

SAN LORENZO UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATIONS

Facilities

AR 7330 (a)

USE OF SCHOOL FACILITIES

Application for Use of Facilities

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)

- Encourage and assist groups desiring to use school facilities for approved activities.
- Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.
- Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.

Any persons applying for the use of school property on behalf of any society, group or organization shall be from the group to make the application.

Persons or organizations applying for the use of school facilities shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Conditions for use of District facilities are listed on the back of the permit application. Payments shall be made only to the Business Services Department of the San Lorenzo Unified School District and not to individuals at school sites.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 38131, 38132)

- Public, literary, scientific, recreational, educational or public agency meetings
- The discussion of matters of general or public interest
- The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
- Child care programs to provide supervision and activities for children of preschool and elementary school age
- The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
- 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

- A community youth center
- Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
- Other purposes deemed appropriate by the Governing Board

Restrictions

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

- Any use by an individual or group for the commission of any crime or any act prohibited by law
- Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work
- Any use which is legally discriminatory
- Any use which involves the possession, consumption or sale of alcoholic beverages or any restricted substances on school property

Groups may be required to add portable toilets for their event(s) at the discretion and prior approval of the District.

Damage, Liability, and Insurance

Groups or persons using school facilities shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The level of insurance required shall be at a level recommended by the district's self-insurance administrator. The school district shall be named as an "additional insured" on the policy and verification of such coverage shall be delivered to the Business Office prior to use of the facility. Specific information about insurance minimums may be obtained from the Community Services office.

Groups may be required to provide private security for their event(s) at the discretion of the District.

The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

USE OF SAN LORENZO UNIFIED SCHOOL DISTRICT BUILDINGS AND GROUNDS

1. Advance Application

All applications for use of buildings, grounds or equipment shall be made on the official form (Application for Use of School District Facilities) obtained from the Business Office, San Lorenzo Unified School District, 15510 Usher Street, San Lorenzo, California 94580 or on the District's website at www.slzUSD.org. Separate applications will be needed for other than regular meetings.

Application shall be submitted at least thirty (30) days prior to date of use.

Direct application must be made by the organization requesting the use of the school facilities.

Separate Applications are required for each site being requested.

Application requests will be verified by the Business Office with the school site administrator as to availability of the facilities. Note: exceptions may be made for School/District groups that are not subject to fees.

2. Permit Issuance

Completed forms shall be returned to the Business Office at least 30 days in advance of the time desired.

Prepayment of estimated fees shall be made at least fourteen (14) days prior to the date of use.

Applicant should not assume permission has been granted until prepayment of fees has been processed and Permit is received.

School connected groups shall have priority in the use of school buildings. Priority shall be in the following order:

- A. school and district recognized groups (student body and district employee groups)
- B. school connected (PTA, Dad's Clubs, Parents Clubs, etc.)
- C. non-profit organizations – Scouts, Baseball leagues, free to students/family and non-profit, pay to participate.

It shall be the local school site administrator's responsibility to contact the Business Office at least 48 hours in advance if a change in scheduling is required.

3. Specific Hours and Equipment

Permits will be issued for specific hours and for specific facilities and equipment. It shall be the responsibility of the organization to see that the unauthorized portion of the building is not damaged or entered, and that premises are vacated as scheduled.

Equipment normally kept in the Multi-use room will be available for the using organization without special permit. Any additional school assigned equipment required must be obtained through arrangement with the Principal's Office. Group must furnish its own operator if projector is required and evidence satisfactory to the Principal that the operator is competent. Pianos shall not be moved from room to room or between stage and floor. In signing the agreement the Applicant agrees that the group will pay for any damages sustained by the equipment while in their use.

4. Cancellation by Organization

If a group or organization finds it necessary to cancel a scheduled meeting, the Business Office, 317-4837, should be notified as soon as possible and at least 48 hours prior to meeting time. The group or organization will be charged for any expense incurred in opening the school should they provide less than 48 hours cancellation notice and they may also be required to file a new application. If reservation is not canceled and group fails to appear, prepayment will not be refunded. Should a group meeting be canceled, any Board or Committee meeting of the same organization, scheduled for the same time, is automatically canceled.

