

Dr. Alejandro Alvarez
Superintendent

Angie Lopez
Agent (Director)
Facilities Planning Services



FACILITIES PLANNING is now implementing FACILITRON for all Facility Use applications!

<https://www.facilitron.com/rusd92376> (Link also on website)

**FOR MORE INFORMATION
or to obtain a Facilities Use
Request, please contact:**

**Rialto Unified School District
Facilities Planning Services**
625 W. Rialto Avenue
Rialto, CA 92376

Phone: (909) 421-7555
Fax: (909) 820-0824



Policies & Regulations

- The Facilities Planning Department is the authorized District Representative for reservation purposes. Applications for use of facilities may be obtained from the Facilities Planning Department or the school site. No photocopies of this form will be accepted.
- Application forms should be filled out completely and returned to Facilities Planning at least four (4) weeks in advance of the requested date.
- Facilities are not available on such days and during school hours when required for school use. There may be occasions when the approved use is rescinded due to school or District needs. District or site usage of facilities will always take priority.
- No liquor, narcotics, or tobacco shall be used on school premises. This includes all school grounds: indoor areas, parking lots, and stadiums. Violations will cause denial of future use of District facilities for offending organizations.
- Organizations shall be responsible for conduct of all participants at the activity of which they have made the reservation. Use privileges will be revoked if proper conduct is not maintained.
- Necessary custodial services and/or other services shall be reimbursed by the organization along with any other expenses incurred by the District.
- Juvenile or youth organizations must have adult sponsorship & supervision at all times.
- A two (2) hour minimum deposit will be required for the event. Free use of facilities is granted to certain organizations under Education Code provisions known as the Civic Center Act. In some cases, although no hourly rental fees are assessed, salary reimbursements for special needs (services of technician(s) or security; District staff to open gates or turn off alarms, clean; the provision of restroom supplies, grounds cleanup; or fee processing) may be required.
- No food or drinks may be brought in to the facilities unless special permission has been granted, and such approval noted by the Site Administrator on the Facilities Use Request.
- Any false information or misrepresentation of facts regarding the use of facilities may result in cancellation of your request and possible denial of future use.
- Reports of misbehavior or failure to follow policies and procedures may require the use of security officer(s) at future events. Costs of security will be charged to the requesting organization.
- Traffic laws are strictly enforced on all school grounds per California Vehicle Code § 21113.



Use of Facilities

Additional Conditions of Use

- All organizations are required to provide a Certificate of General Liability Insurance (\$1,000,000 per occurrence or \$5,000,000 per occurrence for pool use) naming Rialto Unified School District as an additional insured. Policy must be submitted with the application for Facilities Use unless an up-to-date certificate is already on file in the Facilities Planning Dept. The certificate must be received and approved by Facilities Planning two (2) weeks prior to the event.
- All events shall commence no earlier than 8:00 a.m. and close by 9:30 p.m. on Saturdays, Sundays, and holidays, unless special permission is secured in advance from the Associate Superintendent of Business Services.
- Custodial service (and the applicable staff hourly rate) is required anytime building facilities are in use, and the assigned custodian is responsible for verifying the organization's authority to use the facility, for making necessary arrangements to accommodate the event, for cleaning and returning the facilities to proper condition for school use, and for reporting any deviations or departures from Board regulations. The custodian is not permitted to allow access to any facilities until the director of the organization has arrived.

Policies, Regulations, and Fees



RIALTO UNIFIED SCHOOL DISTRICT
Facilities Planning Services
625 W. Rialto Avenue, Rialto, CA 92376



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A minimum deposit equal to two hours of use is required. Cancellations received less than 48 hours before event will be charged a 2-hour minimum rate. Conference rooms, training rooms, and kitchens have limited availability; call for details.



Staff Service Rates

These **hourly** rates are charged for by the District for salary reimbursement of District personnel that is required to be present at certain facilities, based on event type, facility type & use, and/or organization history.

| | |
|----------------------------------|--------------|
| Audio Visual/Lighting Technician | \$55 |
| Custodian | \$55 |
| Grounds Personnel | \$55 |
| Safety/Security Officer | \$55 |
| Scoreboard Technician | \$55 |
| Lifeguard | Current rate |

Energy Rates

These **hourly** rates are charged at the District's discretion in times when additional energy costs apply to accommodate a use (i.e. use of air conditioning in the summer or use of stadium lights).

| | |
|-----------------------------------|------------------|
| Theater (High School) | \$60 |
| Multi-Purpose Room | \$30 |
| Meeting Room/ Library | \$10 |
| Gymnasium (Middle or High School) | \$60 |
| Pool | \$60 |
| High School Stadium Lights | First hour \$120 |
| Each additional hour (Group 1) | \$30 |
| Each additional hour (Group 2) | \$60 |
| Rialto Middle School Lights | First hour \$50 |
| Each additional hour (Group 1) | \$25 |
| Each additional hour (Group 2) | \$50 |

Fee Categories

GROUP 1 (Direct Cost / Non-Profit Rental)

This reduced rate shall apply to non-profit organizations (proof of 501(c)3 status required) that charge admission fees or solicit contributions and the net proceeds are not totally expended for the welfare of the students of the Rialto Unified School District. Staff Service Rates apply on weekends and holidays.

