PERRIS UNION
HIGH SCHOOL DISTRICT

DISTRICT FACILITY USAGE MANUAL

Website.
www.puhsd.org

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School Locations

California Military Institute

755 North A Street

Perris, CA 92570

Phone: (951) 443-2731

Heritage High School

26001 Briggs Road

Menifee, CA 92585

Phone: (951) 940-5447

Liberty High School

32255 Leon Road

Winchester, CA 92596

Phone: (951) 940-5700

Paloma Valley High School

31375 Bradley Road

Menifee, CA 92584

Phone: (951) 672-6030

Pathways for Adult Life Skills

515 East 7th Street

Perris, CA 92570

Phone: (951) 943-6369

Perris High School

175 East Nuevo Road

Perris, CA 92570

Phone: (951) 657-2171

Perris Lake High School

418 Ellis Avenue

Perris, CA 92570

Phone: (951) 657-7357

Pinacate Middle School

1990 South A Street

Perris, CA 92570

Phone: (951) 943-6441

District Contacts

Perris Union High School District

District Administrative Center

Facilities Services

155 East 4th Street, Perris, CA 92570

Telephone: (951) 943-6369 | Fax: (951) 943-5160

Business Hours:

7:30 AM - 4:30 PM (Monday - Thursday)

7:30 AM - 3:30 PM (Friday)

Administrator:

Eddie Oregel, Director of Maintenance & Operations

eddie.oregel@puhsd.org

(951) 943-6369 Ext. 80271

Use of School Property Procedures

The Governing Board believes that school facilities and grounds are a vital community resource, which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related issues.

I. Purpose and Scope

For purposes of adequate administration and control, the Superintendent or designees of the Perris Union High School District (the "District") are authorized by provisions of the Education Code and the Civic Center Act to determine the availability of District facilities under his or her jurisdiction and to enforce the laws, rules, regulations, and policies. (Education Code Section 38133.)

II. Control

The Assistant Superintendent of Business Services and the Director of Facilities Services, the Superintendent's designees, shall perform the following functions:

A. Determine the eligibility of groups or organizations seeking use of District facilities;

B. Secure required signatures, information, and applications for use of District facilities;

C. Determine if the applicant is entitled to use of District facilities based upon free use, direct cost fee, or fair rental value fee;

D. Issue permits to those who qualify if the District facilities are available;

E. Notify all parties and departments concerned when permits are issued, canceled, or changed;

F. Keep adequate records of all uses of District facilities for public purposes;

G. Insist upon the observance of all rules and regulations as set forth by the Education Code, the Civic Center Act, Board Policies, and Administrative Regulations; and

H. Revoke permits and deny the use of District facilities to any group or organization when a violation of regulations occurs.

III. Eligibility for Use

The use of school facilities, or part thereof, by groups, organizations, clubs, or associations is predicated upon the adherence to the rules and regulations as set forth by the Board of Trustees. Applications from individuals will not be considered. In general, the subject matter of civic center meetings shall pertain to the recreational, educational, political, economic, artistic, or moral interests of the community. No group or organization, regardless of its character, may interfere with the educational program of the District or the schools.

IV. Scheduling Conflicts, Priority System, and Fees

A. Once an event/activity has been approved by school administration, followed by the appropriate District personnel for use of school facilities as specified on the approved application form, the requesting group or organization shall have confirmation of the approval of its application and the date and time for the specified facility. Prior to the actual confirmation and approval of the use of school facilities, the system of priorities discussed below shall be consulted. A system of priorities has been established to prevent conflicts between groups or organizations wishing to use the same school property at the same time.

B. Business Services shall make the final determination as to which group or organization may use the school facilities according to the following system of priorities:

Priority 1	Activities and programs directly related to the instructional and educational program(s) of the District and District-sponsored organizations, including student body organizations.
Priority 2	Activities related to the District's adult education instructional programs.
Priority 3	Events and activities designed to serve the school's youth.
Priority 4	Use of the facilities for cultural events and activities, supervised youth group activities, and for civic and service groups' activities.
Priority 5	Use by groups or organizations who do not qualify under the provisions of the Civic Center Act for free use or direct-cost use, but to whom the District may make facilities available for a fair rental value fee.

No group or organization shall monopolize the use of school facilities.

C. If the school facilities are needed for school purposes, any permit may be canceled at any time prior to use.

D. Permission to use school facilities will be granted as provided in Board Policy 1330 and, if applicable, in accordance with the fee schedule in effect at the time the application is approved.

E. The applicant group or organization is responsible for cleaning the facility by the closing time designated in the permit. Groups or organizations exceeding allocated times of closure will be assessed a fee sufficient to cover excess service costs, as determined by the fee schedule.

V. Safety

A. A Civic Center permit does not necessarily authorize the use of certain school equipment, nor the use of any student body equipment. Prior written approval shall be obtained from Business Services in coordination with school administration for the supervision, operation, and payment for the use of any special equipment made available. The group or organization shall note its request for arrangements to use special equipment on the application prior to its submission to the school administrator.

