

## COMMUNITY RELATIONS

### Use of School Facilities

## **CIVIC CENTER ACT**

### **FACILITIES USE APPLICATION PROCEDURES & POLICES**

The following procedures shall govern the use of facilities throughout Central Unified School District, pursuant to BP1330 and AR 1330

Facilities Planning Dept. is charged with receiving all outside applications as well as evaluating and processing applications to determine approval.

- A Facility Use Application will be processed as follows:
  - Facility Use Application and Terms and Conditions, to be filled out by authorized applicant and submitted to the Facilities Planning Dept. at: 4605 N Polk Ave., or emailed to: [facilities@centralusd.k12.ca.us](mailto:facilities@centralusd.k12.ca.us)
    - Depending on the type of event, all requests must be submitted at least fourteen (14) business days prior to the first date of the event. If not timely submitted, we will be unable to accommodate
      - Exclusions: Events that require additional outside services or equipment or the use of the Deran Koligian Stadium; contact Facilities Department directly for details.
    - Reservation requests should only be made for the dates and times actually being used by your organization.
  - Facilities Dept. will verify that requested facility is clear for use by contacting school site.
  - Applicant will be required to submit proof of insurance to satisfy District requirements (see attached)
  - Application will be granted when all aforementioned criteria is met
    - *Applicants may only use sites for dates and times approved*
    - *Once a request is processed and approved, you will receive electronic notification from facility reservation software program. Do not assume you have final approval based only on submission of the request.*
  - All events require 50% deposit of estimated costs due seven (7) days prior to the event along with 100% for direct costs associated with equipment rental or outside services for the event. Actuals will be billed following the event and is due within fifteen (15) days of issuance of invoice. (credit cards are not accepted at this time)
  - In the event an application needs to be cancelled, the organization will receive a full refund, provided written notification of cancellation is submitted at least five (5) days prior to the event. (please note that some direct costs may be non-refundable) ALL late cancellations, or no shows, will be subject to a \$50.00 administration fee, plus any direct costs to the District.

- Requests to use the Districts facilities and fields are processed on a specified time period. Applications will be accepted on the opening date or on the first business day following the opening date (Monday-Friday). Application periods are defined as follows:

<b>Season</b>	<b>Season Dates</b>	<b>Opening Date for Requests</b>	<b><u>Closing Date for Requests</u></b>
Fall/Winter Season	Sept 1 – 3 <sup>rd</sup> Saturday of December	August 1	December 1
Spring/Summer Season	February 1 – July 31	January 2	July 15
Organized Swim Events*	First Saturday after last day of school through Saturday prior to school starting	April 1	May 15

\*Note: Organized Swim Events are Organizations or other Districts who book the facilities for a swim event(s) during the season.

#### **Specific Guidelines and Prohibition:**

- The following activities are prohibited on school grounds unless prior written authorization has been obtained: animals, motorized vehicles or cycles, skateboards, go-carts, rockets, powered airplane modes, drones, and golf practice.
- The use of tobacco is prohibited in all District facilities and on all District property.
- To possess, use, or be under the influence of any controlled substance as defined in Section 11053 of the Health and Safety Code, and alcoholic beverage, or an intoxicant of any kind is prohibited on school district property.
  - Any organization found guilty of possession will have reservation revoked and will be suspended from using District facilities or grounds for a minimum of one (1) year. The organization will have to be approved by the Superintendent, or designee, following suspension.
- No food or drink shall be consumed in any District auditorium, gymnasium, or classroom without written approval and satisfying the requirements established by the District policies.
- No outside Vendor who has not been approved by the District, is permitted in District buildings or grounds; contact the Facilities Department to obtain approved list of Vendors.
- School functions will take precedence over previously scheduled events of outside organizations. In such cases, the organizations will be notified by the Facilities Dept. via email from electronic facility reservation software program.

