



# Use of Facilities

## User Group Classifications

User Group Classification	Short Description	Examples	Fees
<b>Group A</b> School Connected	School-Connected and Sponsored Groups	PTA's, Booster Clubs	No App Fee and No Use Fee**
<b>Group B</b> Public Service	501(c)(3) Organizations or Youth Promoting Groups	501(c)(3) Organizations, Youth Sports Leagues, Scouts	\$50 App Fee + Group B Fees
<b>Group C</b> Commercial Use	All private and commercial groups which do not qualify as either Group A or B	Colleges, Private Industry, Dance Studios, Adult Sports Clubs	\$50 App Fee + Group C Fees

\*\* Group A - School-Connected Groups are responsible for any labor or staffing costs related to their usage of a facility.

*All PYLUSD use of facility policies and fee schedules are written in accordance with Education Code Sections 38130-38139 known as and further referred to as the Civic Center Act.*

### Group A - School-Connected Users

Placentia-Yorba Linda Unified School District (PYLUSD) school-related groups organized to solely promote PYLUSD school activities. These groups and the activities conducted during facility usage are organized and sponsored directly by school organizations. These events must directly involve and benefit district youth.

#### Examples

- Teacher Associations
- Parent-Teacher Groups (PTA's)
- Booster Clubs
- School Councils
- Grad Night Organizations
- School Carnivals

#### Rates (Free use)

There will be no application fee and no charge for the use of the facility. *This user group is responsible for the cost of required staffing (i.e., custodians, theater technicians and grounds keepers).* School site administration or the district's Use of Facilities Department will determine required staffing based upon type and extent of facility usage.

### Group B - Public Service Users

Group B - Public Service organizations can be broadly described as nonprofit organizations, or as a club or an association organized to promote youth or school activities. All fundraising activities of these groups must go directly to the benefit of district youth or a charitable organization.

#### Examples

- Boy and Girl Scouts
- Youth Recreational Soccer
- Little League Baseball
- Girls' Softball
- Youth Lacrosse
- Pop Warner Football



### Group B (cont'd)

#### Rates (as defined by SB 1404) - Direct Costs

Group B – Public Service organizations are subject to pay their share of “direct costs”, as defined by the Civic Center Act and SB 1404 for use of school facilities. “Direct costs” are defined by Education Code section 38134 and SB 1404 to include the costs of supplies, utilities, janitorial services, services of school district employees, and salaries paid to the school district employees directly associated with the administration of this section necessitated by the entity’s use of the school facilities or grounds.

All Group B – Public Service fees can be found on the Facility Use Fee Schedule. Any questions regarding fees should be directed to the district’s Use of Facilities Department.

Group B organizations will be charged “fair rental rate” in the case of an entertainment event or meeting where an admission fee is charged or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the PYLUSD or for charitable purposes.

*Group B organizations are subject to a \$50 application fee. A check made payable to “PYLUSD” must be included with the application when submitted.*

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### Group C - Commercial Use Group

Nonprofit and for-profit organizations which do not qualify as a Group A or Group B user group.

#### Examples

- Colleges
- Private Industry
- Dance Studios

#### Rates

Group C organizations are subject to a “market rate” for use of school facilities. Market rates are established based upon like facilities in the area and the rates that a like group would be charged.

Group C fees can be found on the Facility Use Fee Schedule. Any questions regarding fees should be directed to the district’s Use of Facilities Department.

*Group C organizations are subject to a \$50 application fee. A check made payable to “PYLUSD” must be included with the application when submitted.*

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If you have any questions about your group’s classification, please contact the district at 714-986-7000 and ask for the Use of Facilities Department. All classifications are subject to final approval and assignment by the district.



# Use of Facilities

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User groups must meet the following criteria to be considered for facility use approval:

1. Group has submitted and updated all required proof of insurance documents with the PYLUSD's Risk Management Department.
2. Group has no outstanding balances due to the PYLUSD.
3. Group is in good standing with the PYLUSD and has no outstanding facility damage claims.

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## **User Group Application Prioritization**

The PYLUSD utilizes the following prioritization for approving facility requests when conflicting requests have been submitted prior to the beginning of the respective facility booking window (following page):

Applications for use of school facilities and grounds shall be given preference in the following order:

1. In-school or school-related uses (clubs, class events, etc.)—Activities or programs of the district directly related to the instructional and educational program of the district.
2. Previously approved use involving executed contractual obligations.
3. School and district support groups—Events or activities designed to serve the youth and citizens of the district, which are planned and directed by school-affiliated groups, including PTA and PTO.
4. Community recreational and cultural groups (nonprofit)—Events or activities conducted by a city recreational authority.
5. Use by community organizations whose primary purpose is to serve youth or to improve the general welfare of the community and when no admission is charged. Examples are: Boy Scouts, Girl Scouts, YMCA, YWCA.
6. Private, non-school connected classes and educational events. Examples are: community colleges.
7. Public agencies and public affairs groups—Use by civic, nonprofit organizations and service groups.
8. Profit-making or commercial events, out-of-town groups, etc.