B. No structures may be erected or assembled on school premises, nor any extraordinary electrical, mechanical, or other equipment be used or brought thereon unless prior written approval has been obtained from Business Services.

C. Any group or organization using school facilities shall do so in such a manner that guarantees the safe operation of those facilities.

D. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, and safety laws. Groups or organizations to whom permits are issued shall assume the responsibility to ensure that all such activities carried on the property and all equipment used, placed, or distributed upon school premises shall comply with applicable state and local fire, health, and safety laws and regulations.

E. School facilities shall not be available for non-school-related users for any activity involving the use of fireworks or any other type of pyrotechnic display. This restriction is to ensure the safety of participants, bystanders, and/or neighbors due to the risk of fire.

F. School facilities shall not be available for any activity involving the use of animals of any type, kind, or size, nor is straw or hay to be used in any activity unless previously approved in writing by Business Services. This restriction is

for sanitation purposes and due to the risk of fire when these materials are present.

G. Applicants are not permitted to use any District resulting images, videos, or portions of images without written consent from the District. Photographic, filming, video production services, social media posts, graphics, pictorial, and other means of creative expression of and about any PUHSD Facility or Site are also not permitted;

H. Business Services, in coordination with school administration, reserves the right to provide campus security and/or fire protection services at users' cost for all activities held on school property when such protection is deemed necessary.

I. All draperies, hangings, curtains, drops, and all decorative materials used within or upon the school facilities shall be treated with a flame-retardant solution or process approved by the State Fire Marshal.

J. The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Perris Union High School District prohibits the possession, use, or storage of firearms, fireworks, other lethal weapons, and other dangerous instruments, as defined in law and administrative regulation, in school buildings and on school grounds. (Board Policy 3515.7)

VI. General Rules

A. School property must be protected from damage and mistreatment, and ordinary precautions for cleanliness must be maintained. The group or organization shall properly dispose of paper or trash in proper receptacles and restore the school facilities to their previous condition of order. Any breakage, damage, or loss of school property shall be paid by the group or organization that made the application for use of the facilities, even though such loss was caused by a person or persons not officially belonging to the group or organization. The cost shall be established by the Business Services Division, and an invoice shall be submitted to the responsible group or organization. Failure to pay such damage promptly shall be grounds for refusal of all future applications.

B. Any group or organization using school facilities shall be liable for any injuries that result during the time of such use. The group or organization shall bear the cost of insuring against this risk and defending itself and the District against claims arising from this risk.

The insurance coverages and limits of liability shown are the minimum insurance requirements in this Agreement. Should the User maintain

insurance policies with broader coverage and limits of liability that exceed these minimum coverage and limits requirements, those broader coverages and higher limits shall be deemed to apply for the benefit of the District, and those coverages and limits shall become the required minimum limits of insurance and coverage in all sections of this Agreement.

1. Commercial General Liability insurance of $1,000,000 minimum combined single limit ("CSL") for each occurrence, with the following required minimum limits:
    i. $1,000,000 Per Occurrence for bodily injury or property damage
    ii. $1,000,000 Per Occurrence for personal and advertising injury;
    iii. $2,000,000 General Aggregate;
    iv. $2,000,000 Products/Completed Operations Aggregate;
    v. Blanket Contractual Liability/Written and Oral coverage included.
    vi. $100,000 Damage to Rented Premises; and

2. Commercial Automobile Liability insurance may be required if your use of facilities involves the operation of any motor vehicle other than normal transportation to and from District parking lots. The District retains the right to require Automobile Liability Coverage at its sole discretion.

3. Workers' Compensation for statutory obligations and Employers' Liability insurance that meet California's statutory benefits, including Employers' Liability with a minimum liability limit of $1,000,000 per accident, $1,000,000 per employee/disease, and $1,000,000 policy aggregate/disease.

    If the applicant does not have any employees, they must submit a Workers' Compensation Exemption Form. The form can be obtained from the Business Services Division.

4. An Additional Insured Endorsement shall be included in the Commercial General Liability and Umbrella or Excess Liability policies naming Perris Union High School District, its departments, the school board, school board elected and appointed officials, administrators, principals, teachers, and all other school employees, volunteers or representatives, agents, and all persons and bodies corporate acting for or on behalf of them, as Additional Insureds, using the ISO Additional Insured endorsements CG 20 11 or CG 20 26. The additional insurance provided herein shall comply in all respects with the language contained in the ISO form that is incorporated herein by reference. When applicable, the same parties as shown above shall be included on the Commercial Automobile Liability policy using the ISO Designated Insured endorsement CA 20 48.

5. A Waiver of Subrogation Endorsement shall be included in the Commercial General Liability,, Workers' Compensation Liability, Employers' Liability, and Umbrella or Excess Liability policies in favor of Perris Union High School District, its departments, the school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, agents, and all persons and bodies corporate acting for or on behalf of them.

