilities shall include all the provisions and requirements as set forth within the Facilities Use Handbook and shall be made therein part of the entire Contract. Violation of any part of the Facilities Use Handbook shall be considered a breach of contract.

NAME: _____

ORGANIZATION NAME & TYPE: _____

AUTHORIZED PRINTED NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TABLE OF CONTENTS

I. Introduction	2
II. Alameda Unified School District Board Policy 1330 - Use of School Facilities	3
III. AUSD Group Classifications Explained	3
IV. AUSD Groups: 1-5 Classifications	5
V. Renter Requirements	5
VI. General Requirements	7
VII. Schedule of Fees – Facilities	12
VIII. Schedule of Fees - Kofman Auditorium:	13
IX. Kofman Auditorium Rules & Requirements	14
X. District Use of Rental Fees	14
XI. Long Term Relationships	14
XII. Questions/Contact Information	14
XIII. Insurance Sample of required limits and verbiage required for a Facility Use Permit	15
XIV. Map of School Sites	17
Appendix 1 - General Events Checklist & Special Events Requirements	18

I. Introduction

California law encourages the Governing Board of a school district to make available the school buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest. The general rules and guidelines are defined in the California Education Code under Section 38130 through 38138 all-inclusive and are cited as the "Civic Center Act."

This handbook sets forth all provisions and requirements for prospective users of Alameda Unified School District facilities, provides potential users of Alameda Unified School District facilities information regarding the application process, fee structures, insurance requirements, and other factors governing use of school facilities under the Civic Center Act.

State Guidelines (Education Code Sections 38130-38138)

- A. The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitations, requirements, and restrictions set forth in this article, for any of the following purposes:
 - 1. Public, literary, scientific, recreational, educational, or public agency meetings.
 - 2. Discussion of matters of general or public interest.
 - 3. Conduct of religious services for temporary periods, on a one-time or renewal basis, by any church or religious organization that has no suitable meeting place for the conduct of services, provided the governing board charges the church or religious organization using the facilities or grounds a fee as specified in subdivision (d) of Section 38134.
 - 4. Childcare or day 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 include, but are not limited to, sports league activities for youths 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. Other purposes deemed appropriate by the governing board.
 - 8. A community youth center.
 - 9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.
- B. State laws prohibit the use of school facilities for subversive, immoral, offensive, or harmful purposes. State laws also limit the use of school facilities for denominational or sectarian activities. The use of school facilities shall not be granted to persons, forums, corporations, groups, clubs, or associations which:
 - 1. May, by such use, be expected to expose the property of the district to damage through riots, mob action, or violence of any kind.
 - 2. Use property in a manner which will be averse to the best interest of the school district.

3. Use the facilities for a purpose not consistent with the Civic Center Act and/or adopted board policies.

II. Alameda Unified School District Board Policy 1330 - Use of School Facilities

The Board of Education recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. (Education Code 38131, 38132)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a **first-come, first-served basis**, with exception as referenced in Section III, Sub-Section C – Group 3.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133).

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings or on school grounds and protect school facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of schoolwork

Fees: The Board believes that using school facilities or grounds should not result in district costs. The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged, or contributions solicited, and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

III. AUSD Group Classifications Explained

The priorities and fee structure for renting facilities will be determined by the District for any Use of Facilities requests other than school district instructional and related activities based on the following group classifications. Additional fees beyond rental fees may be required for all users. (See Section VII "Schedule of Fees"). All requestors must be 18 years of age or older.

A. AUSD Internal Use - Group 1

Highest priority is given to school activities generated by School District personnel for purposes directly related to the education and enrichment of School District students, as directed, or approved by School Board or by District administration, and/or for the purpose of employee gatherings related to the operation of the District. No fees will be charged for these users.

Users in this classification include:

- School Sites
- District Office

- Board of Education
- School Employee Collective Bargaining Units
- School Athletic Teams
- Student Body Clubs

B. AUSD Affiliated Partners - Group 2

Second highest priority is given to school activities generated by AUSD Affiliated Partner Organizations or volunteers for purposes directly related to the enhancement of School District students, as approved by School Board or by District administration, and/or for the purpose of student gatherings. Except Custodial and Trash fees, no fees will be charged to these users.

Users in this classification include:

- PTA/PTSA(s) or other school-associated parent/teacher/student associations
- Boosters Clubs
- Alameda Education Foundation
- Boys & Girls Club
- City of Alameda
- Alameda County Office of Education

C. Alameda Non-Profit Organizations - Group 3

Fees for this group shall be based on direct cost rent, which is defined as an estimate of the costs of supplies, utilities, custodial services, building maintenance, services of any other District employees, as a result of the organization's use of the school facilities and grounds of the District. Non-Profit organizations based in Alameda will receive priority over non-local organizations.

Users in this classification include:

- Civic and service groups (e.g., Rotary, Chamber of Commerce, League of Women Voters, non-profit Organizations) whose purpose, through the use of school facilities, is to improve the general welfare of the community, and whose net receipts are expended for welfare of the youth or other charitable purposes (e.g., foundations, scout troops, supervised recreational activities, religious organizations or churches, local governmental agencies, city and/or county services).
- Conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization which has no suitable meeting place for the conduct of services while meeting.
- Alameda Non-Profits will receive priority booking before Non-Alameda Non-Profits & Fair Market Renters ***within the same 72 hours (about 3 days) booking period***.