- All District facilities must be left as found. It is the applicants' responsibility to replace chairs and tables, all floors and grounds left free of debris and trash taken to the dumpster. Failure to do so will result in additional costs.
- The following time frames are applicable for usage of District sites based on availability:
  - **Elementary Schools:**
    - **Field Usage (pended upon season and daylight hours)**
      - Week (during school year): beginning at 5:30pm until 8:00pm
      - Weekend: beginning at 7:00am until 9:00pm
      - During Summer Break: beginning at 7:00am until 8:00pm
  - **Elementary Schools (continued):**
    - **Indoor Facility Usage**
      - Week (during school year): beginning at 5:30pm until 9:00pm
      - Weekend: beginning at 7:00am until 9:00pm
      - During Summer Break: beginning at 7:00am until 10:00pm
  - **Middle and High Schools:**
    - **Field Usage (pended upon season and daylight hours)**
      - Week (during school year): beginning at 6:00pm until 8:00pm
      - Weekend: beginning at 7:00am until 9:00pm
      - During Summer Break: beginning at 7:00am until 10:00pm
    - **Indoor Facility Usage**
      - Week (during school year): beginning at 6:00pm until 9:00pm
      - Weekend: beginning at 7:00am until 9:00pm
      - During Summer Break: beginning at 7:00am until 10:00pm
- All District facilities will be ***closed and unavailable*** for usage as follows:
  - Observed/Recognized Holidays
  - Third Saturday of December through January 31<sup>st</sup> of following year
  - During District scheduled summer maintenance
  - Other days as required due to maintenance or due to safety

*(List of closure dates can be obtained by visiting the Central Unified Website under the Facilities Department page)*

- A copy of these rules and regulations along with a copy of the approved Facility Use Schedule must be in the possession of the applicant (coach(es)) during the time of use for Central USD facilities.
  - *Anyone using the fields without authorization will be asked to leave until their proper documentation is received. Continued abuse of this could impact future usage of CUSD facilities.*



## Guidelines for Use of the Deran Koligian Football Stadium by Outside Groups

The following guidelines shall govern the use of the Deran Koligian Football Stadium by outside groups:

- The use of the stadium shall be regulated by BP 1330 (a) (b) and AR 1330 (a) (b) (c) except as defined below.
- The use of stadium by outside groups shall be limited to special events of a one time, non-recurring nature, or for a defined period with a defined termination date.
- The primary use of the stadium will be for football and soccer. Other proposed uses must be carefully evaluated and approved by the Board prior to the event.
- All use of Snack Bar Facilities requires reimbursement for staffing by a Certified District Food Service Employee(s).
- The Business Services Department is charged with receiving applications as well as evaluating applications, relative to conformance with this guideline and compatibility with the Athletic Department schedule. They will then forward the reviewed applications, with written certification of compliance, to the Business Services office for approval. All applications that are approved by the Business Services Department will be presented to the Board as information as soon as received.
- In the absence of a site administrator, the District Athletic Coordinator will be responsible for responding for schedule availability.
- In the event of questions regarding the appropriate use of the stadium, the Operational Services Department staff will maintain an active working relationship with the turf manufacturer/installer as well as other agencies which have artificial turf for purposes of consultation.
- Organizations requesting use of the facility are subject to the same rules and conditions regarding property and liability insurance, hold harmless agreements, etc. as all users of District facilities. Depending on the size and nature of the use, the District may require insurance coverage above and beyond the standard limits as defined in AR 1330.
- The standard fee for use of the stadium will be as follows:
  - For Profit Organization \$ 3,500 per day  
or 10% of gate receipts, whichever is greater
  - Non Profit Organization \$1,300 per day

- CIF Events/Non Central K-12 schools \$ 900 per day
- Fresno Police Department Fees charged at the current rate allocated by the Fresno PD; additional fee is charged for vehicle if required  
Requirements:
  - 1 officer per 500 attendees;
  - 2 officers per 1000 attendees;
  - 3 officers per 2000 attendees;
  - 4 officers per 3000 attendees;
  - 5 officers per 4000 attendees;
  - 6 officers per 5000 attendees
- Food Service Employee(s) \$ per hour

*Fees subject to adjustments required for any special or unique circumstances.*

In addition, using organizations will be required to pay the cost of District staff to supervise the event along with security costs and other costs deemed necessary by the District for the event.