6. A Primary, Non-contributory Endorsement shall be included in the Commercial General Liability, and Umbrella or Excess Liability policies in favor of Perris Union High School District, its departments, the school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, agents, and all persons and bodies corporate acting for or on behalf of them.

   In addition, any group or organization using school property shall execute a Hold Harmless Agreement for the benefit of the District. Failure to provide the proper insurance documentation will result in cancellation of the event, and the application must be resubmitted.

   The Perris Union High School District reserves the right to require higher insurance limits for more inherently dangerous use of facilities, e.g., use of swimming pools.

   The Perris Union High School District does not assist any organization with insurance; additionally, insurance requirements are not negotiable, and insurance documents are required to be submitted before a facility can be scheduled. Each organization is responsible for obtaining adequate insurance. Failure to provide adequate insurance will result in the request being denied. Perris Union High School District staff will not refer any organization to an insurance broker or assist any organization with finding adequate insurance. District staff will not accept calls from insurance agents on behalf of the organization. Inadequate insurance documents are returned to the "insured/applicant" with specific instructions regarding what needs to be corrected and/or what is inadequate. It is the responsibility of the organization to update their insurance if the organization's insurance expires during their approved request.

C. Smoking will not be permitted on school property. The group or organization to whom the permit is granted shall be responsible for any damage caused by individuals violating this requirement.

D. Facility usage that involves the possession, consumption, or sale of drugs, alcoholic beverages, or restricted substances, including tobacco and E-cigarettes, is not permitted.

E. No permit to use school facilities shall be granted for longer than one school year, nor so often during any year as to afford any group or organization a real or implied monopoly.

F. All requests for the use of school facilities shall be denied when the proposed use is inconsistent with proper and regular use of the facilities or where the purpose of the meeting is immoral, obnoxious, or injurious.

G. Permits for the use of school facilities shall be for specified hours and include the group's or organization's set-up, cleanup, and performance time. Last-minute rehearsals or additional room use will not be permitted. The applicant shall not arrive before the time authorized for use of the school facilities. School employees are not permitted to open the facilities at any time other than the time listed on the approved application. It shall be the responsibility of the group or organization to whom the permit was issued to ensure that the unauthorized portions of the facilities are not used and that the school premises are vacated as scheduled.

H. Any use contrary to or in violation of any law, Board Policy, or Administrative Regulation shall be grounds for cancellation of the permit, for removing the users from the property, and may be grounds for barring such group or organization from further use of school facilities.

I. Any approved application for the use of school facilities may be revoked without prior notice where conflicting dates have resulted or where the need for the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice. Nonetheless, the District reserves the right to revoke any permit at any time, upon disclosure of facts that the facility will be used in an event/activity of an illegal or unlawful nature.

J. School facilities shall not be used by any person, group, or organization as its political campaign headquarters. In addition, no individual, group, or organization shall, at any time, post political literature on school property, distribute it on school property to students or adults, place it on school property for voluntary pickup, or place it in or on automobiles parked on school property.

K. The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. If the school is in session, the Superintendent or designee shall identify to election

officials the specific area of the school buildings not occupied by school activities that will be allowed for use as polling places.

When a school is used as a polling place, the Superintendent or designee shall provide the elections official with a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

L. No literature shall be advertised or offered for sale on school property at any meeting, except for parent/faculty association publications, unless it has been approved by the Superintendent or designees.

M. The number of people present shall not exceed the legal or specified maximum capacity for the facility, and materials used for decoration of the building must be fire-resistant. This is a fire regulation.

N. All juvenile groups or organizations seeking the use of school facilities must have adult sponsorship and adequate adult supervision. Sponsors and supervisors of such groups or organizations must at all times exercise control and maintain a high standard of conduct with all members of the group or organization. The District may require a permit from local police authorities and the hiring of police for large group supervision.

O. No person, group, organization, or activity may engage in the following, nor shall any group or organization granted a permit for the use of school facilities in the facilities authorized, including accesses thereto, walks, porches, lawns, patios, parking lots, or restrooms, or any person to engage in the following:

1. Possession or consumption of drugs, alcoholic beverages, or restricted substances, including tobacco;
2. Gambling, in any form whatsoever (including lotteries);
3. Possession or use of narcotics or drugs for purposes other than medical, and then only under the prescription of a duly licensed medical physician;
4. Fighting, quarreling, using abusive or profane language, or making noise of any kind that may be offensive to other activities or the neighborhood;
5. Any illegal or immoral activity; and
6. Use of tobacco, as specified in Board Policy BP/AR 3513.3

Violations of any of the conditions described above shall be grounds for immediate revocation of the permit for the use of school facilities and denial of

future application requests. In the event of a revocation, all persons so affected shall immediately vacate the school facilities.