D. Non-Alameda Non-Profit Organizations - Group 4

Fees for this group shall be based on direct cost rent, which is defined as an estimate of the costs of supplies, utilities, custodial services, building maintenance, services of any other District employees, as a result of the organization's use of the school facilities and grounds of the District.

Users in this classification include:

- Non-local civic and service groups (e.g., Rotary, Chamber of Commerce, League of Women Voters, non-profit Organizations) whose purpose, through the use of school facilities, is to improve the general welfare of the community, and whose net receipts are expended for welfare of the youth or other charitable purposes (e.g., foundations, scout troops, supervised recreational activities, religious organizations or churches, local governmental agencies, city and/or county services).
- Conduct of religious services for temporary periods, on a one-time or renewable basis, by any non-local church or religious organization which has no suitable meeting place for the conduct of services while meeting.

E. Fair Market Rent - Group 5

For all other entities, fees shall be based on fair market rent, which represents direct costs the amortized costs (see Schedule of Fees). This fee structure may apply even to "nonprofit" organizations where organizers, activity supervisors, coaches, etc., draw salary from the activity or organization, and participation fees are received from students or adults.

Users in this classification include:

- Rentals where admission or participation fees are charged, or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the District or for charitable purposes.
- Rentals which are not directly beneficial to youth, public school activities of the District, or general welfare of the community.

IV. AUSD Groups: 1-5 Classifications



V. Renter Requirements

A. Application

The user shall obtain a login for the Event Manager portal by visiting the Maintenance, Operations and Facilities tab on the Alameda Unified School District website or by contacting the Maintenance, Operations and Facilities office at 510-337-7090. Youth organizations must have adequate adult sponsorship and supervision.

B. Site Request

Desired dates shall be coordinated with individual sites and completed in the online booking system, which is then submitted to the district designee for approval.

C. Permit Approval

The district designee's approval is required for the rental of the facility. Availability can be verified using the online booking system, and the district arranges for support staff (e.g., custodian, maintenance, etc.) as required

D. Confirmation

District designee will send the user confirmation of the Facility Use Permit after the estimated costs have been paid. The confirmation will include a telephone number to call if any facility issues arise that require immediate attention. Users are advised to always carry their Facility Use Permit in case there is a question as to who has priority/reservation for the use of the facility or field area.

E. Insurance Requirements

User shall provide a certificate of insurance in the amount of \$1,000,000 General Aggregate and per single limits, naming AUSD an additional insured at least seven (7) calendar days prior to the requested use; if not received, the event will be cancelled. Depending on activity and attendee count, the insurance amounts may be increased at the discretion of the district.

F. Indemnification/Hold Harmless

In making an application for use of facilities, all users agree to defend, indemnify, and hold harmless the district, its officers, employees and agents from any and all injuries, losses or damages, including damage to district property, which may result or arise in any way out of their use of the facilities, negligence of the user group, its officers, employees or agents. Organizations or groups using a district facility shall assume the responsibility to ensure that all activities, equipment used or placed on school premises, and all information distributed shall comply with applicable state and local fire, health and safety laws and regulations.

G. Payments

Advance payment in full is required at least seven (7) days prior to the event; if not received, the event will be cancelled. New Facility Use Permits will not be issued to groups with past-due accounts. ***This policy will be strictly enforced.***

The District reserves the right to refer any delinquent account to a collections agency and/or report to a credit bureau. Legal proceedings may be initiated for any delinquent account. By reserving a permit, the user agrees to pay the District's legal costs incurred to seek any payment of unpaid amounts owed by any group or organization.

H. Documentation

Requestors must submit all documentation to the district office prior to permit issuance.

I. Refunds

Refunds, less processing fees, will be provided fourteen (14) calendar days after notification of cancellation by user or due to circumstances unforeseen by AUSD.

J. Cancellations & Transfers (applicable to Categories 3-5)

Cancellation of an application must be received at the MOF Office at least two (2) weeks prior to a scheduled date to avoid a cancellation fee of \$50.00 being incurred. ***Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.***

K. Revocation of Permit

Any violations of law, District policy and/or procedure will result in the immediate revocation of the Use of Facilities permit and removal of the group from District property. District reserves the right at its sole discretion to ban violating user group(s) from future use of District facilities indefinitely.

L. Violations

Applications will be denied if past use by an organization has resulted in violation of Board Policy, inconvenience for school use, damages to property, consistent lack of supervision, adverse behavior or non-payment of fees. Intoxicants, narcotics, profane language, quarrelling, fighting, and gambling are sufficient causes to deny future use of district facilities to the organization. Complaints from surrounding neighborhood residents about noise level, litter, debris and disregard for parking regulations could result in permit cancellation and future use denial.

VI. General Requirements

A. Special Arrangements

Use of Facilities permit does not authorize the use of certain District, school, or student body equipment. Arrangements for supervision and operation of any equipment shall be made by the applicant with the school administrator. The applicant will be liable for any damage or loss of equipment during facilities usage.

B. Structures

No structures including, but not limited to, tents, canopies, inflatable structures, or sunshades, whether permanent or temporary, may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment including, but not limited to, small appliances such as refrigerators or microwaves, popcorn machines, hot plates, etc. be brought thereon unless special approval has been obtained from the Maintenance, Operations & Facilities Department.

