



FCUSD

*Department of
Facilities and Planning*

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Folsom Cordova Unified School District

COMMUNITY USE OF SCHOOL FACILITIES

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HANDBOOK

Table of Contents

Permitee and District Site Procedures	2
Theater Use Policy	3
Administrative Regulation 1330	4
Procedures for Making Application for Use of School Facilities	4
Proof of Eligibility.....	4
Processing the Application.....	4
Scheduling Priorities	4
Scheduling Activities.....	5
Conduct of Activities.....	5
Use of School Property, Equipment (including Keys and Telephones), and Personnel	5
Maximum Attendance	6
Limitations.....	7
Revocation.....	7
Deposit.....	7
Insurance	7
Approval Process.....	8
Fee Schedule.....	8
Classifications.....	9

Per school board policy 1330: “The Governing Board recognizes that district facilities are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities and subject to district policies and regulations.”

Permitee and District Site Procedures

1. Permitee must create an account online with Master Schedules at <https://ca32.mlschedules.com/Login.aspx>. Permitee must complete the email activation process prior to being able to apply for a Permit for facility use. Permit requests for the Jill Solberg Theater are also submitted online and require a meeting with the Theater Production Specialist at Folsom High School.
 - Permit Requests are valid for no more than three months at each site and/or expire on the last day of the district's fiscal year, June 30. Excessive dates added may require additional fees to be assessed.
 - Permitee must submit all dates and time of use request.
 - Field Permitee must choose the accurate numbers of fields.
 - Permit Requests must be submitted at least 14 days prior to requested date(s) usage.
2. Site coordinator **PRE-APPROVES** the rental of the facility, estimates the number of custodial hours and is responsible for scheduling custodian/food service staff. Additional considerations for the site administrator in determining custodial hours:
 - Is it necessary to have a custodian or other district representative present at all times?
 - Does the rental require extra custodial setup/clean up or impact the custodian's normal cleaning hours?
 - Key control is mandatory. A non-district individual or student may not be in possession of keys to district facilities unless authorized by the Chief Financial Officer or designee.
 - The site administrator, or designee, is responsible to keep the calendar of events for their Master Schedules Facilities rental.
3. The Facilities and Planning Office prepares the invoice on estimated fees, prepares the Use of Facilities, Indemnity, and Insurance Agreement ("Agreement") and forwards the Agreement to the Permitee for signature and payment.
4. The Permitee emails to Agilson@fcusd.org, mails to the Education Services Center, 1965 Birkmont Drive, Rancho Cordova, CA 95742, or uploads to <https://ca32.mlschedules.com/Login.aspx> the signed Agreement and insurance documents prior to receiving final Permit approval. The insurance requirements are on page 6. Permits will be denied without required insurance documentation.
5. Upon verification of the payment of fees, receipt of proper insurance documents, and receipt of the signed Agreement, the Facilities and Planning Office will notify the Permitee and site administrator of the **FINAL** approval via email.
6. Permitee may cancel their event online one week prior to the event or the use of facility fee will be forfeited.
7. School custodian, food service, or other required employee(s) will complete a timecard for hours worked. Time cards are to be sent to the Facilities and Planning Office by the 15th of each month for processing. The time card **must** include the site administrator's signature and the organization's name, otherwise processing will be delayed.
8. **Payroll laws prohibit the Permitee from directly paying the required employee(s) listed in (7) above.**
9. Individuals not working in their capacity as a district employee who wish to rent district facilities must go through the normal Master Schedules process. The schedule of fees is applicable to the organization requesting the facility.

