Use of School Facilities

Adopted: 05/11/1967 **| Last Revised:** 06/09/2026 **| Last Reviewed**: 06/09/2026

The Board of Education believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. 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 uses.

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come first-serve basis.
As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities on those days on which the school is closed.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that:

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities

2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 Advertising and Promotion.

Fees

The Board of Education shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041.

The Board of Education believes that the use of school facilities or grounds should not result in costs to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students.

Calculating Direct Cost
Direct costs to be charged for community use of each, or each type of school facilities or grounds, shall be calculated, in accordance with 5 CCR 14038, and may reflect the community's proportionate share of the following costs:

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds.

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule.

Expending Funds Collected as Capital Direct Costs
Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds.

Use of School Facility as Polling Place
The Board may authorize the use of school buildings as polling places, or vote centers for election day. The Board may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as a polling place or vote center.

When a school is used as a polling place or vote center, the Superintendent or designee shall provide the elections official 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 Internet access available for use by local elections officials if so requested. The Superintendent or designee shall make a reasonable effort to ensure that the site is accessible to persons with disabilities.

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place or vote center.

Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Legal References:

STATE

CALIFORNIA CODE OF REGULATIONS

5 CCR 14037-14042 Proportionate direct costs for use of school facilities and grounds

BUSINESS & PROFESSIONS CODE

Bus. Code 25608 Alcohol on school property; use in connection with instruction

EDUCATION CODE

10900-10914.5 Community recreation programs

32280-32289.5 School safety plans

37220 School holidays

38130-38138 Civic Center Act; use of school property for public purposes

51860 Time and facilities for bicycle and scooter safety instruction

ELECTION CODE

Elec. Code 12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

CALIFORNIA MILITARY & VETRANS CODE

1800 Definitions

FEDERAL

UNITED STATES CODES

20 USC 7905 Equal access to public school facilities

CODE OF FEDERAL REGULATIONS

40 CFR 141.1-141.723 Drinking water standards

MANAGEMENT RESOURCES

ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 248 (1996)

82 Ops.Cal.Atty.Gen. 90 (1999)

COURT DECISIONS

Ellis v. Board of Education (1945) 27 Cal.2d 322

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

ACLU v. Board of Education of Los Angeles (1961) 55 Cal .2d 167

Cole v. Richardson (1972) 405 U.S. 676

Connell v. Higgenbotham (1971) 403 U.S. 207

CSBA PUBLICATIONS

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

WEBSITES

CSBA District and County Office of Education Legal Services https://legalservices.csba.org/#

California Department of Education http://www.cde.ca.gov/

CSBA http://www.csba.org/

Policy Adopted:	05/11/1967
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Revised:	07/05/1978 (interim basis)
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