C. Fireproofing

Any group using an auditorium or stage shall not disturb, move, or change any existing equipment except with the District designee's permission and under the supervision of the site employee in charge of the facility. Any stage props and decor used must be completely fireproofed. The district may request the fire department verify the certification of fireproofing at the renter's expense.

D. Vehicles/Parking

No modifications to the site parking provisions will be allowed, except for temporary changes for a specific event as approved by District at the time of permit approval. **All vehicles will be operated on paved driveways and parking lots only; parking on paved play areas, on fields or in marked fire lanes is prohibited.**

E. Indoor Facilities

For all facilities that are lockable and connected to an alarm system (e.g., library, gymnasium, secured outdoor athletic facilities), there must be a custodian or District representative on site for all events. The District's site employee shall unlock and check-in the user at the beginning of the event, be present for the duration of the event, clean the area used, check-out the user and lock the facility at the end of the event. In the event the activity requires additional personnel for event support, only District employees shall be utilized. The rate of pay will follow the fee schedule. Payment directly to District employees is prohibited.

Locker rooms must be under constant supervision for the entire period of use.

It shall be the organization's responsibility to ensure that all wrappers, containers, cores, etc. are placed in the proper receptacles. There will be no eating or drinking on the gymnasium floor(s).

F. Field Facilities

There is no field supervision by a District employee; therefore, the User is responsible for monitoring the behavior of participants and spectators, and must mediate any issues that may arise, or alternately, call the Alameda Police Department at **510-337-8340**. **All field use will be charged on an hourly basis in accordance with the Schedule of Fees table in Section VII.** As a rule, High School football fields are not available for rental for Groups 3-5. Refunds will be given when the fields are closed because of rain.

Seed and nut shells are to be discarded in the proper receptacle. It shall be the responsibility of the organization to make certain that all seed and nut shells, etc., are placed in the proper receptacles.

G. Field & Facility Closures

It may be necessary, from time to time, to close the AUSD sports fields due to rain, maintenance, emergency repairs, construction, etc. The District's need to schedule maintenance or repair shall supersede the priority order for use of each facility. The AUSD Administration, MOF, and the Sports Fields Program Director do not take these decisions lightly. Primary consideration is protecting the field condition to ensure prolonged use throughout the season. In addition, an equally important consideration is for the safety of players and students at practices or games. In no case shall any debate or dissention on announced field closures be tolerated. Should such closures occur, users must abide by such events and provide their full cooperation to the District. If possible, District will attempt to find a suitable, equivalent facility, but makes no express guarantee that an alternate facility can be made available.

ALL OFFICIAL FIELD CLOSURE DECISIONS ARE MADE AND ANNOUNCED BY THE AUSD MOF DIRECTOR ONLY. NOTIFICATIONS MADE BY ANY PERSON OTHER THAN THE MOF DIRECTOR SHALL BE DEEMED UNOFFICIAL. The Rain-Out Hotline is 510-337-7090.

Should AUSD Users ignore such field closure announcements, they shall also be liable for the cost to repair any damages that may have been done by their unauthorized use of the fields during a posted rain out closure.

No permits will be issued on National Holidays, Board-approved District Holidays, including the day after Thanksgiving, and from December 24 through January 2. Additionally, all facilities are closed to outside use the last two weeks of Summer break to accommodate cleaning and maintenance projects.

H. Food

AUSD Kitchens are not available for rent. Cooking of food on school premises or surrounding sidewalks, parking areas, etc. is not allowed. The organization is responsible for following guidelines published by the Alameda County Environmental Health Department. Details may be found at <http://www.acgov.org/aceh/food/tempfaq.htm>

Food Trucks (including ice cream trucks, food carts, etc.) are not allowed on AUSD School Property and, as such, are not allowed for events.

Facility Permits that involve Food Sales shall not jeopardize the District's National School Lunch Program that is subsidized by the Federal Government. If selling food during school hours, California Department of Education food sale guidelines must be followed. For more detailed information, please visit the following sites:

California Department of Education Guidance:

<https://www.cde.ca.gov/ls/nu/he/compfoods.asp#compfoods>

Board Regulation 3554: Other Food Sales:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030670&revid=fvplusDuvNVOG433rJfrqplusRw==&st=3554&mt=Exact>

I. Smoking/Tobacco Products

Per Health Safety Code (HSC) Section 104420(n)(2) and Section 104559. Tobacco Use is Prohibited on any School Site Facility. The use of tobacco and/or cannabis products, including electronic cigarettes and/or vape pens are not permitted on District property at any time. If the user disregards this directive, and the fire department responds for a fire alarm activation, the user group will be charged for the response.

J. Alcohol/Controlled Substances

No alcoholic beverages or illegal controlled substances are allowed on District property at any time.

K. Security/Keys/Alarm Codes

Key Control and Alarm Code Control are mandatory. Under no circumstances is a non-District individual or student authorized to be in possession of keys to District facilities or have knowledge of Alarm Codes unless authorized in writing by the Director of Maintenance, Operations & Facilities Department. District master keys must be secured to the greatest extent possible and never loaned to students or non-employees.