After the booking window has passed and initial approvals have been issued, all requests are considered on a first-come, first-serve basis.

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*In the event that multiple user groups have conflicting requests, every effort will be made by the Use of Facilities Department to accommodate all groups by adjusting schedules or locations, when possible. If, after attempting to accommodate multiple groups, conflicts remain, the Use of Facilities Department will make the final decision as to approval and denial of requests.*

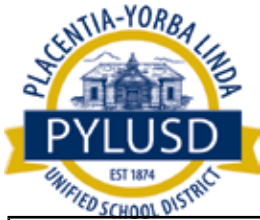


**Facility Booking Windows**

In an effort to facilitate equal and fair access to district facilities by all user groups, the PYLUSD has established the following application periods for respective facilities. The purpose of these application periods is to allow all potential user groups reasonable application time frames to accommodate customary use and organizational time lines of the programs requesting each type of facility.

The “Applications Period” for the various facilities indicates the district’s initial review period for all qualifying applications that have been received for the designated fall, winter, spring or summer “Usage Dates”, as appropriate. Applications will be prioritized and approved based on the “User Group Application Prioritization” information provided on the previous page the day following the application period. Any applications received following the application period will be approved on a first-come first-serve basis.

2018 - 2019	Group B & Group C - Booking Windows				
		Fall	Winter	Spring	Summer
<b>Theaters</b> The Forum at YLHS; Performing Arts Center at EDHS; Auditorium at VHS	Application Period	05/01/18 - 07/01/18			
	Usage Dates	09/01/18 - 08/31/19			
<b>Other High School Facilities</b>	Application Period	05/01/18 - 07/01/18	07/01/18 - 09/01/18	10/01/18 - 12/01/18	02/01/19 - 04/01/19
	Usage Dates	08/28/18 - 11/19/18	11/20/18 - 02/23/19	02/24/19 - 06/10/19	06/11/19 - 08/31/19
<b>Elementary &amp; Middle School Facilities</b>	Application Period	05/01/18 - 07/01/18		10/01/18 - 12/01/18	
	Usage Dates	08/28/18 - 02/23/19		02/24/19 - 08/31/19	
<b>All District Facilities</b>	Application Period	05/01/18 - 07/01/18			
	Usage Dates	09/01/18 - 08/31/19			



# Use of Facilities

Specialty Venues	User Group Fees		
	Group B - Direct Cost	Group B - Fair Rental	Group C
<b>Theaters</b>			
<b>The Performing Arts Center</b> at El Dorado High School, Capacity 633	Starting at \$320 / hour	Starting at \$380 / hour	Starting at \$456 / hour
<b>The Auditorium Theater</b> at Valencia High School, Capacity 752	Starting at \$240 / hour	Starting at \$300 / hour	Starting at \$360 / hour
<b>The Forum Theater</b> at Yorba Linda High School, Capacity 266	Starting at \$160 / hour	Starting at \$200 / hour	Starting at \$240 / hour
<b>Stadiums</b>			
<b>Shapell Stadium</b> at Yorba Linda High School, Capacity Home 2,743; Visitor 1,449	Starting at \$200 / hour	Starting at \$280 / hour	Starting at \$400 / hour
<b>Bradford Stadium</b> at Valencia High School, Capacity Home 3,080; Visitor 2,125	Starting at \$200 / hour	Starting at \$260 / hour	Starting at \$380 / hour
<p><i>The above pricing for theaters and stadiums is provided solely as a guideline. Pricing will be quoted on a per-use basis by the district's Use of Facilities Department and will be based upon extent and type of facility usage. Required staffing will be evaluated and determined per use. Additional charges for staffing, ancillary facilities, support equipment, energy and post-usage cleaning will apply. Call the district at 714-986-7000 and ask for the Use of Facilities Department for an estimate of charges and availability for your event.</i></p>			

Site Specific Facilities	User Group Fees		
	Group B - Direct Cost	Group B - Fair Rental	Group C
<b>Whole Pool - Esperanza High School</b>	\$55 / hour	\$80 / hour	\$100 / hour
<b>Whole Pool - Valencia High School</b>	\$50 / hour	\$75 / hour	\$120 / hour
<b>Whole Pool - El Dorado High School</b>	\$50 / hour	\$75 / hour	\$140 / hour
<b>Whole Pool - Yorba Linda High School</b>	\$60 / hour	\$85 / hour	\$180 / hour
<b>Artificial Turf Field &amp; Track - All High Schools</b>	\$50 / hour	\$100 / hour	\$220 / hour
<b>Game Gyms (w/bleachers, no A/C)</b> El Dorado, Esperanza and Valencia (2) High Schools	\$25 / hour	\$70 / hour	\$85 / hour
<b>Game Gym (w/bleachers and A/C)</b> Yorba Linda High School	\$45 / hour	\$125 / hour	\$185 / hour
<b>Practice Gyms (no bleachers)</b> El Dorado, Esperanza and Yorba Linda High Schools	\$35 / hour	\$105 / hour	\$145 / hour
<p><i>The above pricing reflects cost of utilizing the full facility. Rates may be available for partial or split use of facilities as well. Please contact the district at 714-986-7000 and ask for the Use of Facilities Department for partial pricing and scheduling.</i></p>			

