

# Los Gatos Union School District



*EST. 1863*

## Policy on Use of District Facilities

Effective January 1, 2019

**Los Gatos Union School District Use of Facilities  
Effective January 1, 2019**

**SECTION 1 – SCHEDULING / RESERVATIONS**

1. All use of school facilities is scheduled through Facilitron on behalf of the Los Gatos Union School District. Scheduling is completed through the Facilitron website at [www.facilitron.com](http://www.facilitron.com).
2. Facility use reservations can be made no less than 14 calendar days prior to the desired date(s) of use.
3. A minimum of five days cancellation notice is required for a full refund. All other cancellations will be charged a 25% cancellation fee.
4. All requesters must be at least 18 years of age
5. The application and full rental fee is due at the time the reservation is made.
6. If the District receives multiple use requests it reserves the right to give priority to returning groups or organizations and to give preference to groups serving the largest number of district residents.

**SECTION 2 - FEES & RATES**

1. All users will be charged any necessary staff time to set up an event, open the facility, and applicable cleaning fees. If multiple users use a facility on the same day a prorated custodial cleaning fee is assessed.
2. A refundable damage deposit **may** be required for reservations of multi purpose rooms or the gymnasium. The District reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to, custodial services, maintenance/repair services, staff time or emergency services that were required as a result of your use.
3. If additional fees are due the user will be billed for the balance. Fees not paid will result in the user being denied future use of the District's facilities
4. **Application Fee - \$20**
5. **Custodian Fess:** All facility users are responsible for custodial or staff costs associated with facility use. Minimum of 2 hours of custodial time is required.
  - **Regular Custodial Hours** - \$47 per hour, adjusted every January. The fee is adjusted by the same rate as bargained with the classified association for wage increases.
  - **Overtime Cost - \$67 per hour, adjusted every January.** The fee is adjusted by the same rate as bargained with the classified association for wage increases.
6. **Class Definitions:**
  - Class I – School sponsored events, Home & School Clubs, LGEF
  - Class II – Non-Profit (501(c)(3) organizations

**Los Gatos Union School District Use of Facilities  
Effective January 1, 2019**

- Class III –For Profit groups, religious organizations

<b>Room/Outdoor Space</b>	<b>Class I</b>	<b>Class II</b>	<b>Class III</b>
<b>Multi-Purpose – Elementary Schools</b>	No Charge	\$35 per hour	\$70 per hour
<b>Multi-Purpose – Fisher Middle School</b>	No Charge	\$40 per hour	\$80 per hour
<b>Dance Studio – Fisher Middle School</b>	No Charge	\$25 per hour	\$50 per hour
<b>Classroom</b>	No Charge	\$20 per hour	\$40 per hour
<b>Library/Kitchen</b>	No Charge	\$35 per hour	\$70 per hour
<b>Gymnasium – Fisher Middle School</b>	No Charge	\$65 per hour	\$130 per hour
<b>District Board Room</b>	No Charge	\$25 per hour	\$50 per hour
<b>Conference Room</b>	No Charge	\$5 per hour	\$10 per hour
<b>Blossom Hill Elementary School Field A</b>	No Charge	\$10 per hour	\$20 per hour
<b>Blossom Hill Elementary School Field B</b>	No Charge	\$10 per hour	\$20 per hour
<b>Blossom Hill Elementary School Field C</b>	No Charge	\$10 per hour	\$20 per hour
<b>Blossom Hill Elementary School Field D</b>	No Charge	\$10 per hour	\$20 per hour
<b>Daves Avenue Elementary School Field A</b>	No Charge	\$10 per hour	\$20 per hour
<b>Daves Avenue Elementary School Field B</b>	No Charge	\$10 per hour	\$20 per hour
<b>Lexington Elementary School Field A</b>	No Charge	\$10 per hour	\$20 per hour
<b>Van Meter Elementary School Field A</b>	No Charge	\$10 per hour	\$20 per hour
<b>Van Meter Elementary School Field B</b>	No Charge	\$10 per hour	\$20 per hour
<b>Fisher Middle School Field A Main Soccer Field</b>	No Charge	\$49.25 per hour	\$148 per hour
<b>Fisher Middle School Field B Practice Soccer Field</b>	No Charge	\$20 per hour	\$40 per hour
<b>Fisher Middle School Field C Baseball Field</b>	No Charge	\$20 per hour	\$40 per hour
<b>Fisher Track</b>	No Charge	\$4 per hour	\$8 per hour
<b>Parking Lot</b>	No Charge	\$12.50 per hour	\$25 per hour
<b>Car Wash Usage</b>	No Charge	\$25 per hour	\$50 per hour