L. Restroom Facilities/Portable Toilets

Groups may be required to add portable toilets for their event(s) at the discretion and prior approval of the District. Users of outdoor facilities shall have the option of using District restroom facilities or making separate arrangements for renting portable toilets from an outside vendor. If rental of District facilities is

for a period of more than four hours, renter will be required to pay for the use of restroom facilities. If choosing to use District restroom facilities, a District representative must be present during the entire event and the appropriate fees for this service must be paid prior to the event. If the renter chooses to rent portable toilets, the renter assumes full responsibility. The renter must provide a copy of the rental agreement to the district designee and District Office at least seven (7) working days prior to the event. The rental agreement must specify the cleaning schedule and date of removal of the portable toilets. The renter must secure the portable toilets to the greatest extent possible.

M. Candles/Open Flames/Weapons

No candles, incense, open flames, BBQs, grills, or weapons are allowed on AUSD properties.

N. Decorations & Posters

The use of nails, tacks, or staples in any woodwork or surface is prohibited. Blue painters' tape is the approved method of affixing any material to a surface.

O. Signs

No signs are to be posted except on the day of the event, except as otherwise approved by the district designee. Signs will be posted using MOF approved means.

P. Trash Removal

A trash removal fee as shown in Section VII – Schedule of Fees, may be assessed against the user group based on the amount of trash generated and left on the facilities after the permitted event. The fee will be determined based on the activity, number of attendees and placement within the site and will be billed accordingly.

Q. Gambling

Facilities may not be used for any gaming or gambling purposes (e.g., raffles, bingo).

R. Service Animals

As posted on all school grounds, only service animals are allowed on school property. Personal pets are not allowed. The use of emotional service animals (ESA) at school is regulated by the Americans with Disabilities Act (ADA), so therefore the ESAs should be registered service animals. The ESAs should be adequately trained, and the organization or owner must certify the ESAs as appropriately vaccinated. Some students fear dogs or are allergic, therefore students must go to them in a barricaded area outside on campus, they may not enter classrooms.

S. Amplified Sound

Sounds System used for school sponsored games and events only. AUSD does not provide Sound Systems for external groups.

T. Footwear

Only non-marking footwear and Board approved equipment will be allowed for gymnasium use.

U. Equipment, Tools, or Furnishings

No District equipment, tools, or furnishings, located in or about facilities, may be utilized without first seeking written approval from the District at the time of application. All organizations and/or participants must have prior approval from the Maintenance, Operations, and Facilities (MOF) Department before using any type of equipment or power tool. Examples include ladders, skill saws, drills, forklift, scissor lift, boom lift, motor vehicle, etc.

If facility equipment is set up, it must be for the type of equipment and quantity specified on the approved facility rental permit. All equipment and furnishings approved for use shall be utilized only in the manner for which it is expressly intended. Any equipment, tools, or furnishings belonging to the applicant needs to be removed by the end of the event.

V. Post-Event Adjustments

Adjustments will be made for additional costs incurred or refunds for actual custodial costs based on information gathered from the on-site custodial and/or kitchen staff. In addition, applicants will be billed for any damage or vandalism caused by their use of the school facilities.

W. Supervision

All organizations or groups involving children under the age of eighteen seeking use of school premises must always have adult sponsorship and supervision.

X. Permit Transfers

Allowing the use of District property by another entity or group during your permitted time is prohibited.

Y. Automatic External Defibrillators (AEDs)

District facilities are equipped with AEDs. We encourage all renters to confirm the location of AEDs in the facility they are renting. AEDs are typically located near gyms.

Please refer to the district website for locations of all AEDs in Section XIII.

VII. Schedule of Fees – Facilities

Schedule of Fees - Facilities

(as of July 1, 2025)

Group 1: (No Cost)	Group 2: (Custodial & Trash Only)	Group 3: (Facility Costs & Direct Costs)	Group 4: (Facility Costs & Direct Costs)	Group 5: (Facility Costs & Direct Costs)
All AUSD Departments & School Sites, Clubs & Unions	AUSD Approved Partners: AEF, Boosters, PTAs/PTSAs	Alameda Non-Profits: AYB, Dance Troops, Scouts, Etc.	Non-Alameda Non-Profits: Day Camps, YMCA, Etc.	Fair Market

Facility Costs	Group 1	Group 2	Group 3	Group 4	Group 5
Classroom			12.58	12.58	34.30
Court (Tennis)			6.98	6.98	15.16
Court (Basketball - Encinal HS)			17.93	17.93	35.87
Field (Baseball - Encinal HS)			29.17	29.17	58.28
Field (Soccer - Lincoln & Wood)			29.17	29.17	58.28
Field (Softball - Alameda HS)			29.17	29.17	58.28
Gymnasium (High School)			46.66	46.66	105.00
Gymnasium (Middle School)			29.17	29.17	73.34
Locker Rooms			11.65	11.65	29.17
Media Center			17.16	17.16	40.06
Multi-Purpose Room/Cafeteria			22.22	22.22	52.50
Parking Lot			5.82	5.82	17.49
Track (Encinal HS & Wood)			29.17	29.17	58.28