P. When the permit allows the use of parking facilities, vehicles must be properly parked in designated areas only and in such a manner as to allow fire-fighting equipment clear access to all buildings and fire hydrants at all times.

Q. Only school employees are permitted to use the school office and equipment.

R. The school office shall assume no responsibility for mail for non-school groups or organizations, and shall not permit the use of the school telephone or school mail to any such group, organization, or representative thereof. The school telephone is available only to employees for official business, except in emergencies and when a pay telephone is not available.

S. School furniture or equipment may not be removed or displaced by any group or organization without permission from and under the supervision of the District employee in charge.

T. The loan of school furniture and equipment to individuals, groups, or organizations for personal or private purposes is prohibited.

U. Groups or organizations granted the use of school facilities under the Civic Center Act provisions of the Education Code may be permitted to use school equipment that requires an operator, such as motion picture projectors, public address systems, etc., provided they agree to pay all costs, including labor, to which the school may be subjected because of such use.

V. If use of school equipment is granted, it may not be used other than on school property, and then only in conjunction with the use of facilities.

W. Any group or organization using an auditorium or stage shall not disturb, move, or change any existing equipment except with the permission of the school administrator and under the supervision of the school employee who is in charge of the facility. Any stage props used must be completely fireproofed. The District, at its discretion, may request the fire department to check all stage props and to verify all certifications of fireproofing.

X. Storage of non-District-owned items on District property is prohibited except with prior written authorization from Business Services. If allowed, the group or organization shall provide to the District a complete inventory of items to be stored and proof of appropriate insurance coverage.

Y. No preparations shall be used on the floors at any time by groups or organizations using the school facilities for dancing or any other purpose.

Z. The group or organization to whom the permit is issued shall offer no gratuities to school personnel, nor shall school personnel accept gratuities from the group or organization.

VII. Kitchen Use – Library Use - Stadium Press Box Use - Theater Use

A. The use of these facilities is generally prohibited, but may be allowed when a District employee operates the specialized equipment. The cost of this additional employee will be paid by the applicant. At its sole discretion, the District may also choose to use a consultant in lieu of a District employee.

VIII. Synthetic Turf Field Rules & Usage

A. The following guidelines must be adhered to when using Synthetic Turf Fields:

1. Molded Cleats or other Athletic shoes only: Not to exceed 1/2" molded or screw cleats, as anything higher can result in increased risk for injury and/or damage to the field.
2. No sharp objects, including glass, tent stakes, corner flags, or other objects that can penetrate the surface of the field.
3. No food items, including gum and sunflower seeds.
4. No tobacco products of any kind.
5. No smoking on or around the field.
6. No sports drinks or liquids, other than water.
7. No pets or animals of any kind(other than those needed for ADA purposes).
8. The use of external heat sources is prohibited (such as heaters, ovens, camp stoves, BBQs, fire pits, etc.) anywhere in the stadium, with the exception of areas next to the concessions buildings.
9. The use of golf equipment is prohibited.
10. No motorized or non-motorized vehicles of any kind are allowed on the track or field surfaces at any time, including bicycles and wagons, unless specifically pre-approved and noted in the Facilities Use Permit.

IX. Aquatic Center/Swimming Pool Usage

A. Applicants must procure and maintain, during the course of this agreement, insurance consistent with the provisions in this section. Applicant shall provide the District with certificates of insurance and endorsements indicating Applicant holds all insurance required. Applicant will notify the District of any termination or modification of any such insurance coverage within two (2) business days of Applicant becoming aware of such termination or modification. Applicants must also obtain the following insurance:

1. Applicants must obtain general liability insurance, which covers all

bodily injury, property damage, personal injury, and other covered losses arising out of the use of the Aquatic Center. This insurance must be in an amount not less than $1,000,000.00 per occurrence and $5,000,000.00 general aggregate. The District, its Board of Trustees, and their officers, employees, volunteers, and agents shall be named as additional insureds by endorsement.

2. Commercial General Liability insurance of $1,000,000 minimum combined single limit ("CSL") for each occurrence, with the following required minimum limits:
   vii. $1,000,000 Per Occurrence for bodily injury or property damage;
   viii. $1,000,000 Per Occurrence for personal and advertising injury;
   ix. $2,000,000 General Aggregate;
   x. $2,000,000 Products/Completed Operations Aggregate;
   xi. Blanket Contractual Liability/Written and Oral coverage included;
   xii. $100,000 Damage to Rented Premises; and

3. Commercial Automobile Liability insurance may be required if your use of facilities involves the operation of any motor vehicle other than normal transportation to and from District parking lots. The District retains the right to require Automobile Liability Coverage at its sole discretion.

4. Workers' Compensation for statutory obligations and Employers' Liability insurance that meet California's statutory benefits, including Employers' Liability with a minimum liability limit of $1,000,000 per accident, $1,000,000 per employee/disease, and $1,000,000 policy aggregate/disease.