5. Revocation of Permit

Any permit may be revoked without previous notice for violation of the rules or where conflicting dates have resulted, or where need of the property for public school purposes has subsequently developed. For all other causes, permits may be revoked at any time upon reasonable notice. All permits are terminated automatically on June 30 of each year.

6. Interference with School Functions

School premises are not available for use on such occasions or during such days or hours as might interfere with the regular function of the school or school activity.

7. Hours

The school facilities are available as follows:

Monday through Friday- Elementary: 30 minutes after school gets out or after school events conclude until 9pm. Middle and High Schools: 4pm -10pm
Saturdays, Sundays, and Holidays- 7am – 10pm

Notes:

1. Actual availability to be confirmed
2. Requests for exceptions must be made in writing to the District Office, listing the reasons at least two weeks in advance.
3. The officers of the group are responsible for clearing the building by the closing time indicated on the permit. Any group disregarding this rule will be assessed a fee sufficient to cover excess service costs.

8. Opening of Buildings

The duly authorized representative of the school district shall open the building only upon presentation of a permit properly issued and signed. Only those facilities and that equipment approved thereon shall be made available.

9. Supervision by School Employee

Use of the school property shall be under the supervision and control of a duly authorized representative of the school district. It shall be his/her duty to see that these rules and regulations are enforced and report any violations or attempted violations. He/she shall obtain assistance to preserve law and order if necessary.

10. Assignment of Employee

The Superintendent may assign to a Principal or other employee the responsibility for the opening and closing of a building when such an employee is in attendance, and the size and nature of the group meeting permits such assignment. The school custodian would, in these cases, set up chairs, tables, etc. before going off regular duty and also take care of necessary clean-up.

11. Smoking, Vaping or Use of Intoxicants

There shall be no smoking or vaping in or about school buildings and premises, nor shall intoxicants be used, nor shall profane language or quarreling be permitted.

12. Skateboards, Motorized Bicycles, Roller Skates

The use of skateboards, roller blades/skates, motorized bicycles and other such devices is prohibited at all times on District property or during District sponsored events, except with the express permission of the District administrator in charge, in consultation with the Business Office.

13. Seating Capacity

In cases involving the use of the Multi-use Room, the number of people admitted or seated shall not exceed the regular capacity as established in the Safety Code.

14. Fire Prevention

Any properties used shall be flame-proofed, as required by law. The use of lighted candles or open flames of any kind is prohibited.

15. Decorating of School Facilities

Arrangements for the decorating of school facilities must be made through the School Principal's office. All decorations shall be removed at the termination of the activity.

16. Telephone and Office Use

The School Office phone is available only for emergencies. Only school employees are permitted to use the school office. Office machines ARE NOT to be used.

17. Dance – High Schools

The only dances to be held in a high school building in the district are those dances regularly sponsored and supervised by the high schools' administrative staff. Exceptions may be made to this policy for school-sponsored or school-connected groups upon the recommendation of the principal and the approval of the Assistant Superintendent for Instruction.

18. Use of Stage

Where the stage is to be used full details of equipment needed must be requested on the application form.

19. Fee Assessment for Non-Profit and Civic Organizations

A. (GROUP I) When a custodian is normally on duty, charges will not apply to the following groups:

- (1) Student clubs and organizations
- (2) Non-Profit 501(c)3 qualified organization with 50% or more participants residing within the District, no participation fee. Any admission fees or contributions shall be used solely for the welfare of District students.
- (3) Parent-Teachers' Associations
- (4) School-community advisory councils
- (5) Camp fire girls, boy scouts, girl scouts, 4-H

B. (Group II) When a custodian is not normally on duty

The following organizations will be assessed a charge per the Standard Schedule of Charges.

- a. Student clubs and organizations.
- b. Non-Profit 501(c)3 qualified organization with 50% or more participants residing within the District. Any admission fees or contributions shall be used solely for the welfare of District students.
- c. Parent-Teachers' Associations except that each school's PTA will be allowed one fund-raising function per year for which the District will pay for the custodial services.