Direct Costs (minimum 2 hours)	Group 1	Group 2	Group 3	Group 4	Group 5
Utility Fees (water/electricity/gas)			2.75	2.75	2.75
Custodian on duty		43.87	43.87	43.87	43.87
Custodian is not on duty*		61.59	61.59	61.59	61.59
Custodian Sunday/Holidays*		79.85	79.85	79.85	79.85
On Call/Emergency		Up to 220.00	Up to 220.00	Up to 220.00	Up to 220.00
Trash Removal Fee		Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees

**Note: A charge for time it takes custodian to set up and cleanup will be added to the minimum 2-hour fee and custodial service charge. Due to salary increases, custodial costs are subject to change without notice.*

VIII. Schedule of Fees - Kofman Auditorium:

Schedule of Fees – Kofman Auditorium

(as of July 1, 2025)

Group 1: (No Cost)	Group 2: (Custodial & Trash Only)	Group 3: (Facility Costs & Direct Costs)	Group 4: (Facility Costs & Direct Costs)	Group 5: (Facility Costs & Direct Costs)
All AUSD Departments & School Sites, Clubs & Unions	AUSD Approved Partners: AEF, Boosters, PTAs/PTSAs	Alameda Non-Profits: AYB, Dance Troops, Scouts, Etc.	Non-Alameda Non-Profits: Day Camps, YMCA, Etc.	Fair Market

Facility Costs	Group 1	Group 2	Group 3	Group 4	Group 5
Kofman Theater – Rehearsal/Storage			150.47	150.47	195.66
Kofman Theater – Performance			225.60	225.60	293.46
Patton Gymnasium			47.29	47.29	106.40
Main Gym – Locker Rooms			11.82	11.82	29.55
Parking Lot – Walnut Street			5.90	5.90	17.72
Audio/Visual Equipment			55.64	55.64	103.25

Direct Costs (minimum 2 hours)	Group 1	Group 2	Group 3	Group 4	Group 5
Utility Fees (water/electricity/gas)			2.58	2.58	2.58
Kofman Custodian		61.59	61.59	61.59	61.59
Kofman Custodian Sunday/Holidays*		79.85	79.85	79.85	79.85
Tradesperson Utility Consult		118.80	118.80	118.80	118.80
On Call/Emergency		Up to 220.00	Up to 220.00	Up to 220.00	Up to 220.00
Trash Removal Fee		Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees

**Note: A charge for time it takes custodian to set up and cleanup will be added to the minimum 2-hour fee and custodial service charge. Due to salary increases, custodial costs are subject to change without notice.*

IX. Kofman Auditorium Rules & Requirements

- A. All auditorium hallways, doors, and exits must remain free of persons, equipment, and debris to ensure safety and access.
- B. No food or drink allowed in auditorium or adjoining spaces at any time.
- C. The following is prohibited in Kofman Auditorium and adjoining facilities:
 - a. Use of tape or any kind of adhesives
 - b. Driving nails, hooks, screws, or tacks into any part of the premises
 - c. Affixing anything to walls, windows, doors, woodwork, curtains, beams, ceilings, chandeliers, or furniture
- D. Stage Lighting and Sound Equipment are available for use by AUSD for an additional fee. However, if rented externally. The vendor must coordinate utility needs through MOF Department, Facilities Rentals.

X. District Use of Rental Fees

Rental fees are used by the District to provide for the direct costs associated with helping to ensure the facilities are available to community users and to supplement the Maintenance, Operations, and Facilities (MOF) budget.

XI. Long Term Relationships

Many community groups have used District facilities for years. In addition to applying for facility use through the regular request process, these users have often enjoyed a long-term, informal relationship that has enabled them to make additional investments at District schools. Some investments have been durable (e.g., facility maintenance projects), while others have been periodic (e.g., sport fields maintenance).

To better define the relationship between the District and long-term community user groups, the District will be documenting the relationship between these groups and the District through a series of Memoranda of Understanding (MOU) or licensing agreements.

XII. Questions/Contact Information

Maintenance Operations & Facilities Department: (510) 337-7090 or rentals@alamedaunified.org

XIII. Insurance Sample of required limits and verbiage required for a Facility Use Permit.

Insurance Requirements

Certificates of Insurance and Endorsements must include the following:

The General Liability certificate of insurance (COI) (Acord 25 or similar form) is to be issued by the third party's insurance company or broker (Producer), which reflects the District as the Certificate Holder and include the Official AUSD address.

Certificate Holder Information:

Alameda Unified School District
2060 Challenger Drive
Alameda, CA 94501

1. Does the COI reflect the correct name of the insured?
2. Does the COI cover the dates of the event/contract? Coverage must be in force for the complete term of the contract. If the coverage(s) expire during the term of the contract, the District must receive a new COI and Additional Insured Endorsement at least ten (10) days prior to the expiration of the policy(ies).
3. Is/are Insurer/Insurers Affording Coverage maintain/maintaining an A or better rating with A.M. Best? A.M. Best's financial strength rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance, and business profile.
To look up an insurer's financial rating, please go to www.ambest.com. Go to Advanced Search under "Ratings & Analysis". You may search by insurer's name or by NAIC #. Once the insurer name or the NAIC # is inputted, click on search and the financial rating should appear.
4. Does the COI include policy numbers and not TBD?
5. Does the COI have the Commercial General Liability and Occurrence boxes checked? Does the COI have "Any Auto" under Automobile Liability checked? Does the Workers' Compensation box have "Statutory Limits" checked and \$1,000,000 limit for Employer's Liability for "Each Accident", "Disease - Each Employee", and Disease - Policy Limit"?
6. Description of Operations: A brief description of the event or activity, location, and dates if at all possible.
7. Signature of Producer's/Broker's Authorized Representative must be reflected on COI.
8. An endorsement is to be issued, specifically naming Alameda Unified School District as **Additional Insured** with respect to the insured's general liability policy. The policy number on the certificate of insurance must match the policy number on the endorsement (If Blanket Additional Insured Endorsement is not provided).

