



CATEGORY: **Business & Operations Department**
SUBJECT: **Use of School Facilities**

A. PURPOSE AND SCOPE

The Governing Board 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.

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.

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

1. Encourage and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and 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 school work

Fees

The Board authorizes the use of school facilities without charge by nonprofit organizations, clubs or associations organized to promote youth and school activities. These groups include but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school community advisory councils. When such use occurs during other than normal custodial working hours or causes extended hours, direct custodial extended hours, direct custodial costs will be charged.

Other groups requesting the use of school facilities under the Civic Center Act shall be charged direct costs for custodial/supervisory and utility use costs.

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 purpose or for the welfare of the district's students. (Education Code 38134)

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy 1330 (see attached) AR 1330 (a) – (h) and Ed Code 38133.

C. GENERAL

USE OF SCHOOL FACILITIES

Application for Use of Facilities

Any persons applying for the use of any school facility or ground on behalf of any society, group or organization shall present written authorization from the group or organization to make the application.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

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

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. Other purposes deemed appropriate by the Governing Board

Application Procedures:

1. All applications from outside organizations for the use of school premises shall be made on official forms provided by the district. School principal or designee has approval authority for free use. All other usage (including use of the kitchen) must be approved by the Assistant Superintendent of Business or his/her designee.
2. All applications must be accompanied by a proof of insurance form. Applications will be considered incomplete without this document.
3. All applications should be made at least **TWO WEEKS** in advance of the first date requested. Late applications may be denied.
4. Multiple requests by one applicant for the use of a single facility should be made on one application form. School sites may limit the number of use applications per form.
5. A contract between the applicant and the district will be required for district reimbursement costs in multiple month contracts.
6. Any person applying for the use of school property on behalf of any group shall be a member of such applicant groups, and unless he is an officer of such group, must present written authorization from such applicant group to make such application.
7. The use of classrooms by any group is declared to be an interference with the educational program and will not be allowed unless (1) a vacant classroom exists or (2) an unusual need exists and other facilities will not satisfy the need and the principal or designee of the school agrees that such use will not interfere with the educational program.
8. During the regular school year the application forms shall be obtained at the school where the facilities to be used are located and shall be completed by the applicant with the aid of the district employee immediately in charge of the school facility. All questions and blanks on the application form must be filled in. Incomplete applications may not be approved.
9. Completed forms shall be left with the site principal or designee. Applications qualifying for free use are approved by the principal or designee at the school involved. A copy of the application, along with the proof of insurance should be forwarded to the Assistant Superintendent of Business. On applications for cost use, the principal or designee will indicate on the form whether or not the facility is available at the time requested and forward the application to the Assistant Superintendent of Business for approval and completion of contract. The Assistant Superintendent of Business will notify the school site principal or designee of the status of the application within three working days of receipt of the application.

10. Upon receipt of notice that an application has been approved for use by a non-school agency, the site principal or designee shall designate a regular employee to open the building, be in charge during the use, and to close the building after the use. The school district employees in charge of the building or grounds, within or upon which any meeting may be held is empowered to take all necessary means to enforce these rules.
11. When free use is granted, no personnel are furnished by the Board except the custodian in charge within the custodian's normal work hours. All other personnel requested by the organization are to be paid for by the organization. There shall always be a school custodian on duty when school facilities are being used by outside groups, unless an exception is granted by the Board to this requirement. When an exception has been granted, the group is responsible for proper cleaning, etc., so the facility is left clean and ready for use. It shall be the duty of the head custodian to see that these rules and regulations are enforced and report any violations to the principal or designee.
12. In the event of a change of plans, notice of cancellation should be given to the principal or designee five (5) business days before the date of intended use.
13. All applications will be approved for specific rooms and for specific hours, to be designated by the school district. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not utilized by members of their group and that the premises are vacated as scheduled.
14. The approved application should be shown by the group using the facility, when requested.

Payment for Use of Facility

1. A Schedule of Fees for the Use of School Facilities shall be established by direction of the Board and are subject to change.
2. Fees will be paid in advance unless other arrangements have been made with the Assistance Superintendent of Business.
3. Should district employees be required to work longer than scheduled on the approved application, the applicant will be invoiced for the additional overtime and costs involved.
4. All required fees shall be paid by money order or check, payable to the district, and delivered to the principal or designee's office prior to use of facility. The principal or designee's office will forward these fees to the Business Office for processing.
5. Failure to make prompt payment, where a charge has been made by district, shall be grounds for denying future applications of the group failing to make such payment.
6. If paying by check and the check is declared "non-sufficient funds", then the using organization can be assessed a fee not to exceed \$30.00 and must make future payments by money order only.