C. (Group III) Other organizations will be individually assessed a fee based on labor costs

(See the Standard Schedule of Charges) plus other charges to be determined by the Assistant Superintendent, Business Services. Other organizations include:

- a. Senior citizens' organizations.
- b. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes

D. (Group IV) Use of Facilities by “Educational For Profit” Organizations

- a. Educational for profit institutions may rent district buildings.
- b. Rental rates will be levied based on the “Group IV Fee Schedule.” This schedule will be adjusted annually in July to reflect changes in the Bay Area CPI. Depending on the nature of the use of district facilities, the district designee may negotiate a rate exceeding that which appears on the rate schedule.
- c. Classrooms may not be used unless a teacher has voluntarily consented to such use and it has been approved by the principal.
- d. Estimated fees, including labor, must be paid in advance of the event.
- e. In the event of a cancellation, a \$50.00 fee will be levied. Any deposit beyond \$50.00 will be refunded.

E. (Group IV) Use of Facilities by “Non-Educational For Profit” Organizations

- a. Non-educational for profit organizations may submit a written request for the use of district facilities. The request must specify at least the following:
 - 1) Name, address, phone number of organization
 - 2) Name, address, phone number of authorized agent/contact person
 - 3) Nature/purpose of organization
 - 4) Proposed activity that will occur on district property
 - 5) Date/Day/Time of activity
 - 6) Requested school/site and specific buildings/grounds to be used
- b. Requests will be reviewed on a case-by-case basis. Approval of one activity does not set a precedent for any future requests by that or any other organization.

20. Rentals and Fee Schedule

Where a charge is made by the school district, it shall be in conformance with the schedule adopted by the Board of Education. This schedule is subject to change annually to reflect changes in the San Francisco Bay Area CPI (Consumer Price Index). The schedule will be revised in July of each year. Checks must be made payable to the San Lorenzo Unified School District.

All fees are due and payable 14 days in advance of use of any facility. Long Term facility users (30 days or more) will be billed monthly, at least two weeks in advance, for the upcoming month. Payment is due upon receipt of the invoice. Failure to pay in advance will result in immediate suspension of current and/or future facilities use permits pending receipt of payment.

Granting and duration of permits will be based on fiscal year calendar, July 1st–June 30th.

21. Youth Groups Use

All juvenile organizations or youth groups seeking use of school premises must have responsible adult sponsorship and adequate, active and constant adult supervision at all meetings.

22. Fund Raising Events

Each group or organization shall pay for all services of fund raising events. Applications must be filled out in person at the District Office, at which time a review of charges for services will be made. (See Paragraph 20 above.)

23. Coffee Service

The night custodian is not permitted to make coffee nor use kitchen facilities in any manner. The using organizations may make coffee if they furnish their own coffeemaker (percolator) and all supplies, cups, saucers, silverware, etc.

24. Cafeteria Service

All groups requesting cafeteria service will be charged according to the Standard Schedule of Charges. If the use of kitchen equipment such as dishes, silverware, etc., is required, a cafeteria worker must be on duty. Kitchen equipment may be used only in the kitchen and Multi-use Room to which it belongs and not transferred from school to school. Only cafeteria personnel are permitted in the kitchen of an elementary school, and they are not allowed to heat, cook, prepare or serve food, but they may keep food warm or keep food cold, if space is available. If the kitchen in a high school is to be opened, a cafeteria worker must be present and in charge to supervise the use and care of equipment. Only the cafeteria personnel may operate the dishwasher. The using organization shall be responsible for:

- A. all serving and preparing of food.
- B. all serving which must be done beyond the cafeteria window, and
- C. promptly picking up and stacking the dishes at the cafeteria window after the meal.

Any food served must be served at a time early enough to permit the worker to complete washing school-owned dishes and other clean-up by the closing time as stated on the permit. Any time required for cafeteria clean-up beyond the closing time on the permit will be charged to the organization.

It shall be the organization's responsibility to determine if activities violate the California Restaurant Act.

The minimum number of cafeteria workers for "pot luck" type affairs is:

Up to 100 people – 1 worker; 101–200 people – 2 workers; 201–300 people – 3 workers

25. Meal Service Arrangements

Meal service is available on a limited basis to school sponsored and school connected groups only. Any meal arrangements are to be made by applying at the office of the Director of Child Nutrition in the District Office building.