Primary wording for endorsement (May not be included if Blanket Additional Insured Endorsement is provided):

Except for Worker's Compensation Insurance, Alameda Unified School District, its trustees, employees, and agents, the State of California, are named as Additional Insured under all policies per terms of the attached endorsement(s) and as required by a written contract.

30 Day notice of cancellation, except 10-day notice for non-payment of premium applies per policy provisions.

Required Limits:

The District has the right to re-evaluate the following limits to determine whether they are suitable based on the nature of the event and/or activity/contract.

General Liability:

\$1,000,000 minimum limit per occurrence

\$2,000,000 minimum general aggregate

Automobile Liability:

Personal transportation vehicles that are driven onto and parked on school property California State minimum requirements for private passenger vehicles:

\$15,000 injury/death to one person

\$30,000 injury/death to more than one person

\$5,000 damage to property

Workers' Compensation and Employers Liability:

Proof of Workers' Compensation coverage with statutory limits is required if the vendor/consultant has employees.

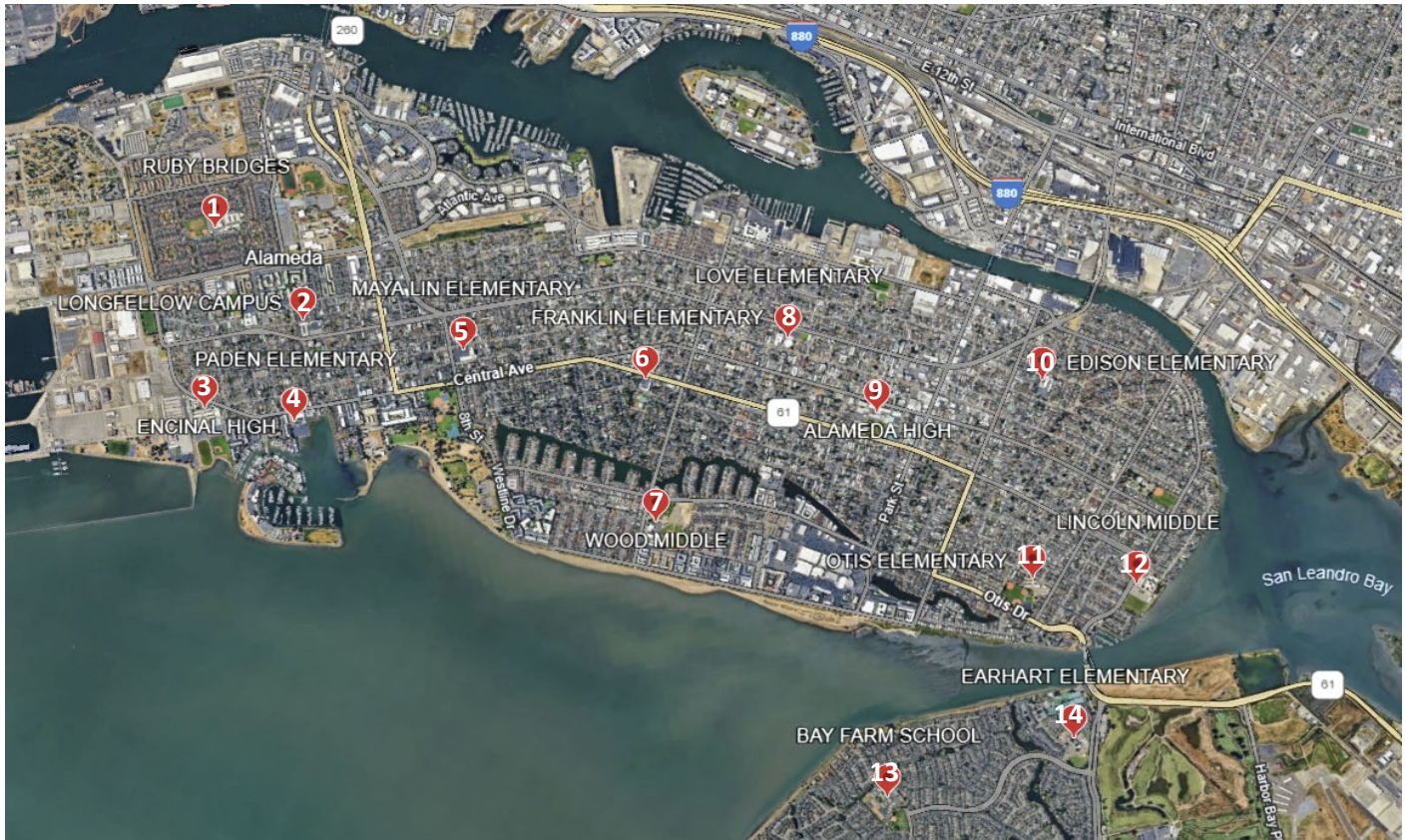
Employer's Liability

Each Accident: \$1,000,000

Disease - Each Employee: \$1,000,000

Disease - Policy Limits: \$1,000,000

XIV. Map of School Sites



- | | |
|---|-------------------------|
| 1. Ruby Bridges Elementary School | 351 Jack London Avenue |
| 2. Longfellow Campus (Island/ACDC) | 500 Pacific Avenue |
| 3. Encinal High School | 210 Central Avenue |
| 4. Paden Elementary School | 444 Central Avenue |
| 5. Maya Lin Elementary School | 825 Taylor Street |
| 6. Franklin Elementary School | 1433 San Antonio Avenue |
| 7. Wood Middle School | 420 Grand Street |
| 8. Love Elementary School | 2025 Santa Clara Avenue |
| 9. Alameda High School/Alameda Adult School | 2201 Encinal Avenue |
| 10. Edison Elementary School | 2700 Buena Vista Avenue |
| 11. Otis Elementary School | 3010 Fillmore Street |
| 12. Lincoln Middle School | 1250 Fernside Boulevard |
| 13. Bay Farm School | 200 Aughinbaugh Way |
| 14. Earhart Elementary School | 400 Packet Landing Road |

Appendix 1 - General Events Checklist & Special Events Requirements

General Events Checklist:

The following can be used as a guideline for items that may need review before approval of a permit.

- ☐ Organization: Category:
 - o 1_____ 2_____ 3_____ 4_____ 5_____
- ☐ Approval:
 - o Through the Site Administrator (Principal, Director, etc.)
- ☐ Signed Acknowledgement Receipt
 - o Signed, dated and filed prior to permit approval.
- ☐ Full Event Title & Description
 - o Flier and/or Advertisement attached?
 - o Charging Entrance and/or Participation Fees?
- ☐ Rental & A/V Items
 - o Tables, chairs, extension cords, carts, etc.
 - o Speakers, microphones, screens, projector, docu-camera, etc.
- ☐ Insurance:
 - o COIs and Additionally Insured Endorsements must meet AUSD limits and verbiage.
- ☐ Vendors:
 - o Who? How many?
 - o What type?
 - Serving Food?
 - ☐ NO Cooking, NO Food Trucks, No Grills or cooking on sidewalks around facility grounds.
 - ☐ Are you selling, giving away or sampling food at this event (including pre-packaged goods and drinks)?
 - ☐ If yes, do you acknowledge that you must obtain the appropriate permits through the Alameda County Department of Environmental Health?