FCUSD Theater Use Policy

- Reservations for use of the Theaters are processed online.
- The theater may be reserved by outside organizations beginning **June 1** for the next school year. Permit Requests are accepted for dates ranging from September 1 of the current year through June 30 of the next year. The theater may be “dark” during the month of July.
- The theater **will not be reserved** until a Permit Request, insurance certificate with endorsement page and application fees are received by the Facilities and Planning Office.
- An applicant can reschedule **more than 90 days prior** to the reserved date with a \$100.00 postponement fee.
- Rescheduling **less than 90 days** from the reserved date is considered a *cancellation* and a charge of 25% of the total facility fee will be retained by FCUSD.
- The Theater Production Specialist or Theater Technician must be on site during all uses.
- All outside organizations **must** meet with the Theater Production Specialist at least two weeks prior to their event.
- Food and/or beverages, including bottled water, are not permitted inside the theater at any time.
- If you need internet connectivity for your event, the best practice is to bring a personal cellular hotspot as we cannot guarantee that the guest network will be able to support your technologies. In circumstances where saturation of the wireless network are a concern, FCUSD can provide one (1) Ethernet wired port that will provide internet connectivity to the renter's device. Please note that this is behind FCUSD's firewall and content filter, so websites and applications may be blocked. Coordination of testing ahead of time is imperative.
- Groups must provide a minimum of six ushers for each performance. Ushers are to be instructed to strictly enforce the **“no food or beverages inside the theater”** policy. A list of names must be provided to the Theater Production Specialist at the pre-production meeting.
- Permittee may be allowed to sell non-food items outside the lobby. Advance notice of intent to sell must be made and approved by the Theater Production Specialist.
- All stage props must be completely fireproof.
- A **\$100.00 minimum cleaning charge** will be assessed.
- There will be no outside vendors at performances without authorization from the Theater Production Specialist.
- No outside organizations will be allowed to perform during school hours without the permission of the Theater Production Specialist.
- Rental may not begin before 4:30 PM Monday through Thursday and 3:00 PM on Friday.
- No helium balloons may be used.
- **Failure to comply with any of these guidelines may result in the loss of future booking privileges.**

Administrative Regulation 1330

Folsom Cordova Unified School District
Community Relations

AR 1330
Community Use of School Facilities

School facilities shall not be available for public use under conditions or at times when use would interfere with the regular school program, or would be inconsistent with the purposes of public education.

The school principal is authorized to designate the areas at his/her school that are available and suitable for the use requested. Requests for which he/she has no suitable facility will be referred by the principal to the nearest school that can accommodate the activity. Final determination will be made at the Folsom Cordova Unified School District Facilities and Planning Office. A denial of a request for "Use of School Facilities" may be appealed to the Chief Financial Officer or designee.

Procedures for Making Application for Use of School Facilities

- A. The individual making application for use of school facilities shall be a responsible adult. In the case of an organization, the party shall be an officer, or a person duly appointed by the organization to make such an application. The application when signed and approved constitutes a contract.
- B. **Proof of Eligibility.** In determining eligibility for use by a requesting individual, organization, or agency and in determining the appropriate Use of Facilities Classification I, II or III (see page 10 for definitions), documentation may be required in the form of the organization's bylaws, the agency's charter, a listing of membership, and its financial statement.
1. If the use of school facilities without rental fee is permitted, unless the proceeds are for school or student welfare, it is understood that there will be no admission fee charged, no solicitation of funds, no freewill offering, nor sale of literature by the organization using the facilities, and that the meeting shall be non-exclusive and open to the public.
- C. **Processing the Application**
1. Approval shall not be granted which will constitute a monopoly for the benefit of any persons or organizations. No approval shall be granted for a period exceeding three (3) months unless the Chief Financial Officer or designee grants prior approval.
 2. **Scheduling Priorities**
In scheduling the use of school facilities, priority will be given in the following order:
 - a. School and student activities;
 - b. Adult Education program;
 - c. Cordova and Folsom City Recreation and Park Districts for recreational activities in their respective areas;
 - d. Other clubs and organizations eligible under Board Policy 1330 will be scheduled on a first-come-first-serve basis.
 - e. Bingo organizations meeting the criteria set forth in Board Policy 1330 (J) and the organization is one where the proceeds will be committed to the support of one or more district student activities, or where the proceeds will be donated to the Folsom Cordova Unified School District.

In scheduling the use of the Jill Solberg Theater, priority will be given in the following order:

- a. Rotation among the requesting groups from year to year.
- b. Avoidance of conflicts with school activities. For example, sporting events or dances that make use of the theater difficult due to limited parking, conflict in the use of the lobby, or noise level from school activities.
- c. Consideration given to groups that will pay for more rental days (i.e. a request for six days in one week versus two days in same week)
- d. Accommodation of a variety of groups during the year. No one group shall have exclusive use or priority over another group.
- e. If all four criteria above are equal, advantage will be afforded to organizations that operate within the encompassing (Folsom and Rancho Cordova) boundaries of the District.