Authority for Approving Use of Facilities

The principal or designee assigned to a school has full responsibility for supervision and management of all property of that school. He/she is authorized to assign use and occupancy of the property without charge for meetings of groups qualifying for free use under the provisions of the Civic Center Act, provided that such meetings are not inconsistent and do not interfere with the use of the property for school purposes.

General Rules:

1. Proof of insurance is required for all organizations using the school facilities. For organizations not included on the list of Civic Center use, an additional Insured Endorsed is required naming the district, its directors and officers, agents, servants, and employees. Any individual, group or organization using school property for other than Civic Center purposes shall hold the school district, its Board, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, liability, cost, or expense that may arise during or be caused in any way by such use or occupancy of school property. School property shall be protected from any damage or mistreatment and permittees shall be responsible for the condition in which they leave the school building.
2. Any breakage, damage, or loss of the district property shall be paid for by the organization making the application, even though such loss was caused by a person or persons not officially belonging to the group. Cost shall be established by the principal or designee and a proper invoice submitted to the responsible organization. Failure to pay for such damage promptly may be grounds for refusal of future applications.
3. Groups must observe the ordinary rules of cleanliness and shall not leave any facilities used littered with paper or trash.
4. All requests for use of school premises shall be denied where the proposed use is inconsistent with the proper and regular use of the facilities.
5. Any use contrary to or in violation of any law, or of these rules and regulations shall be grounds for cancellation of the permit and for removing the user from further use of facilities of this district.
6. All meetings and functions should close by 10:45 p.m. and all members of the group should vacate the premises no later than 11:00 p.m. If a clean up period is required, it should be scheduled so that it is completed and the building can be locked at 11:00 p.m.
7. **SMOKING IS NOT PERMITTED ON SCHOOL GROUNDS. Littering the building or grounds shall be sufficient cause for denying future application. Organization will be billed for damage caused by smokers.**
8. **There shall be no abuse of school personnel, profane language, quarreling, fighting, gambling, or use of intoxicants or narcotics in or about the school buildings or premises. Violation of this rule shall be sufficient cause for denying future use of school premises to the organization.**

9. The number of people present shall not exceed a safe and reasonable capacity for the building. Materials used for decoration of the building must be fire resistant.
10. Persons or organizations applying for the use of school facilities or grounds shall submit a statement of information indicating that the organization upholds the state and federal constitutions and not intend to use school premises to commit unlawful acts.
11. School furniture or apparatus may not be removed or displaced by any group without permission from and under the supervision of the school district.
12. A small collection to pay for refreshments on the evening of the meeting shall not be considered a charge type meeting by the district.
13. Personnel, restrooms, or other building facilities may not be furnished by the district to organizations primarily using the school grounds.
14. All juvenile organizations or groups seeking use of school premises must have adult sponsorship and adequate adult supervision. Sponsors and supervisors of such groups must at all times exercise control and maintain a high standard of conduct with all members of the group. The school district may require a permit from local police authorities and may require the hiring of police groups for large group supervision.
15. Persons or organizations using school premises which include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved except under the direction of the district. Any additional props shall be flame proofed as required by law. No change shall be made to curtains, lights, ceiling pieces, or other equipment without prior written approval from the district. No dressing space shall be provided except regular stage dressing rooms connected with the multipurpose building and stage; nor shall access to other buildings, rooms, toilets, or lavatories other than those in the multi-purpose building or approved on the application form be permitted. The schools will not furnish storage facilities to outside organizations.
16. Any approved Application for Use of School Facilities may be revoked without previous notice where conflicting dates have resulted or where need of the property for public school purposes have subsequently developed.
17. No preparation shall be used on the floors at anytime by groups using the buildings for dancing or any other purposes.
18. School premises shall not be used by any person or group as its political campaign headquarters.
19. The school office shall assume no responsibility for mail of a non-school group and shall not permit the use of the school telephone or school mail to any such group or representative thereof.
20. Schools will not be opened earlier than called for on the application in order that decorations or special arrangements can be made. School employees are not obligated to have the building open at any time other than the time listed on the approved application.