5. Umbrella or Excess Liability coverage with limits not less than $4,000,000 excess over the Commercial General Liability and Employer's Liability policies.

B. The insurance coverages and limits of liability shown are the minimum insurance requirements in this Agreement. Should the User maintain insurance policies with broader coverage and limits of liability that exceed these minimum coverage and limits requirements, those broader coverages and higher limits shall be deemed to apply for the benefit of the District, and those coverages and limits shall become the required minimum limits of insurance and coverage in all sections of this Agreement.

C. The insurance required herein and the insurance carried by the District shall not be deemed to limit the respective insured Parties' liability related to performance under this Agreement. The procuring of insurance shall not be construed as a limitation on liability of the Applicant or as full performance of the indemnification and hold harmless provisions of this Agreement.

D. An Additional Insured Endorsement shall be included in the Commercial General Liability and Umbrella or Excess Liability policies naming Perris Union High School District, its departments, the school board, the school board elected and appointed officials, administrators, principals, teachers, and all other school employees, volunteers or representatives, agents, and all persons and bodies corporate acting for or on behalf of them, as Additional Insureds, using the ISO Additional Insured endorsements CG 20 11 or CG 20 26. The additional insurance provided herein shall comply in all respects with the language contained in the ISO form that is incorporated herein by reference. When applicable, the same parties as shown above shall be included on the Commercial Automobile Liability policy using the ISO Designated Insured endorsement CA 20 48.

E. A Waiver of Subrogation Endorsement shall be included in the Commercial General Liability, Workers' Compensation Liability, ~~,~~ Employers' Liability, and Umbrella or Excess Liability policies in favor of Perris Union High School District, its departments, the school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, agents, and all persons and bodies corporate acting for or on behalf of them.

F. A Primary, Non-contributory Endorsement shall be included in the Commercial General Liability, and Umbrella or Excess Liability policies in favor of Perris Union High School District, its departments, the school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, agents, and all persons and bodies corporate acting for or on behalf of them.

G. In addition, any group or organization using school property shall execute a Hold Harmless Agreement for the benefit of the District. Failure to provide the proper insurance documentation will result in cancellation of the event, and the application must be resubmitted.

H. The Perris Union High School District does not assist any organization with insurance; additionally, insurance requirements are not negotiable, and insurance documents are required to be submitted before a facility can be scheduled. Each organization is responsible for obtaining adequate insurance. Failure to provide adequate insurance will result in the request being denied. Perris Union High School District staff will not refer any organization to an insurance broker or assist any organization with finding adequate insurance. District staff will not accept calls from insurance agents on behalf of the organization. Inadequate insurance documents are returned to the "insured/applicant" with specific instructions regarding what needs to be corrected and/or what is inadequate. It is the responsibility of the organization

to update their insurance if the organization's insurance expires during their approved request.

I. Applicants must also complete the Aquatic Center Request Form and Agreement, which will be provided upon preliminary approval for use.

J. The following Rules and Regulations outlined in the Aquatic Center Request Form Agreement must be adhered to and enforced by the Applicant and the Applicant's students/participants when using the Aquatic Center. Failure to do so will result in future usage requests being canceled or denied.

1. Children under 7 years of age, regardless of their swimming ability, must be attended by an adult at all times in the water and on the deck.
2. All children, regardless of age, who wear personal flotation devices must also be accompanied by an adult, at least 18 years old.
3. Children who are not toilet-trained or other individuals who may be incontinent must wear swim diapers or swim pants.
4. Because of deck limitations, we do not allow playpens in the pool area. Chairs as well as strollers with locking wheels are allowed, but must be placed near the fence.
5. Inflatable pool toys, mattresses, and tire inner tubes are not allowed.
6. Persons with open sores, cuts, bandages, or rashes are not permitted in the pool.
7. Do not jump or dive toward any object, including other swimmers, pool edges, or equipment. Always face forward when jumping or diving.
8. No diving in the shallow end.
9. Possession, use, or being under the influence of alcohol or any controlled substance on District property is strictly prohibited.
10. No glass articles are allowed in or around the pool.
11. No chewing gum is permitted in the Aquatic Center.
12. Concession stands are not permitted on the pool deck.
13. No running, pushing, dunking, or rough play.
14. All swimmers must wear proper swimming attire. Cut-offs and street clothes are not permitted in the pool.
15. Pets or animals are not allowed in the Aquatic Center.
16. No playing with drain skimmers or pool equipment.
17. The pool may be closed due to inclement weather, safety, necessary repairs, maintenance, sanitation, or as needed at the discretion of the District.
18. Use of the electronic scoreboard requires a technician employed by the District to operate the equipment.
19. The District reserves the right to require security personnel for any event, at the District's discretion.

