Application for Use of Facilities

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Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Anyone applying to use school facilities shall do so as specified in district procedures and in accordance with law.

Civic Center Use

Subject to district policies and rules, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes:

1. Public, literary, scientific, recreational, educational or public agency meetings

2. The discussion of matters of general or public interest

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization

4. Child care programs to provide supervision and activities for children of preschool and elementary school age

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies

6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination

7. A community youth center

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

   A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories

10. Bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction for district students by local law enforcement, public agencies, nonprofit associations, or organizations specified in Education Code 38134

11. Other purposes deemed appropriate by the Superintendent, as an agent of the Board of Education

Restrictions
School facilities shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law

2. Any use of school facilities or grounds which is inconsistent with their use of school facilities for school purposes or which interferes with the regular conduct of school or school work

3. Any use which involves the possession, consumption, or sale of alcoholic beverages or tobacco, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative

The district may exclude certain school facilities from non-school use for safety or security reasons.

Conditions of Use
All persons using district facilities or grounds must agree to comply with the policies and rules of the district, and the following conditions:

1. All requests for community use of district facilities shall be submitted through the district's designated facility use system. No verbal agreements, side arrangements, or informal bookings shall be considered valid or binding. Applications must be submitted at least 7 days prior to the requested date.

2. Reservation of district facilities will be available in two six month blocks annually. On January 1, reservations will be open for July 1 and December 31. On July 1, reservations will be open for January 1 and June 30.

3. All applicants shall provide documentation appropriate to their user and rate category. At a minimum, each application shall include:

    a. Certificate of general liability insurance meeting district-established minimum coverage threshold naming the district as an additional insured

    b. Event description, dates, times, and estimated attendance

    c. Contact information for the designated on-site responsible party or event supervisor

    d. Disclosure of any participation fees, admission charges, or fundraising activities associated with the event

    e. Any additional documents required by the district (e.g., program materials, rosters, or proof of organizational status)

4. A facility use permit becomes valid only when the application has been approved by the district, all required documentation has been received and verified, applicable fees have been paid according to district timelines and required insurance coverage remain active through the event date. Permits are non-transferable; users may not assign, sublet or allow other organizations to use district facilities under their name or permit. Violations may result in immediate termination of the event and loss of future access privileges.

5. District facilities shall be scheduled according to the following order of priority. These priorities determine when facilities are available for use and guide scheduling decisions when conflicts arise.

    a. District Activities – Instructional, co-curricular, and extra-curricular programs conducted or overseen by the district or school sites.

    b. School Connected Organizations – Recognized parent groups, booster clubs, or contracted partners that directly support district programs under documented approval.

    c. Government Entities – Federal, state, county or municipal agencies using facilities for civic, administrative, or public-interest purposes.

    d. Community Volunteer/Open-Access Organization – Locally organized, volunteer-run programs that are open to all students or the general public at no cost to participants and are funded primarily through donations, not user fees.

    e. Community Program Providers – Nonprofit or for-profit organizations that offer programs, services or events for which participants or attendees are charged a fee, admission, or registration cost.

    f. Private or Commercial Users- Individuals, companies, or organizations conducting proprietary, restricted, or profit-generating activities not aligned with community programming

6. Every effort shall be made to grant use of the facility requested; however, for the purposes of energy conservation or other reasons, some facilities may not be available. In this event, alternative facilities will be designated and made available.

7. The district reserves the right to:

    a. relocate lower priority users to other facilities in order to accommodate district activities or the needs of higher priority users

    b. cancel any use of district facilities, at any time, for emergency reasons

    c. cancel any use of district facilities, at any time, if the facility is required for a high priority district activity, and only if the cancellation is approved by the Superintendent or designee

8. In all cases, every effort shall be made to satisfactorily accommodate users at another facility. All fees and charges shall be appropriately modified and refunds made as appropriate.

9. Fees and cost-covering charges must be paid three business days prior to use, unless otherwise excepted in a fully-executed agreement for joint use of facilities, or by the Superintendent.