GROUP 2 (Fair Rental Value / Commercial Use)

Use of facilities for commercial purpose shall apply to all organizations which are not qualified for classification in Group 1. All monies received may be used for purposes other than the welfare of the students in the District. Staff Service Rates apply on weekends and holidays. Examples of organizations in Group 2:

- Sports teams (adult)
- Private educational agencies & institutions
- Local businesses or industrial organizations
- Private dance clubs, karate, baton, cheer, drama
- Churches or religious organizations with a suitable meeting place holding a special event (e.g. play or concert)

FREE USE (Fees will not be charged for:)

- Any District-sponsored event
- School-sponsored groups, clubs, or athletics
- PTA/PTO or Booster Clubs
- Use by the City of Rialto (via joint use agreement)

Staff Service Rates apply on weekends and holidays.

Organization Responsibilities

By applying to use District facilities, the organization agrees to and understands the following:

- Organization will provide proof of liability insurance (\$1M per occurrence or \$5M per occurrence for pool use)
- If non-profit, organization must provide proof of 501(c)3 status
- Organization must attend walk-through with Site Administrator before the event
- Organization will not cut locks, chains, or fences, or damage equipment
- Organization may only use those facilities requested
- Any deposit must be paid ten (10) days in advance of start of event
- Site Administrator's signature on the application only verifies the availability of the facility; final authorization & approval must come the Facilities Planning Dept.
- Requests may not be submitted more than six (6) months in advance.
- Organization is required to provide trash cans for the event and remove the trash cans & any debris after the activity.
- If an outdoor activity requires the use of portable restrooms, the organization is responsible for delivery maintenance, removal, and payment of such facilities. Use of portable restrooms must be approved by Facilities Planning prior to the event.
- Facilities must be left in good condition after the event.
- Any television coverage must be authorized by Facilities Planning prior to the event.

ANY VIOLATION OF THESE RULES WILL RESULT IN DENIAL OF FUTURE USE.

Liabilities and Damages

The District reserves the right to refuse the use of facilities if the request is more than the District will be able to handle. Additionally, the following activities are strictly prohibited:

- Any activity forbidden by law or Education Code
- Consumption of alcoholic beverages or smoking
- Air rifles or pistols, BB guns, flow guns, or dart guns
- Animals of any kind
- Bows and arrows, guns, or fires of any type
- Golf, skateboards, model airplanes/cars
- Moving any site equipment (e.g. picnic tables, benches, trash cans)

HIGH SCHOOLS

| | GROUP 1 Direct/Non Profit (Hourly Rate) | GROUP 2 Fair Rental (Hourly Rate) |
|-------------------------------------|--|--|
| Theater* | \$75 | \$160 |
| Multi-Purpose Room* | \$60 | \$120 |
| Meeting Room/Library | \$25 | \$40 |
| Gym* (EHS, CHS, RHS) | \$75 | \$160 |
| Pool* (Lifeguard Required) | \$75 | \$120 |
| Stadium*^ (Synthetic Track & Field) | \$250 | \$300 |
| Baseball/Soccer Fields | \$45 | \$90 |
| Additional Hours | \$25 | \$25 |
| Tennis Courts | \$15 | \$25 |
| Basketball Courts (Outdoor) | \$15 | \$25 |
| Parking Lots (w/o Facility Use) | \$15 | \$25 |
| Outdoor Stage (Carter) | \$15 | \$25 |

MIDDLE SCHOOLS

| | | |
|---------------------------------|------|-------|
| Multi-Purpose Room* | \$60 | \$100 |
| Meeting Room/Library | \$25 | \$40 |
| Gym* (Jehue/ Kucer/Rialto) | \$60 | \$75 |
| Fields | \$45 | \$75 |
| Additional Hours | \$25 | \$25 |
| Basketball Courts (Outdoor) | \$15 | \$25 |
| Parking Lots (w/o Facility Use) | \$15 | \$25 |

ELEMENTARY SCHOOLS

| | | |
|---------------------------------|------|------|
| Multi-Purpose Room* | \$45 | \$90 |
| Meeting Room/Library | \$25 | \$40 |
| Fields | \$40 | \$60 |
| Additional Hours | \$10 | \$10 |
| Basketball Courts (Outdoor) | \$15 | \$25 |
| Outdoor Stage (Curtis) | \$15 | \$25 |
| Parking Lots (w/o Facility Use) | \$15 | \$25 |

CTE CAMPUS

| | | |
|-------------------|-----|-------|
| Kitchen/Classroom | N/A | \$150 |
|-------------------|-----|-------|



Organization agrees to pay for damages and injuries due to unsafe use or misuse of site facilities, and agrees not to hold the District liable for injuries, damages as a result of misuse of equipment, or failure to follow procedures and safety rules.

*Additional hourly fees apply. See "Energy Rates" for details.
^ (Synthetic Track & Fields as available.)

These rates are subject to change.