**Los Gatos Union School District Use of Facilities  
Effective January 1, 2019**

**SECTION 3 - FACILITY USE RULES & RESTRICTIONS**

**A. GENERAL RULES AND RESRICTIONS**

**Use of Facilities**

1. The use of school district facilities shall be conditioned upon the user agreeing to hold the Los Gatos Union School District, its Governing Board, the individual members thereof and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise out of or be caused in any way by such use or occupancy of school property, and shall also provide an "additional named insured" endorsement naming the school district. Users of district facilities shall furnish a "certificate of insurance" indicating current insurance coverage.
2. All individuals, groups, or organizations in their use or occupancy of school property shall comply with all applicable laws, rules, regulation and Board policies. Any use contrary to or in violation of any law, rule, regulation or Board policy shall be grounds for cancellation of the permit and removing the users from the property, and shall bar such individual, group or organization from further use thereof.
3. School property must be protected from damage and mistreatment and ordinary precautions and cleanliness maintained. Groups shall be responsible for the condition in which they leave the school building or grounds. In cases where school property has been damaged, abused or littered beyond normal wear, charges will be made equal to the amount required for cleaning or repair. The Superintendent may deny any group further use of school facilities as a result of any damage or injury to, or improper use of school property, facilities or grounds.
4. No individuals, groups or organizations using los Gatos Union school District facilities shall practice discrimination against persons because of their ancestry, age, color, disability, genetic information, gender identity, martial status, medical condition, military or veteran status, national origin, race, religion, sex or sexual orientation.
5. Use of school property shall be under the supervision and control of a duly authorized representative of the school district. A duly authorized organization representative shall be present during the activity for which the district facility is rented.
6. All juvenile or youth organizations and groups seeking use of school property must have adequate adult supervision of all facilities used including the lavatories. Children are not allowed to roam or be left unsupervised. Failure to follow this rule may result in immediate cancellation of the use permit.
7. Keys to school facilities shall not be issued to anyone other than authorized District employees, others at the Superintendent's or designee's discretion and LGS Recreation Department supervisors.
8. Parking shall be in designated parking stalls only. The District does not permit vehicles to be driven or parked on the fields or blacktop at any time without advance approval of the Superintendent or designee.

**Los Gatos Union School District Use of Facilities**  
**Effective January 1, 2019**

9. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that unauthorized portions of the building are not abused and premises are vacated as scheduled. Organizations are liable for additional fees if the premises are not vacated as scheduled.
10. The district does not allow use of its theatrical, audio/visual or technology equipment. Users must provide their own LED projectors, sound systems, microphones, light and soundboards, etc.
11. Unless custodial fees are required, **all setup and tear down will be the responsibility of the user.** Any additional support rendered by district staff will be cause for forfeiture of all or part of your damage deposit or will be charged to the user accordingly.
12. Users are responsible to remove all items at the conclusion of their use. All litter must be deposited into trash dumpsters, where provided, or removed from the premises. If you anticipate generating a large amount of trash, you are responsible to provide your own additional waste bags to contain your trash. The user is responsible for the condition in which they leave the field or facility. Any clean up required by district staff following your use will be cause for forfeiture of all or part of your damage deposit or will be charged to the user accordingly.
13. No structures may be erected or assembled on school premises nor any extraordinary electrical, mechanical or other equipment or devices be brought on any school campus unless special approval has been obtained from the Superintendent or designee..

**Restricted Activities**

The Superintendent and/or the Board shall have the right to revoke permission for use of a school facility at any time. The district may exclude certain school facilities from non-school use for safety or security reasons.

School facilities or grounds 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 which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work.
3. THE USE AND OR POSSESSION OF ANY TOBACCO PRODUCTS, ALCOHOLIC BEVERAGES, WEAPONS, OR DRUGS IS PROHIBITED ON DISTRICT PROPERTY AND IS A VIOLATION OF STATE AND FEDERAL LAW. Products containing tobacco and/or nicotine, include but are not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products. Any person under the influence of intoxicating liquors or substances shall be denied participation in any activity. Violation of this regulation shall be justification for immediate termination of the event, closing of the facility and denial of future use requests.

**Los Gatos Union School District Use of Facilities  
Effective January 1, 2019**

4. Skateboarding, rollerblading/roller skating, scooters and bicycle riding are prohibited on school grounds.
5. No animals, including dogs, are allowed on school property unless it's an authorized service animal.

**C. USE OF AREAS**

**Use Multi-Purpose Rooms**

1. Persons or organizations using school premises that include stage and stage equipment shall not be permitted to move or change furniture or equipment (including lights, switchboard hookup, curtains, or the counterweight system).
2. In cases involving the use of any multipurpose room, the number of persons admitted shall not exceed the authorized room capacity.

**Use of Kitchens / Food Service Employees**

1. When a kitchen facility is requested, and a district food service employee is available, the organization will be charged the current overtime rate for the food service supervising.
2. In both of the above cases, a two-hour minimum payment is required should the use be for less than a two-hour period.
3. The presence of the custodian or food service employee may be waived for organizations associated with the school district (e.g., Home and School Clubs, etc.)

**Use of Classrooms/Conference Rooms**

1. At the end of use, the user shall clean up all areas used by the group and dispose of all litter. Place all tables, desks chairs and equipment back in the location found prior to use. Lock or secure all windows and doors. Turn off all lights. Notify custodian of other personnel of your departure.