Generic Facilities	User Group Fees		
	Group B - Direct Cost	Group B - Fair Rental	Group C
<b>Multipurpose Rooms</b>	\$40 / hour	\$50 / hour	\$75 / hour
<b>Classrooms</b>	\$15 / hour	\$20 / hour	\$30 / hour
<b>Baseball Fields - Varsity</b>	No Charge	\$60 / 4 hours	\$80 / 4 hours
<b>Baseball Fields - Junior Varsity and Softball</b>	No Charge	\$50 / 4 hours	\$60 / 4 hours
<b>All Other Diamonds</b>	No Charge	\$10 / 4 hours	\$18 / 4 hours
<b>Grass Soccer Fields</b>	No Charge	\$10 / 4 hours	\$18 / 4 hours
<b>Tennis Courts</b>	No Charge	\$20 / 4 hours	\$30 / 4 hours
<b>Parking Lots</b>	No Charge	\$70 / day	\$100 / day
<b>Blacktop Areas</b>	No Charge	\$60 / day	\$80 / day



**ADDITIONAL CHARGES:**

1. A \$50 application processing fee is due with the submittal of all Group B and Group C facility use applications. Checks should be made payable to “PYLUSD”.
2. Use of all district facilities by all users is subject to the potential requirement of facility supervision by district staff. Required supervision will be determined by the site administrator or the district’s Use of Facilities Department. Hourly and overtime rates are outlined below. Please contact the Use of Facilities Department for scheduling and rules regarding minimum hours and overtime.

<b>Staff</b>	<b>Hourly Rate</b>
Custodian	\$48 / hour
Field Manager	\$48 / hour
Theater Technician	\$38 / hour
Food Services Personnel	\$27 / hour

3. Additional fees for usage of energy and other supplies or equipment may apply depending upon the facility. Please contact the district’s Use of Facilities Department for more information. Some examples of additional costs above and beyond the basic use of facilities fees are shown below and vary by facility.

<b>Additional Charges</b>	<b>Rates</b>
Stadium or Sports Lighting	\$25 - \$120 per hour
Bathroom Supplies	\$20 - \$120 per day

4. It is the user’s responsibility to request an estimate of costs prior to usage. Invoicing following the event is non-negotiable and will be issued based upon the group’s actual usage.

**ADDITIONAL INFORMATION**

The User Group Fee Schedule is reviewed and updated annually. This fee schedule (revised 04.08.18) will be effective for all user groups beginning July 1, 2018.

Please refer to [www.pylusd.org](http://www.pylusd.org) for additional use of facilities information.

Thank you for considering the PYLUSD for your facility needs.



# Use of Facilities

## User Group Classification

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### User Group Classification Summary

**Internal User Groups** - These are all curriculum based users. i.e. PYLUSD High School Teams, Band Classes, Choir Classes. Any event or usage that is required as part of the classroom curriculum of a program.

**Group A** - School supporting organizations. i.e. PYLUSD School clubs, PTA's, Booster Clubs.

**Group B** - Civic Center user groups which meet the criteria of direct cost users. Participants pay less than \$60/month on average to participate. All organizational applicants are allowed to participate. All coaches or leaders are volunteers .i.e. Recreational soccer, recreational baseball.

**Group C** - Civic Center user groups which meet the criteria of fair rental users. i.e. Club Soccer, Travel Baseball

**Group D** - All other individuals and groups which do not meet the qualifications of Civic Center user groups (Group B&C).



# Use of Facilities

## User Group Prioritization

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User group prioritization applies to applications that are submitted prior to the end of a booking window. Prioritization will be in accordance with California's Civic Center Act and guidelines established by the District. The focus is to serve the students and residents of PYLUSD.

Prioritization is broken down by facility type due to the nature of scheduling needs by internal groups, which take priority over outside user group requests. In order for user groups requests to be considered, the following criteria must first be met.

1. The applying organization has submitted and has on file a valid proof of insurance certificate and required endorsements.
2. The applying organization is in good standing with and has no outstanding balances due to the PYLUSD.
3. All applications must be turned in prior to the end of the applicable booking window.

### **I - Grass Fields**

1. Internal or school-related uses (clubs, class events, etc.)—Activities or programs of the district directly related to the instructional and educational program of the district.
2. Previously approved use involving executed contractual obligations.
3. Group A user requests.
4. Group B user requests, 80% PYLUSD residents.
5. Group C user requests, 80% PYLUSD residents.
6. Group B user requests, 60% PYLUSD residents.
7. Group C user requests, 60% PYLUSD residents.
8. Group D user requests.