Such revenue will be placed in a special account administered by the CBO, for stadium maintenance and improvement. Net proceeds will be allocated only after all expenses, including but not limited to: utilities, staff, maintenance and repairs have been deducted. The Superintendent or designee will make such determination.

All non-facility use revenue, (i.e. gate, concessions, parking, etc.) shall be placed in a District Athletic Department account and administered by the Athletic Department. Details of projected receipts shall be disclosed as part of the facility use application.

*District Initiative #1: Implement strategies to enhance the public's awareness of Central as the District of excellence and choice throughout the Central Valley and California.*

*Strategy #4: Open our schools and facilities to outside community members for public use.*

**FACILITY USE FEE SCHEDULE**

<b>FACILITY</b>	<b>NON ORGANIZATIONS</b>	<b>PROFIT FOR ORGANIZATIONS</b>	<b>PROFIT FOR ORGANIZATIONS</b>
<u>Classrooms</u>			
Elementary, Intermediate and High School	\$50		\$200
<u>Multipurpose Rooms</u>			
Elementary & Intermediate	\$100		\$300
High School	\$200		\$500
<u>Cafeterias</u>			
Elementary	\$100		\$300
Intermediate	\$150		\$450
High School	\$200		\$600
Food Service Techs			
<u>Libraries/Media Centers</u>			
Elementary	\$75		\$200
Intermediate	\$100		\$250
High School	\$150		\$400
<u>Gymnasiums</u>			
Intermediate	\$200		\$800
High School	\$300		\$1,200
Locker Rooms	\$50 ea		\$50 ea.
<u>Play Fields</u>			
Elementary, Intermediate, and High School	Adults \$25/day Youth \$25 deposit/site	cleaning	Adults \$70/day Youth \$25 deposit/site cleaning
Baseball Stadiums	\$200		\$500
CIF Event NonDistrict	\$150		
Community Team	\$150		\$300
<u>Grounds Usage - ALL</u>			
Restrooms not requested	\$25 day		\$25 day
Restrooms requested (a)	\$25/day		\$25/day
<u>Tennis Courts</u>			
Intermediate	\$100		\$200
High School	\$150		\$300
<u>Stadiums &amp; Koligian</u>			

<b>FACILITY</b>	<b>NON ORGANIZATIONS</b>	<b>PROFIT FOR ORGANIZATIONS</b>	<b>PROFIT FOR ORGANIZATIONS</b>
<u>Football/Track Field (b)</u>			
Koligian Stadium	\$1,300		\$3,500 or 10% Gate Receipts
CIF Event NonDistrict	\$900		
Kaufman Stadium	\$400		\$800
Koligian FB/Track Field	\$500		\$1,000
<u>Theatres</u>			
PAC (2hr minimum)	\$200		\$500
Hourly rate after min.	\$50		\$50
Full Day	\$700		\$1,500
Box Office	\$25 Hr		\$25 Hr
Technician (required)	\$25 hr		\$25 hr
<u>Open Swimming and Water</u>			
<u>Slides</u>			
All day pass	\$6.00		
<u>50 Meter Pool</u>	\$50/hr.		\$100/hr.
<u>District Personnel</u>			
Custodian Services	\$25/hr/wk	\$35/hr/wkend	
Food Services Technician	\$45/hr		
Grounds Services	\$25/hr		
Theater Technician	\$25/hr		
<u>Field Painting</u>			
Full Regulation Size Field	\$200/per field		
Half Regulation Size Field	\$150/per field		
Small Field	\$100/per field		

**NOTES:**

a): all field use in excess of 2 hours requires restroom access; user provided (porta-potty) or district restrooms (fees included)

b): see Koligian Guidelines on additional services and fees required

*Additional fees will be charged for CUSD personnel services, security or equipment, as required.*

Exhibit adopted: 4/10/84

Exhibit revised: 2/26/02; 9/11/07; 9/28/15; 10/18/19