 - ☐ Do you additionally acknowledge that these requirements come from the County, not the District, and that you as users are responsible for following these regulations and independently providing all necessary set-up as required by the County permit, including but not limited to tents, electricity, water, etc.?
 - ☐ More information can be found here: <https://deh.acgov.org/operations/>
 - Entertainment? What kind?
 - ☐ Delivery/Pick-Up requirements
 - ☐ Set-Up/Usage space needs
 - ☐ Utility usage? Connected to AUSD site? Voltage/Amperage/Wattage?
 - ☐ Electrical: Interior and/or Exterior?
- ☐ Decorations:
 - o Fire Retardant Materials? Per CA fire labeling and requirement specifications?
 - o How is it hung? Fishing line? Painter's tape?

- Fire code safe electrical cords?
- ☐ Trash:
 - 3-way refuse containers and signage to be used?
 - Dumpsters needed? Ordered? Drop-Off/Pick-Up dates?
- ☐ Parking:
 - Received AUSD parking standard prior to payment.
- ☐ Equipment:
 - What type? Requires an Operator?
 - Certifications
 - Safety Plan/Emergency/First Aid
 - Names of Operator(s), Subcontractor, Machinery used.
- ☐ Payment:
 - Received prior to permit?
 - Posted in Event Manager?
 - Submitted to Fiscal (with Director's signature?)
 - need to track internal event custodial hours.

Special Events Requirements: Fire and Life Safety Guidelines for Special Events

Indoor Events

- Plans shall be submitted to the Alameda Unified School District, Maintenance, Operations, & Facilities (MOF), for review and approval at least 60 days in advance of the event. The plans (indoor and outdoor) should include a scaled floor plan showing emergency exit route, corridors, aisles, location of fire extinguishers, location of fire alarm call boxes, emergency lighting sources, main power switch, and general party areas and decorations.
- Assign an on-site person and alternates that will call 911 in the event of an emergency. Provide these names to AUSD MOF.
- Assign an on-site person, and alternates, to supervise evacuation of the building, pulling fire alarms, etc., in the event of a fire. Provide these names to AUSD MOF.
- One adult at every exit location should have a working flashlight, cell phone, and fire extinguisher.
- Do not exceed the Maximum Allowable Occupant Load numbers that are posted inside the assembly area.
- Make sure all exits are always maintained clear and unobstructed during the events.
- Decorations shall not obstruct exits or fire protection equipment; including fire extinguishers, fire sprinklers, fire alarm pull stations, fire hose stations, or emergency lighting and exit signs.
- Decorations, wall coverings, wall treatments, drapes, etc. shall be either non-combustible or treated with a fire-retardant solution. Only fresh-cut foliage (cut on the day of the event) may be used in decorations. The chemical used shall be approved by the California State Fire Marshal's Office
- Plastic sheets and tarps shall not be used indoors unless they have been treated with fire-retardant material and approved by AUSD MOF and the City of Alameda Fire Marshall.
- Open flame devices (such as candles) are prohibited inside of buildings.
- Smoke machines or dry ice shall not be used due to the possibility of fire alarm activation and obstructing visibility.
- Extension cords, used in accordance with the fire code, shall be properly taped to the ground to reduce tripping hazards. Extension cords shall be UL approved, heavy duty, with three prong plugs and receptacles.