K. The swimming pools are considered a Public Pool, CCR Title 22 § 65501-66503. Subsequently, CA Health & Safety Code 116028 requires that lifeguards maintain

continuous surveillance of the pool users. At a minimum, two (2) lifeguards are required at all times to help coordinate an emergency if one arises. If there are more than 50 swimmers in the Aquatic Facility, an additional lifeguard will be required for each additional 25 swimmers. Copies of current lifeguard certifications must be submitted in advance. Lifeguards shall wear swimming apparel that clearly identifies them as lifeguards to pool users.

L. The Perris Union High School District is not responsible for accidents or injuries when the aquatic facility is being used and supervised by an outside party/facility user per the Civic Center Act. The party/facility user expressly acknowledges and assumes a duty to provide adequate supervision to students/participants associated with this activity.

X. Application

A. All applications for the use of school facilities shall be submitted through our web-based Civic Center Permit System at: https://www.facilitron.com/puhsd92570

B. Upon receipt of the application, insurance documents, and other required documents for use of school facilities, the school Plant Supervisor, Administrator, or designee will determine if the calendar is open, approve the application, if appropriate, and forward it to Facilities Services for approval and establishment of charges. Please note: Failure to upload required documents at the time of the application submission may result in the delay or denial of your application.

C. If the application is approved, the applicant group or organization will be notified in writing and receive an invoice for appropriate use fees.

D. The completed application submitted to the District serves as the agreement for the use of school facilities. Therefore, the applicant group or organization shall review the Rules and Regulations of the application as well as the Board Policy and this Administrative Regulation prior to submitting its application.

E. Applications for the use of school facilities during the current academic year should be submitted at least three (3) weeks in advance of the time the use of the facilities is desired. Late applications may be denied.

F. If a change in the date or details occurs, notice must be given to the Plant Supervisor or Administrator and the District at least seventy-two (72) hours in advance of the date of intended use.

G. Applications shall be specific as to furniture or equipment needed and as to room arrangements required. If necessary, additional information giving full details shall be attached to the application. The District personnel will not be

expected to supply furniture or equipment or to do work not called for on the application.

H. Any person applying for the use of school property on behalf of any group or organization shall be a member of such applicant group or organization and, unless he/she is an officer of such group or organization, must present written authorization to represent the group or organization.

I. An authorized representative of a group or organization applying for use of school facilities shall submit a statement of information certifying, under penalty of perjury, that the school facilities will not be used for the commission of any act which is prohibited by law or the commission of any crime.

J. When an application shows irregularities, which the school administrator believes are unusual, the school administrator shall notify Business Services, which shall review the application. Business Services will notify the applicant of the time and place for an in-depth review and extend to the applicant an invitation to answer questions that may arise regarding the application.

K. No application will be approved if the activity or the school facilities applied for will in any way conflict with any school function.

L. Use of school facilities on Sundays and holidays is normally not authorized.

M. Facilities may be available for use during vacation periods if the use does not conflict with cleaning and renovating schedules and if staff are available to work.

N. The District may deny the use of or cancel any permit for the use of school facilities to anyone if the activity is discriminatory against any person because of race, creed, or color.

O. Charges shall be determined from the fee schedule effective at the time the application is approved.

Facilitron will also collect payment on Perris Union High School District's behalf. Payments can be submitted conveniently on Facilitron. Payment options include major credit cards, checks, ACH/eCheck, and PayPal. A non-refundable $25 fee will be charged for checks returned for insufficient funds.

Under no circumstances is it permissible for use of facilities fees or gratuities to be paid directly to the custodians or other school employees.

P. If additional expenses are incurred or if District employees are required to work longer than scheduled on the approved application, the applicant will be invoiced for the additional cost or overtime involved.

Q. Failure to make prompt payments, where a charge has been made by the District, shall be grounds for denying future applications of the group or organization failing to make such payment.

R. After facility use approval, Business Services may deny any application or cancel any permit when, in his/her opinion, the use may be contrary to any existing law or board policy or create a condition that may cause a disturbance or pose a safety hazard.

S. Any permit issued may be canceled at any time prior to use if the school facilities are needed for school purposes.

T. If the group or organization needs to cancel the use of the school facilities, it must notify the District as soon as possible. Unless cancellations are made within seventy-two (72) hours of the requested date, the use fee amount may be retained by the District.

U. After the application is approved, the District Plant Supervisor or designee will assign a regular employee to open the building, to be in charge during use, and to close the building after use. However, the person assigned need not be present at the exact location being used at all times.

V. Opening of the school facilities may be refused if the applicant cannot show the receipt for payment or a copy of an approved permit.

W. The District employee in charge of the school facilities, within or upon which any meeting may be held, is empowered to take all necessary means to enforce this Administrative Regulation. There shall always be a school employee to report to the Plant Supervisor any violation of this Administrative Regulation which he/she observes.

X. All permits for use of school facilities expire on June 30th of each school year and must be re-negotiated as of July 1st for subsequent use.