3. **Scheduling Activities**

- a. **Recreation and Park District Use.** When applicable, use of school facilities for all community athletic league activities should be scheduled through the appropriate Recreation and Park District. The Recreation and Park Districts shall coordinate their activities with the school site administrator for the use of facilities and submit a completed application and schedule to the FCUSD Facilities Department. Under terms of the Joint Use Agreement, the Recreation and Park Districts assume responsibility for school property when used by their programs and shall provide supervisory personnel.
- b. Those organizations using school facilities for seasonal activities, i.e., soccer, baseball, etc., and not coordinating through the Recreation and Park Districts, shall make application for facilities use, and shall file such application with the school site administrator at least fourteen (14) days prior to the intended use.
- c. All other organizations or individuals shall file an application with the school site administrator at least fourteen (14) days prior to the intended use.
- d. Application approval shall not be given to any request in which damage to school property is likely to occur.
- e. All approvals shall terminate on the last day scheduled, but in no case later than June 30.

D. **Conduct of Activities**

1. **Supervision:** Juvenile organizations, including those activities sponsored by the Recreation and Park Districts shall have adequate supervision when using school facilities at a ratio of not less than one (1) adult per twenty (20) minors. Supervisors of such groups must at all times exercise control and maintain high standard of conduct with all members of the group.

E. **Use of School Property, Equipment (including Keys and Telephones), and Personnel**

1. **Property:** Groups must observe the ordinary rules and cleanliness and shall not leave any facility used littered with paper and trash. All decorations shall be removed at the termination of the activities. If facilities are left littered, the using organization may be invoiced for the extra cost necessary to clean the facility for school use. School property shall be protected from any damage or mistreatment, and applicants shall be responsible for the condition in which they leave school buildings.

An inspection will be made by the principal or his/her designated representative the next working day following the activity to ascertain any loss or damage, and to evaluate the care of the property. Any breakage, damage, or loss of 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. Costs shall be established by the District and an invoice shall be submitted to the responsible

organization. Failure to pay promptly for such damage shall be grounds for refusal of future applications.

2. **Equipment**

- a. School equipment may be used on the school premises at the discretion of the school principal.
- b. The use of installed or portable equipment such as scoreboards, public address systems, theater, stage and shop equipment is limited to qualified operators.
- c. No cooking or kitchen usage shall occur unless cafeteria employees are assigned the responsibilities of supervising the use and care of the cafeteria equipment.
- d. No use of Snack bar or Concession Stands equipment and facilities may be used unless valid Serv-safe trained personnel are present.
- e. School keys shall remain in the possession of authorized school district employees only (with the exception of joint-use agreement Permittees).
- f. School equipment shall not be loaned or rented to any group for use outside school premises.

3. **Personnel**

The principal may grant the use of school equipment, but specify that it must be operated by school personnel if in his or her judgment such a rule is advisable for the preservation of the proper working order of the equipment.

- a. The use of the installed or portable equipment such as scoreboards, public address systems, theater, stage and shop equipment is limited to qualified operators acceptable to the respective school principal.
- b. Cafeteria employees shall be assigned the responsibilities of supervising the use and care of cafeteria equipment when cafeteria facilities are used. Labor costs will be borne by the using agency at the overtime rate as indicated on the fee schedule.
- c. All Concession Stands/ Snack Bar use will require personnel with a Serv-safe Management certificate to be present during the use of the facility. Any users selling any unpackaged foods are required to have a Serv-safe certificate. Users can upload their certificate onto the Master Schedules platform under the Insurance Policies tab.
- d. Pool Permittees are required to supply a licensed lifeguard service when using the pool. "Lifeguard service," as used in this regulation, means the attendance at a swimming pool, during periods of use, of one or more lifeguards who possess, as minimum qualifications, current certificates from an American Red Cross or YMCA of the U.S.A. lifeguard training program, or have equivalent qualifications, as determined by the District, and who are trained to administer first aid, including, but not limited to, cardiopulmonary resuscitation in conformance with Section 123725 and the regulations adopted thereunder, and who have no duties to perform other than to supervise the safety of participants in water-contact activities. "Lifeguard services" includes the supervision of the safety of participants in water-contact activities by lifeguards who are providing swimming lessons, coaching or overseeing water-contact sports, or providing water safety instructions to participants when no other persons are using the facilities unless those persons are supervised by separate lifeguard services.