- Two prong cords are typically not allowed. Cords should not be plugged together to make longer cords.
- Christmas tree lights and other special lighting decorations shall be labeled to prove they were tested and approved by a recognized testing laboratory (such as Underwriters Laboratories (UL), or Factory Mutual (FM)). Lights with loose sockets, frayed or bare wires are not allowed.
- Oil-based paints shall not be used indoors. Only water-based latex paints should be used indoors.
- No storage of flammable and combustible materials on site.

Fire Retardant Decorations

- Many fire ordinances require indoor temporary decorations to be "flame retardant." Please purchase items that were commercially manufactured with fire retardant materials. Save all labels for the Fire Marshal & AUSD MOF to check.

Electrical

- The temporary electrical system should be reviewed and installed only by a qualified electrician approved by AUSD MOF.
- All electrical items should have a "UL" (or similar) electrical safety label.
- Electrical systems should be inspected for damage such as cut cables or damaged plugs.
- Electrical components should be protected from damage and installed where people cannot come into accidental contact with the equipment. Do not install electrical equipment where exposed to damage.
- Do not "daisy-chain" extension cords or plug-strips together.
- When running extension cords, provide cord protection covers and tape them down, so they do not become trip hazards.
- Identify the location of all power distribution safety shut off circuit breakers and switches.

Floor Plan

A handwritten or computer drawn floor plan shall be submitted of the event location and include event specifics. The following information shall be included:

1. The facility floor plan.
2. Location of all fire extinguishers.
3. Location of all exits and exit stairways.
4. Location of corridors, pathways, and aisles not in use.
5. Primary and secondary evacuation routes.
6. Location outside the building to assemble and stage.
7. Location of decorative displays.
8. Location of portable power equipment such as a generator.
9. Location of inflatable structures. (if approved by District Risk Management)
10. Location of controls to stop any music, audio visual special effects, and to turn on the lights in the event of a fire alarm activation or other emergency.

Brief description of individual activity areas including associated special amusement devices, audio visual and other special effects, and display of decorative materials/vegetation.

Occupancy Load

- The occupancy load for the space used shall be posted in a conspicuous location.
- At no time shall the posted occupancy load of the area be exceeded, and depending on the equipment furnishing or amusement devices, etc. the occupancy load may be reduced.

Fire Department Access

- Designated fire lanes shall remain free from any obstruction.
- Parking within fifteen feet of a fire hydrant is prohibited.
- Fire alarm panels, fire sprinkler heads, fire department hose connections, pull stations, audible and visual alarm devices, and fire extinguishers shall not be obstructed from view or operation.
- Maintain a minimum of a three feet clearance around any fire hydrant.

Exits

- Exits and exit pathways shall not be obstructed.
- Roping or chaining exit doors closed is prohibited.
- All means of egress shall remain free of obstruction.
- Tripping hazards in the path of travel shall be removed.
- Decorations shall not obstruct any exit. Exit enclosures, stairwells, and corridors shall be kept free of obstruction, combustible materials, tables, displays, and decorations.
- Occupants shall not travel underneath any suspended decoration while traveling to or in an exit egress.
- All exit signs shall be illuminated and clearly visible.
- Emergency lighting shall be operational.

Decorations

- Decorations shall not obstruct or hang from any fire protection devices (fire sprinkler system, emergency lights and/or fire alarm).
- Decorations shall not obstruct or hang from any exit signs or means of egress. Decorations hung on the wall shall not cover more than twenty percent of the wall and ceiling.
- Decorations suspended near walls (such as curtains) shall meet the flame propagation testing evidenced through an approved test report and must be independently supported. This report must accompany the facility permit application and available on site at the time of inspection.
- Furnishings, contents, and decorative materials that pose an extreme fire potential (such as hay bales, dry vegetation, foams, etc.) shall be prohibited.

Safety

- All light strings, lighting decorations, extension cords and electrical appliances shall be tagged with a UL or FM rating.
- Extension cords shall be intact and free from exposed wire, shall not be plugged together to make them longer.
- Extension cords shall be taped down to minimize tripping hazards.
- Multi-plug adapters shall not be used, with the exemption of UL listed approved surge protection devices.

Open Flames

- Candles, lanterns, pyrotechnics (fireworks) and any open flame devices are prohibited in any building.
- Sky lanterns are prohibited from use.

- Smoking is prohibited from use.

Special Effects, DJ's And Air Structures

- All music and audio-visual special effects shall be turned off in the event of a fire alarm activation or emergency.
- Smoke machines or dry ice shall not be used due to the possibility of fire alarm activation and obstructing visibility.
- Inflatable amusements (bounce house, moon walk, slides, or obstacle courses, etc.) are not allowed.