Fees for Use of School Facilities

Fees for the use of school facilities and grounds shall be as follows:

I. Free Use

The Board of Education will grant free use of school facilities and grounds when an alternative location is not available to nonprofit organizations, clubs, or associations organized to promote youth and school activities.

A. Free Use - (Non-Profit without Impact)
Whenever the term "free use" is used, it shall mean that the use shall be without charge of any kind. As described below, free use of school buildings and grounds is authorized for certain individuals, groups, and organizations provided such use does not cause the District to incur additional costs.

1. Community organizations shall be granted free use of facilities at a time convenient to school operations if:

   i. No admission fee or contribution is collected, or
   ii. Any admission fee or contribution collected is used for the benefit of the District's students or for welfare purposes.
   iii. Recreational youth sports league participants are not charged more than $30 per month, including registration fees, uniforms, etc., and at least 80 percent of those participating reside within the District's attendance boundaries.

2. This free use category shall apply to, but not be limited to,

   iv. District/school-related meetings or functions,
   v. School-sponsored groups or clubs, advisory councils,
   vi. PTA/PTO/PTSA,
   vii. Booster clubs,
   viii. In-service programs,
   ix. Periodic meetings of community organizations such as Boy Scouts, Girl Scouts, Camp Fire USA, YMCA, parks and recreation departments, and senior citizens groups.
   x. Recreational youth sports leagues that charge participants no more than an average of $30 per month, including registration fees, uniforms, etc., and where at least 80 percent of those participating reside within the District's attendance boundaries.

3. Public agencies, including the American Red Cross, shall be granted free use of the facilities for mass care and welfare shelters during disasters or other emergencies affecting public health and welfare.

4. Personnel costs are not included in facility costs. Personnel must set up prior to an event and clean up after the event. Personnel hourly rates apply to any additional support staff needed. The number of Custodians or Campus Supervisors will be determined by the Plant Supervisor, Director of Facilities Services, or designee. The number of additional personnel/support, including security staff, will be based on the numbers in attendance (youth/adults). These additional personnel/support staff costs must be paid by the facility user/applicant. The organization will be charged fees to cover custodial services, or services of other District employees, necessitated for the organization's use of the school facilities and grounds when:

    xi. Buildings are used during periods when custodians are not on regularly scheduled duty.
    xii. Buildings are used at a time when they are not being regularly staffed by District personnel, and it is necessary to recover District expenditures for utilities.
    xiii. Custodial services are needed prior to or at the conclusion of any event, to move furniture or make similar physical arrangements for an activity.
    xiv. Custodial or other personnel are required to be physically present on the campus or site being used for all or part of the period when the space is being used.
    xv. A Perris Union High School District-employed Technician is required to operate equipment in the Theater and/or Stadium Press Box.
    xvi. PUHSD security staff will be assigned to all events at PUHSD's discretion.

5. The following criteria must be completely met for nonprofit recreational youth sports leagues to qualify for "Free Use" of school buildings and grounds:

    i. Proof of 501 (c)(3) nonprofit status, IRS document: Official Determination Letter (note this does not apply to governmental agencies such as other school districts or city municipalities).
    ii. The facility must be reserved under the non-profit name.
    iii. Payment for use of the facility must come from the nonprofit.
    iv. All insurance must be in the nonprofit's name.
    v. Participants must not be charged more than an average of $30 per month, including registration fees, uniforms, etc., and at

least 80% of the students participating in the activity must reside within PUHSD attendance boundaries.

vi. A class or team roster must be submitted along with the use of facilities application.

vii. A copy of the organization's fee schedule listing the monthly fees charged to participants for program registration or other fees.

viii. Third-party sponsorships of an entity in order to qualify for the nonprofit rate are not permitted.

II. Direct Cost Use

In accordance with Education Code section 38134, any use of school facilities or grounds beyond those designated for free use or fair rental value will incur a fee equal to the District's Direct Costs. Additionally, when school facilities or grounds are used for religious services, the District is legally required to charge a fee that is at least equal to the Direct Costs incurred by the District. (Education Code 38134)

A. Direct Cost Fee - (Non-Profit with Impact)

Direct costs include the costs of supplies, utilities, custodial services, services of other District employees, and salaries paid to District employees necessitated by the organization's use of the school facilities and grounds.

1. The organization will be charged a fee to cover the District's direct costs, as described above, when

   i. Buildings are used during periods when custodians are not on regularly scheduled duty.

   ii. Buildings are used at a time when they are not being regularly staffed by District personnel, and it is necessary to recover District expenditures for utilities.

   iii. Custodial services are needed prior to or at the conclusion of any event, to move furniture or make similar physical arrangements for an activity.

   iv. Custodial or other personnel are required to be physically present on the campus or site being used for all or part of the period when the space is being used.

   v. Groups or clubs make use of turfed play fields for extended periods of time during the year.