10. Cancellations, except in the case of emergencies or district-approved circumstances must be made at least three working days prior to the scheduled date of use to receive a refund of fees or costs

11. Kitchen facilities, and other specialized spaces or equipment, as designated by the district, may be used. All direct and related costs shall be borne by the group using the facility.

12. All employees of the district rendering services in connection with the use of school facilities, shall be paid by the district. No money shall be paid to any school employee in the form of "tips" or "gratuities."

13. Use is confined to the area(s) named in the approved application, with access to appropriate corridor and lavatory facilities.

14. School or district equipment will not be used unless specifically authorized in the approved application.

15. No school equipment will be permitted to be removed from the facility.

16. Users may be required to comply with special conditions related to the facility. Such as only gym shoes on gym floors during active recreation activities, or restrictions on where food and beverages may be served or consumed.

17. At the discretion of the district, security may be required. This security will be provided by the district, the cost of which is to be paid by the user.

18. Authorizations to use district facilities may be revoked by the Superintendent or designee when:

    a. there is interference with regular school use

    b. there has been a violation of district policy, this rule, or conditions of use

Procedures

The Board of Education retains full authority over the use of all district facilities and grounds. The Superintendent or designee is responsible for administering this policy and may approve, deny, or revoke facility use requests in accordance with board policy.

This policy shall comply with all applicable federal, state, and local laws governing facility use, including but not limited to:

- Equal access and nondiscrimination requirements
- Statutory provisions specific to civic or community use
- Liability and safety standards applicable to public property

District personnel are authorized to verify application details, confirm user eligibility, and determine the appropriate rate category. Incomplete, inaccurate, or misleading applications may be denied, reclassified or revoked. Use of district facilities without approved permit constitutes unauthorized access and may result in suspension of privileges or financial liability for resulting costs or damages.

The district reserves the right to request supplemental information to determine appropriate classification, staffing requirements or risk level.

Users may submit a written appeal to the Superintendent or designee within 10 business days of any denial, suspension, or revocation of access. Appeals shall be reviewed based on available documentation, prior use history, and alignment with board policy intent. The Superintendent or designee shall issue a written decision within a reasonable timeframe, which shall be considered final.

Fees and Charges
The Board 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.

Community access to district facilities and grounds is encouraged when it aligns with the district's educational mission and does not impose uncompensated cost on school programs or operations.

The district shall operate its facility use program in a manner that protects instructional resources and ensures long-term financial sustainability.

Facility use fees are intended to recover the reasonable direct and indirect costs associated with such use while maintaining transparency, equity, and fiscal accountability across all user groups.

Fees and charges may be adjusted by the Board of Education at any time, without prior notice to users except as may be required by joint use agreements. Users with approved reservations for use of facilities (not joint use agreements) shall be subject to the fees and charges in effect at the time of application. All others are subject to the fees and charges in effect at the time of approval of the application.

For special events benefiting the district, or other extraordinary circumstances, fees and charges may be waived by the Superintendent or the Board of Education.

For the purposes of assessing fees and charges, users are classified as follows:

Class I – District Use
Activities directly organized, operated, and supervised by the district as part of official operations, including instructional programs, athletics, and extracurricular activities for current students. These events are covered under district liability insurance and are conducted by employees acting within the scope of their primary employment contracts.

- School Activities
- Student Associations or Clubs

Class 2 – School Connected Organizations
Recognized groups or partners operating under district oversight. Groups may be reclassified if they charge participant fees or conduct fundraising. These groups include, but are not limited to:

- PTA
- Parent Clubs
- Booster Clubs
- District-approved Foundations

No fee shall be assessed for facilities or grounds used by these groups when the facility is not closed and appropriate district personnel are otherwise on-duty, if the purpose is for regular meetings.

Special activities and functions of these groups (except regular meetings) may be subject to direct cost fees, for district personnel if not otherwise on-duty, and facility costs directly related to their use or activity. The assessment of direct cost fees will be determined by the Superintendent, executive director of operations, or site administrator.

