



Chula Vista Elementary School District

CVESD Facility Use Guide For PTA/PTO/PTG and Community Organizations

School-related Parent Teacher Organizations (PTAs, PTOs, PTCs, PTGs, etc.—hereafter “PTA”) provide valuable resources and volunteers to schools. However, PTAs are separate legal entities, not district organizations. They carry their own liability insurance and, in most cases, have 501(c)(3) non-profit status. For facility use purposes, PTAs are considered “community” organizations.

Facility Use Requirements

Events That Must Be Entered in Facilitron

Any PTA event outside regular school hours involving students or families not normally on campus must be submitted in Facilitron. Common examples include:

- Quarterly unit meetings
- Family events (Reading/Math Nights, Fun Nights, Back-to-School, End-of-Year)
- Fall carnivals, book fairs, or fundraisers after school hours
- Breakfast events before school

Rule of thumb: Any after-school, evening, weekend, or large-scale event requires a Facilitron request.

Activities That Do Not Require Facilitron

Normal volunteer activities during office hours do not require a facility use request. Examples include:

- Preparing materials (posters, copies)
- Assisting with school-day events
- Collecting or counting fundraising funds
- Committee planning meetings during school hours

Note: If these activities extend past office hours, submit a facility use request.

Vendors and Assemblies

- During school hours: PTA-funded assemblies or services require an Independent Contractor Agreement prepared by the school.
- After-school events: Vendors must submit required insurance and permits in Facilitron.
- PTA Board members can be held personally liable if vendor insurance requirements are not met. Single-day liability insurance is available through Facilitron/JPA at a low cost.

Fees and Custodial Requirements

- Facility fees: PTAs are generally exempt from rental fees; custodial fees may apply for events outside normal work hours.
- Custodians: Required for events outside normal hours (evenings, weekends, holidays). Rate: \$64.68/hour, three-hour minimum. Principals may require additional custodial support for large events.
- Ancillary fees: PTAs are exempt.

Facility Use Checklist

Step 1: Planning

- ☐ Discuss event with principal for initial approval
- ☐ Confirm all activities are permitted
- ☐ Verify coverage with PTA insurance provider



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Step 2: Facilitron Request

- ☐ Submit request at least two weeks in advance
- ☐ Only PTA members may submit under PTA account
- ☐ Upload required documents:
 - \$1 million General Liability Insurance (district as additional insured)
 - Vendor insurance, business license, health permits (if applicable)
- ☐ Flow of approval: school secretary ☐ principal ☐ BSS (if external request)

Step 3: Safety & Supervision

- ☐ Ensure adult supervision for all activities
- ☐ Confirm prohibited activities are avoided (inflatables, dunk tanks, etc.)
- ☐ High school volunteers must be supervised

Step 4: Final Confirmation

- ☐ Verify Facilitron approval and on-site calendar
- ☐ Confirm custodial and child nutrition coverage
- ☐ Confirm all insurance/vendor documents are approved

Frequently Asked Questions

Q: Can any organization rent a school facility?

A: Yes, during non-school hours and when not in use by students or staff, at the discretion of the site administrator.

Q: What insurance is required?

A: \$1 million general liability insurance naming CVESD as additional insured with endorsement.

Q: Are fees required?

A: Fees vary by facility, staff time, and organization type (see Facility Use Rate Schedule). Custodial fees may apply outside normal work hours; PTAs are exempt from ancillary fees.

Q: Can facilities be used on weekends or breaks?

A: Yes, with custodial coverage. If no custodian is available, use may be denied.

Q: Can classrooms or fields be rented?

A: Yes, classrooms for meetings and fields for practices (availability depends on maintenance and staffing).

Q: Can fundraisers be held?

A: Yes, for non-profits. Alcohol, tobacco, and raffles/games of chance are not allowed (except state-law-approved PTA/student org activities).

Q: Are personal events allowed?

A: No. Weddings, birthdays, reunions, etc., are not permitted.