2. In accordance with Education Code 38131 (b)(3), any church or religious organization that has no suitable meeting place for the conduct of the services shall pay a direct cost fee to use the District's facilities to conduct religious services for temporary periods, on a one-time or renewable basis.

3. The following criteria must be completely met for nonprofit groups to qualify for the “Direct Cost” rate:

    i. Proof of 501 (c)(3) nonprofit status, IRS document: Official Determination Letter.
    ii. The facility must be reserved under the non-profit name.
    iii. Payment for use of the facility must come from the nonprofit.
    iv. All insurance must be in the nonprofit's name.
    v. Third-party sponsorships of an entity in order to qualify for the nonprofit rate are not permitted.

III. Discounted Rates for Local Youth

To qualify for the discounted rate (50% discount for local youth organizations), the organization must hold a 501 (c)(3) non-profit status with the federal government, and the use must be for activities that primarily benefit District students or school activities. For an activity to be of benefit to District students or school activities, at least 80% of those participating in the activity must reside within PUHSD attendance boundaries.

A. The following criteria must be completely met for nonprofit local youth organizations or groups to qualify for the “Discounted Rates for Local Youth” rate:

    1. Proof of 501 (c)(3) nonprofit status, IRS document: Official Determination Letter.
        i. The facility must be reserved under the non-profit name.
        ii. Payment for use of the facility must come from the nonprofit.
        iii. All insurance must be in the nonprofit's name.
        iv. 80% of the students participating in the activity must reside within PUHSD attendance boundaries.
        v. A class or team roster must be submitted along with the use of facilities application.
        vi. Third-party sponsorships of an entity in order to qualify for the nonprofit rate are not permitted.

IV. Fair Rental Value

The Board of Education will grant the use of school facilities and grounds at a fee equal to the “fair rental value” as defined by the Education Code to organizations that are conducting entertainment or meeting activities 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 for charitable purposes (Education Code 38134).

A. Fair Rental Value Fee - (Private Community Organizations)

The fair rental value fee includes the direct costs to the District, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.

1. A fair rental value fee shall be charged for the use of school facilities or grounds to organizations that:

    i. Do not qualify under the free use or direct cost fee categories above.
    ii. Conduct their meetings for their own membership only; are local in nature; engage in recreational, educational, political, economic, artistic, civic, or moral activities; and/or
    iii. Charge admission or fees, and the funds collected are not used for charitable or welfare purposes.

2. This group category shall apply to, but not be limited to:

    i. Private dance groups,
    ii. Dog clubs,
    iii. Private educational agencies or institutions,
    iv. Local business or industrial organizations,
    v. Services clubs,
    vi. Churches with other suitable meeting places available, and
    vii. Adult sports leagues.
    viii. Youth sports leagues that do not qualify under the free use category.

3. For activities of exceptional nature when large numbers of people will attend or a substantial profit is anticipated to accrue, additional fees may be established by the Board for such use. The fee amount shall be established prior to the granting of approval and communicated in writing to the applicant.

Perris Union High School District

District Facility Usage Fees (Hourly Rates)

Effective July 1, 2025

Facility	Discount/Local Youth	Non-Profit/Direct Cost	Fair Rental Cost
Standard Classroom	$3.50	$7.00	$15.00
Multi-Purpose Room – Small	$10.00	$20.00	$40.00
Multi-Purpose Room – Large	$17.50	$35.00	$68.00
Gymnasium – Medium	$32.50	$65.00	$100.00
Gymnasium - Large	$50.00	$100.00	$125.00
Field (per field)	$3.50	$7.00	$10.00
Tennis/Basketball Courts	$3.50	$7.00	$10.00
Tennis/Basketball Courts with Lights	$8.50	$17.00	$20.00
Stadium	$30.00	$60.00	$200.00
Stadium with Lights	$55.00	$110.00	$250.00
Theater 275 Capacity	$27.50	$55.00	$115.00
Theater 500 Capacity	$32.50	$65.00	$125.00
Parking Lot (Stand-alone use)	$3.50	$7.00	$10.00
Restrooms	$2.00	$4.00	$10.00
Pool	$30.00	$60.00	$150.00

Labor Rates (*Additional OT rates may apply):	**Regular Rates:**	**Overtime Rates:**
Custodian/Grounds/AV Technician labor needs are based upon the type and size of the event and are determined solely by the District. At a minimum, one (1) custodian will be present for the duration of any usage outside normal working hours. Security/Campus Supervisors may be required based on event type, size, or need, at the discretion of PUHSD administrative staff.	$42 per hour Custodian $43 per hour Grounds $48 per hour A/V Tech $34 per hour Security	$63 per hour Custodian $65 per hour Grounds $72 per hour A/V Tech $51 per hour Security

The Stadium Press Box and Theater require a dedicated PUHSD-employed Technician to operate the equipment.

Usage of the Concession Stand, Kitchen, Library, or Locker Rooms is not permitted.

***Disclaimer: Labor rates are subject to change based on salary schedule revisions.**