These groups may be charged for extraordinary costs which are the direct result of their use or activity. Including, but not limited to:

- Custodial or maintenance overtime
- Utility fee
- Kitchen supervision and use
- Lifeguards
- Security
- Solid waste removal
- Supply fee
- Equipment usage

Class 3 – Government Entities

Federal, state, county, or municipal agencies conducting governmental functions. entities using school facilities or grounds for civic, administrative, or legally required public purposes. Non-profit and voluntary organizations whose official goal is to improve communities and neighborhoods through social welfare advocacy, education, and member-led volunteer initiatives. These groups include, but are not limited to:

- City Departments
- County Agencies
- Elections
- Public Meetings
- Rotary
- Neighborhood Associations

No fee shall be assessed for facilities or grounds used by these groups when the facility is not closed and appropriate district personnel are otherwise on-duty, if the purpose is for regular meetings.

Special activities and functions of these groups (except regular meetings) shall be subject to Direct Cost fees, for personnel and facility costs directly related to their use or activity.

Class 4 – Community Volunteer/Open Access Organizations (No Fee)

Volunteer-run programs that serve the public or students at no cost to participants These groups include, but are not limited to:

- Local service clubs
- Girl Scouts
- Boy Scouts
- Community outreach events

No fee shall be assessed for facilities or grounds used by these groups when the facility is not closed and appropriate district personnel are otherwise on-duty, if the purpose is for regular meetings.

Special activities and functions of these groups (except regular meetings) shall be subject to direct cost fees, for personnel, and facility costs directly related to their use or activity.

Class 5 – Community Program Providers (Fee Based)
Non-profit or for-profit organizations that offer programs, services or events for which participants or attendees are charged a fee, admission or registration cost. These groups include, but are not limited to:

- Youth sport leagues
- Enrichment programs
- Tutoring
- Camps

Activities and functions of these groups shall be subject to direct cost fees, for district personnel if not otherwise on-duty, and facility costs directly related to their use or activity.

Class 6 – Private or Commercial Entities
Individuals, business, or organizations conducting proprietary, restricted-access or primarily commercial activities not aligned with community programming. These groups include, but are not limited to:

- Private parties
- Corporate meetings
- Trade shows
- Fundraisers where the organization collects revenue

Groups providing entertainment or holding meetings where admission fees are charged or contributions are solicited and the net proceeds are not expended for charitable purposes of the district's students.

Activities and functions of these groups shall be subject to fair rental value fees, and for personnel and facility costs directly related to their use or activity.

Damage and Liability
Groups, organizations or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The district may be charged the amount necessary to repair the damages, and may deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during such use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the groups negligence when using school facilities as additional insured on their liability policies.

When permitted by law, the Superintendent or designee shall require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

The using group will return the facility to its original arrangement and condition before leaving. Extraordinary clean up by district personnel will be charged to the user.

All users of district facilities shall conduct themselves in a manner consistent with the values, policies, and legal responsibilities of a public school district. Expected conduct includes respectful behavior toward staff, students, guests, and neighbors; responsible stewardship of facilities, equipment, and grounds; and compliance with all posted rules, safety protocols, and district directives.

The possession or use of alcohol, tobacco, vaping products, illegal substances, weapons, or hazardous materials is prohibited. Disorderly, unsafe, disruptive, or discriminatory behavior is likewise prohibited. Violations may result in immediate removal from district property and loss of future access privileges.

Each approved user group shall designate an on-site responsible party or event supervisor who must be present for the entire event. The event supervisor shall maintain control over participants and spectators, ensure compliance with district policy, and serve as the point of contact in the event of an emergency, damage, or complaint. Failure to provide adequate supervision may result in suspension or revocation of use privileges.

Violations of Board Policy and Rule 1330 may result in one or more of the following actions, depending on severity and prior history:

- Immediate suspension or termination of the event
- Assessment of financial liability for damages, staff time, or remediation
- Temporary or permanent revocation of current or future facility-use privileges
- Referral to the Superintendent or Board for further action in cases of egregious misuse or repeated noncompliance

All incidents shall be documented in the district's digital facility-use system to maintain accountability and support consistent enforcement across sites.

The using group agrees to assume financial responsibility for all damages and any additional custodial or maintenance services, if required.

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/

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