**Los Gatos Union School District Use of Facilities  
Effective January 1, 2019**

**Use of Fields**

**General Rules**

1. All leagues/ organizations will provide their own field equipment (goals, flags, etc.). All field equipment must be removed from the field after each use. No equipment is allowed to be left on school property without prior District approval.
2. No striping/ marking of the fields without prior District approval.
3. The District reserves the right to close fields for maintenance/repair at their discretion. Except in emergency situations leagues and organizations will be giving prior notice of field closures.
4. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in the cancellation of your use permit and denial of future facility use.
5. Public address systems may be used to announce playoff and tournament games and for special events such as opening ceremonies at the beginning of a league season playoff or tournament. Users of public address systems need to be aware that many District fields are located in residential neighborhoods and, therefore, system use is to be limited to game descriptions, and only occasionally, for official league business or emergencies. During times of non-approved use it is the responsibility of the user to see that the public address system is secure and unavailable for use. Intended dates of usage shall be listed on a league's application prior to the commencement of the league season. Any requests for additional, unanticipated usage must have the prior authorization of the District.
6. Firecrackers, rockets and other inflammable devices are prohibited on District fields. The use of powered model airplanes is also prohibited without the specific written authorization of the District. Such authorization shall stipulate the date, time, and location of the intended use.
7. No structures such as port-a-potties, storage sheds, fences, additional bleachers, etc., may be brought onto fields without the prior authorization of the District.
8. Temporary signs or banners are to be removed at the end of each day of use.
9. At the end of use the user shall clean up all areas used by the group and dispose of all refuse
10. One or more designated league officials (i.e., an "ombudsman") is to be present at all times of scheduled use to provide information and to assist in the resolution of disputes.
11. Applicants are to actively encourage and direct participants to use school parking lots in an attempt to reduce overflow into neighborhoods. No parking is allowed on school fields or playgrounds.

**Los Gatos Union School District Use of Facilities  
Effective January 1, 2019**

**Use of Fields continued**

**Wet Field Policy**

1. The District reserves the right to cancel or postpone use of the fields if turf conditions are wet enough to cause a unsatisfactory or potentially unsafe condition. This would include standing water on the field or if water is displaced (squishy) when walking on the field. Generally, fields may not be used if moderate (measurable) or greater rain occurs in the 12 hours preceding the intended time of play.
2. League/organization leaders are expected to make educated and responsible decisions regarding field condition and playability, keeping in mind the current a future quality of the turf. Scheduled activities on the turf are to be cancelled to avoid damage to the turf and potential injuries to players.

**Leagues/organizations failing to follow the wet field policy and guidelines will be subject to having their use permit revoke and loss of future field use.**

**Weekend use**

1. Weekend games will not normally be scheduled to begin prior to 9:00 a.m. (10:00 a.m. at Daves Avenue Elementary School). Usage as early as 8:00 a.m. on one day of the weekend only will be considered if it is necessary to complete a full schedule of games. Field users will be allowed a reasonable set-up time, normally not to exceed one hour, prior to the commencement of games. Care should be exercised so that such set-up and warm-up activities are not disruptive to neighborhoods, particularly in the early morning hours. Weekday games and/or practices may not begin until at least 15 minutes after school is dismissed. Any exceptions must have prior district authorization. The District reserves the right to pre-empt scheduled usage for district activities.
2. The use of District fields on both days of a weekend for regularly scheduled games is discouraged at all sites. Normally, one day of a weekend is available for regularly scheduled youth league games. Such games may be scheduled for both days of a weekend only if the number of days available to a league is determined to be inadequate to accommodate a regular schedule of league games. Make-up, rained-out or other postponed games are to be played on weekdays and on the weekend day scheduled for regular play, whenever possible.
3. Any exceptions to this regulation regarding make-up games must be submitted to the District for approval.

**Violation of any the above restrictions or requirements is grounds for the revocation of a facility use permit.**



**Los Gatos Union School District Use of Facilities  
Effective January 1, 2019**

**Use of Fisher Middle School Gymnasium**

The following conditions of use apply to all users of the Fisher Middle School Gymnasium.

1. No food or drink (except water) is allowed in the gymnasium at any time.
2. Lights must be turned off before leaving the facility.
3. No indoor soccer is permitted.
4. Basketball hoops must be raised before leaving the facility.
5. Bleachers must be returned to their original position before leaving the facility.
6. No unauthorized use of equipment. Any equipment used must be returned to its proper location before leaving the facility.
7. One or more designated league officials (i.e. an "ombudsman") is to be present at league games at all times of scheduled use to provide information and to assist in the resolution of disputes.
8. Use of district electronic equipment is prohibited.
9. Trash is to be picked up and removed from the premises.
10. Applicants are to actively encourage and direct participants to use school parking lots in an attempt to reduce overflow into neighborhoods. No parking is allowed on school fields or playgrounds.
11. All gymnasium doors are to be closed and securely locked before leaving the facility.
13. Operation of Fisher Gym Non-School Use:
  - Monday – Friday                      8:00 am – 9:00 pm, excludes Holidays
  - Weekends and Holidays            9:00 am – 6:00 pm

**Violation of these conditions, regulations and rules is grounds for the revocation of a gymnasium use permit.**