26. Use of District Gymnasiums

Only authorized persons will be admitted to the Gymnasiums and Special Exercise Rooms. (Where facilities are available and permission has been granted, spectators will be admitted.)

There will be NO SMOKING, including VAPING or any use of tobacco products, at any time.

School gymnasiums will not be available on such occasions, or during such hours as to conflict with the regular functions of the school, i.e. school dances, periods of special activity, graduation, etc.

School gymnasiums will not be available on Saturday morning following a school dance, where the services of a clean-up crew are required.

School gymnasiums will not be available for dancing by Community Service groups. Organizations using Gymnasium Areas shall instruct groups under their sponsorship to use ONLY the facilities and/or equipment designated on their permits, or for which arrangements have been made. Unauthorized use of equipment or entry to other sections of the campus or buildings may result in the cancellation of permits.

Access to gymnasium offices will be permitted only upon special request, proper clearance, and by the district employee on duty.

Organizations should arrange to have their attendants on duty fifteen (15) minutes before teams are scheduled, and they should be the last to leave. Groups will not be admitted until attendants arrive.

It shall be the responsibility of the organization's attendants to enforce the Community Service Policy rules and regulations, and to take whatever action is necessary in connection with the violation of these rules. Violations noted by District Employee on duty shall be reported to the Business Office.

While an active team is on the floor, other players must sit in the stands. No one will be permitted to "shoot baskets" except team members assigned to the floor.

Locker rooms must be under constant supervision for the entire period of use. Showers are not available for use.

Organizations using the Special Exercise Rooms shall keep mats in good condition, reporting all tears or damage immediately to the district employee on duty. The mats shall not be rolled up or moved from present positions, and no one will be allowed on them either barefooted or in stocking feet. Persons with skin infection of any type will not be permitted to use the mats.

It shall be the responsibility of the organization using the facility to make certain that all wrappers, containers, cores, etc., are placed in proper receptacles. There will be no eating or drinking in the gymnasium or in the locker room.

Organization attendants shall make certain that lights have been turned off, and doors and windows closed before leaving the building. District employee shall be responsible for making final check at the close of the activity.

27. Use of Fields

Smoking, including the use of all tobacco products and vape pens, is prohibited on all District property including buildings, athletic fields and parking lots.

Outside lighting is only permitted with special permission.

The use of tables, chairs, cleats, high heel shoes, strollers and barbeques is prohibited on Track and Artificial Turf fields. Additionally ONLY water is allowed on the tracks.

The District is not responsible for field stripping for applicant organizations. Applicants may request a quote from the District to provide such services. The District is not obligated to provide such service but may provide a quote that covers all costs as determined by the Superintendent or designee.

28. Lease of facilities for child care, day care or supervised recreation:

The use of this district's school facilities and grounds by ongoing child and day care programs providing supervision and activities for children of preschool and elementary school age children may be permitted from time to time within the discretion of the Board of Education. The District may levy charges for such uses, no greater than its direct costs attributable to the facility/grounds. In permitting these activities, the Board may act upon the advice of such advisory committees as it may establish.

Each and every such use shall be permitted by a lease in a form satisfactory to the Board of Education or its legal counsel, after the public solicitation of proposals from applicants desiring to provide the program.

The selection of the Lessee will be based on the Board's determination, in its sound discretion, of the best qualified proposal. The selection criteria will include, but not be limited to, the following:

- A. The applicant's possession of all licensure and other legal and regulatory approval necessary to the operation of the program.
- B. The applicant's ability to meet its financial obligations under a lease with the district (applicants may be called upon to provide financial statements in form and substance satisfactory to the Board).

- C. The nature and extent of the applicant's prior experience in the field, including the quality of the references it provides.

The determination of the post qualified applicant and authorization to enter into a lease will be made by resolution, adopted by a majority of all Board members.

No use will be authorized for a term exceeding five years. The Board shall retain the right to terminate the lease for any reason, including, but not limited to, the following:

- violation of any of the lease's terms by the lessee;
- violation of the provisions of the Civic Center Act or any other applicable law by the lessee;
- demonstration of the District's needs to use the facilities or grounds for school purposes.

Board Adopted: October 16, 2018