4. **Keys.** School keys required in the carrying out of any and all activities related to this regulation shall remain in the possession of authorized school district employees. School keys shall not be turned over to individuals, organizations, clubs, associations, etc., in the implementation of activities related to use of school facilities (with the exception of joint-use agreement Permittees). When access to school buildings is required for the purpose of public use, the building shall be opened, attended and closed by an authorized employee of the district.

5. **Telephones.** The school telephone is available only for emergencies and when a pay telephone is not available.
- F. **Technology.** All renters must include technology requests on the civic permit which must be submitted at least 14 days before the event.

FCUSD offers internet connectivity through the guest Wi-Fi Network, known as FolsomCordovaUSD-Guest. The Guest Wi-Fi is accessible in certain areas on FCUSD campuses. This network has security restrictions, so some websites/applications/software may not work as expected. If you need internet connectivity for your event, the best practice is to bring a personal cellular hotspot as we cannot guarantee that the guest network will be able to support your technologies.

- G. **Maximum Attendance.** The number of people present, at any activity, shall not exceed the posted occupancy for the room(s) used. This is a FIRE REGULATION.

H. **Limitations**

1. Permission granted to any group or organization for the use of school facilities does not imply approval of the objectives or the assumption of any responsibility for action of the group or organization on part of the Board of Education.
2. No use of school facilities shall be granted for any individual, society, group or organization for the commission of any act intended to further any program or movement whose purpose is the overthrow of the government of the United States or the State of California by force, violence or other unlawful means (per California Ed. Code, section 38135).
3. The privilege is renewable and revocable at the discretion of the Board at any time, and by the school administrators for non-compliance with rules and regulations.
4. No use of school facilities or grounds shall be granted which is inconsistent with the use of school facilities or grounds for school purposes or interferes with regular conduct of school or school work.
5. Any use by an individual, society, group or organization involved with or promoting of discriminatory practices.
6. The school district may require a district employee to be present and represent the interests of the district when school facilities are used.

- I. **Revocation.** District administration may revoke a Use of Facilities application either for cause or because of interference with scheduled school activities.

1. Folsom Cordova Unified School District reserves the right to cancel any reservation due to unforeseen circumstances, full refund of deposit will be made.
2. Unreasonable conduct of any participant shall be subject to immediate cancellation of facility use. Any conduct at an activity that is deemed to be offensive, indecent, inflammatory, or contrary to the best interests of the community is classified as unreasonable. The following are examples of unreasonable conduct:
 - a. Vulgar language
 - b. Quarreling
 - c. Fighting
 - d. Lewd acts or displays
 - e. Other offensive acts
3. Smoking or the use of tobacco is prohibited in any school district facility.
4. There shall be no use of intoxicants or narcotics; neither shall anyone carry intoxicants or narcotics or come onto school property in an inebriated condition.

5. Infraction of any city or county ordinance, or other district or school rule may be cause for termination of application.
 6. Any activities or practice, including the operation of motorized vehicles or carts, which may be injurious to others using the area or cause damage to the premises, is prohibited on school grounds. This does not apply to supervised golf, archery, etc, which is part of the instructional program.
 7. Any revocation may be appealed through the Office of the Chief Financial Officer or designee.
- J. **Deposit.** A refundable deposit may be assessed. This deposit shall be returned after verification with the site that the facility was left clean and in good order. Said deposit shall be returned within 15 days of the last date of usage. No deposit will be required for Classification I.
- K. **Insurance.** Concurrent with the approval of the site coordinator, Permittee shall provide the Folsom Cordova Unified School District with a Certificate of Insurance and Endorsement Page naming the district as additional insured and which meets the following minimum insurance requirements: \$2,000,000 Bodily Liability/Property Liability Combined Single Limit.
In order for a rental to be approved, the Use of Facilities, Indemnity and Insurance Agreement must be signed and dated. The District requires the insurance policy and endorsement page to be written on a per occurrence basis without aggregate limits. If a policy carries a General Aggregate limit then the general aggregate must be a minimum of four million dollars (\$4,000,000) to provide the Folsom Cordova Unified School District with proper insurance coverage.
Permittee further agrees to indemnify, defend and hold harmless the Folsom Cordova Unified School District, its officers, agents, and employees against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from Permittee's use of district facilities.
- L. **Approval Process.** Upon submission of a Master Schedules request, each site administrator will determine availability of the requested facility/room and send an approval email which will automatically forward to the Facilities and Planning Department for final approval.
Once the site approver has submitted their approval to Facilities, it will be reviewed and approval will either be granted or denied. Facility use fees must be paid prior to use. A final email approval will be sent to Permittee along with an estimated invoice, which may be subject to change based on custodial time and any unforeseen expenses. Actual hours used will also be verified by the Facilities and Planning Office with site personnel to determine if additional fees will be assessed.
- M. **Fee Schedule.** All organizations will pay an application fee and/or an hourly rate. The application fee will be a one-time charge for each field/facility used by an organization. If fees, such as tournament, admission or participation fees or donations are collected by the applicant or organization, the hourly rate and application fee will be assessed. Exceptions may be granted by the Chief Financial Officer or designee. See attached Fee Schedule.