Kitchen Use

1. If cafeteria kitchen facilities are requested, prior approval from the Assistant Superintendent Business or designee is required and, a district employee may be assigned for supervisory purposes.
2. The organization must furnish towels, sugar, cream, salt, and all other supplies necessary to carry out their activity. Soap will be furnished by the district and will be included in the rental fee.
3. Dishes, silverware, cups, and utensils shall be furnished by the organization.
4. To protect the health of the children in the district, the kitchen must always be thoroughly cleaned.
5. Use of refrigerators requires special coordination with food service manager.
6. The rules and regulations of the cafeteria must be followed in all instances.

Report of Use

The principal or designee shall complete and file with the district office, within 48 hours after use of the facility, the "Principal's Report of Use of School Facilities" form (Page 9) when there is a fee use involved and/or when the group using the facility damaged the building or equipment or left the facility in an unacceptable condition.

The school site personnel will complete a "Report of Use" form and forward it to the Business Office including any additional district costs, such as extra employee hours.

The district office will use this form to invoice the user for additional costs.

**TRAVIS UNIFIED SCHOOL DISTRICT
FACILITY USE CHARGES
2008-2009**

	CLASS I (no fee)	CLASS II (minimal)		CLASS III (rental)	
	TUSD-sponsored activities directly related to the educational program, or activities sponsored by statutorily approved youth group.	Nonprofit organizations not directly related to District's educational program, and/or net proceeds <u>are</u> expended for the welfare of TUSD students.		Organizations engaged in fund-raising or for-profit activities for which the net proceeds <u>are not</u> expended for the welfare of TUSD students.	
SCHOOL BUILDINGS		Regular	Peak time (1)	Regular	Peak time (1)
Regular Classroom	NO CHARGE	\$15.00 per hour	\$20.00 per hr	\$30.00 per hour	\$35.00 per hr
Little Theater	NO CHARGE	\$20.00 per hour	\$25.00 per hr	\$15.00 per hour	\$17.50 per hr
Computer Lab	NO CHARGE	\$15.00 per hour	\$20.00 per hr	\$30.00 per hour	\$35.00 per hr
Multi-purpose Room	NO CHARGE	\$25.00 per hour	\$30.00 per hr	\$55.00 per hour	\$64.00 per hr
Kitchen	NO CHARGE	\$20.00 per hour	\$25.00 per hr	\$30.00 per hour	\$35.00 per hr
Vanden Gym	NO CHARGE	\$75.00 per hour	\$85.00 per hr	\$150.00 per hour	\$175.00 per hr
Shubin Mini Gym	NO CHARGE	\$34.75 per hour	\$52.25 per hr	\$70.00 per hour	\$100.00 per hr
H.S. Locker Room	NO CHARGE	\$23.25 per hour	\$35.00 per hr	\$71.50 per hour	\$83.25 per hr
H.S. Gym Snack Bar	NO CHARGE	\$5.00 per hour	\$7.50 per hr	\$15.00 per hour	\$20.00 per hr
OUTDOOR FACILITIES					
Stadium	NO CHARGE	\$100.00 per hour	N/A	\$3500.00 - event (stadium & lights)	N/A
Lights	NO CHARGE	\$100.00 per hour	N/A		
Press Box Operator (if appl)	NO CHARGE	\$25.00 per hour	N/A	\$25.00 per hour	N/A
Ball Field	NO CHARGE	\$6.25 per hour	N/A	\$12.50 per hour	N/A
Practice Field –GW & Vanden	NO CHARGE	\$20.00 per hour	N/A	\$40.00 per hour	N/A
(1)	Peak time summer usage is 12-6 PM between May 1 and October 31 (higher AC electrical rates).				
(2)	Peak time winter usage is November 1 to March 31				
Note:	Custodial Fees will be charged at established overtime costs – 2 hour minimum.				

*The principal or designee has the discretion of applying utility fees only if no services are required.

Travis Unified School District

Principal's Report of Use of School Facilities

School: _____

Facilities Used: _____

Name of Organization: _____

Scheduled Use: **Date:** _____ **Time:** _____ **to** _____

Actual Use: **Date:** _____ **Time:** _____ **to** _____

Estimated Attendance on Application: _____

Actual Attendance: _____

Amount Charged Per Person or Estimate of Amount Solicited: \$ _____

This space is to be used to report any irregularities or infractions of rules and regulations of the Governing Board. (Describe in detail – list any damages; list all extra work required of employees. Was facility left clean and in good order? Was the attitude of the group cooperative?)

Principal's Signature: _____

Report to be filed with the Business Office within 48 hours after use of facility