Classifications

A. CLASSIFICATION I

The Board shall charge direct costs for the use of school facilities or grounds under its control for activities of nonprofit organizations and clubs or associations, which promote youth, and school activities. All nonprofit groups must upload to Master Schedules a copy of IRS Form 501c (Certificate of Exempt Status) and copies of the group's constitution and by-laws. These groups include, but are not limited to:

1. Community advisory councils.
2. Youth sports groups such as Little League, Youth Soccer, and Bobby Sox.
3. Camp Fire, Boy Scouts, Girl Scouts and affiliated organizations.
4. Senior citizen organizations and affiliations.
5. Other similar groups at the discretion of district administration.

Fees are to partially offset costs for supplies, utilities, custodial services, services of any other district employees and salaries paid to school district employees necessitated by the organization's use of the school facilities and grounds of the district.

Additional fees will be charged for opening and closing the facilities, if no school employee would otherwise be available to perform that function as part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as part of his/her normal duties; and the cost of services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties.

B. CLASSIFICATION II

Activities other than those specified under Classification I or Classification III shall be charged a fee at least equal to direct costs to the district. The following are examples of Permittees that fall into the Classification II fee category (but not limited to):

1. Charitable fund-raising activities which are beneficial to youth or public school activities of the district, as determined by the superintendent.
2. Activities not previously identified which do not fall within the free use or fair rental value classifications and which are included herein through subsequent Board action.
3. Churches and religious organizations which do not have a suitable meeting place may use school facilities for the conducting of religious services.
4. Private, non-school connected events such as birthday parties, reunions, celebrations, etc.

Fees are to offset costs for supplies, utilities, custodial services, services of any other district employees and salaries paid to school district employees necessitated by the organization's use of the school facilities and grounds of the district.

Additional fees will be charged for opening and closing the facilities, if no school employee would otherwise be available to perform that function as part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as part of his/her normal duties; and the cost of services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties.

C. CLASSIFICATION III

Commercial and for-profit activities shall be charged fair rental value. The following are examples of Permittees that fall into the Classification III fee category (but not limited to):

1. Organizations/groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the district or charitable purposes.
2. Commercial use shall apply to those organizations or individuals requesting to use school facilities for advertising, selling any product of service, or conducting any other type of commercial business or function. It shall be considered commercial if the publicity and/or advertising would benefit a particular person or concern in a commercial way.

A charge shall be made for the use of the school facilities or grounds, plus the cost of opening and closing the facilities, if no school employee would otherwise be available to perform that function as a part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as a part of his/her normal duties; and the cost of services, if the services are necessary and would have otherwise been performed as a part of the custodian's normal duties.

D. PARKS AND RECREATION

The District currently holds a Joint Use Agreement with the following organizations for use of district facilities at a reduced rate or no charge for Recreation and Park District activities unless otherwise stated in the Joint Use Agreement. Youth leagues and other organizations that coordinate their activities through the Recreation and Park Districts may only be subject to an application fee or an hourly rate, whichever is less.

1. City of Folsom Park and Recreation District.
2. Cordova Recreation and Park District.

E. EXEMPTIONS

School-sponsored programs, including student body activities and meetings, parent/teachers' associations, parent booster clubs, school employee organizations and school advisory councils may use district facilities at no charge except for applicable custodial time.

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