

USE OF SCHOOL FACILITIES

Fees for Use of District Facilities

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

1. Encourage and assist groups to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task
3. 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 person applying for the use of school property on behalf of any society, group, or organization shall present written authorization 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 does not intend to use the school premises to commit unlawful acts.

Civic Center Act

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)

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. Childcare 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

USE OF SCHOOL FACILITIES (continued)

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

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 for school purposes or which interferes with the regular conduct of school or school work
3. Any use which is discriminatory in the legal sense
4. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property

For safety or security reasons the following facilities are excluded from public use:

1. Offices or computer rooms containing records and confidential information
2. Science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills

Damage and Liability

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

The Superintendent, or designee, shall require an Application and Permit for Use of School Facilities, a Certificate of Insurance, and an appropriate Hold Harmless and Indemnification Agreement from all user groups.

Any non-profit group that promotes youth and school activities shall be liable for any losses or injuries resulting from its negligence during such use, and shall bear the cost of insuring against this risk and defending against all claims arising from this risk.

USE OF SCHOOL FACILITIES (continued)

All other groups using district facilities shall agree to defend, indemnify, and hold harmless the district, its Board, officers, employees, and agents for any and all losses, claims, or injuries that may occur for any reason during such use, regardless of cause.

California law permits the Poway Unified School District Governing Board to grant the use of school buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest. The Board of Education may also establish such terms and conditions of usage, as it deems proper, subject to the limitations, requirements, and restrictions set forth in the Education Code of the State of California.

The Poway Unified School District is increasingly called upon to serve the functions of recreation, citizenship training, and the use of leisure time. Since it is the policy of the district that school facilities be utilized to the maximum in order to provide the greatest service to the community, it is important that guidelines be formulated to implement adopted policies relating to the use of school facilities under the Civic Center laws.

These rules and regulations define which groups are eligible to use the school facilities, outline application procedure, set forth the conditions of use of specific areas, list the State laws and Board rules and regulations concerning usage, and establish a table of charges for such use.

Eligible Organizations

All applications terminate at the end of the approved use period and will not be valid beyond June 30 of each year. Administratively-approved extensions beyond one year may be renewed consistent with Education Code and Board Policy provisions.

All juvenile organizations or groups must have satisfactory adult sponsorship and supervision.

Civic Center Groups

This category includes recognized student clubs, employees' associations, parent-teacher groups, booster clubs, Boy and Girl Scouts, State educational institutions, etc.

Public Service and Welfare Organizations

Facilities will be made available to groups organized for general community welfare and without benefit of personal gain, for service charges only.

Rules and Regulations for Use of Available Facilities

1. Furniture and Equipment Available for Use
 - a. No school property is available for use, with the exception of tables and chairs.

USE OF SCHOOL FACILITIES (continued)

- b. In signing the online Facility Use Agreement PUSD Form, it is agreed that the group will pay for any damages to the equipment or the facility while in their use.
2. **Damage and Mistreatment of School Property**
 - a. School property must be protected from damage and mistreatment and ordinary precaution for cleanliness must be maintained.
 - b. Groups shall be responsible for the condition in which they leave the school building or facility being used.
 - c. By submitting an online application for facility use, the applicant agrees that in cases where school property has been damaged or abused beyond normal wear, or where unusual cleaning work is required, the cost will be paid for by the organization involved.
 - d. The use of any materials that would harm or damage floors is strictly prohibited.
3. **Decorations**
 - a. Arrangements for the decorating of school facilities must be made through the school principal, or designee.
 - b. Any decorations shall be erected in a manner that will not be destructive of school property and shall be approved by the custodian on duty.
 - c. All decorations shall be removed at the termination of the activity.
4. **Use of Stage Equipment**

There is no use of stage equipment for any theatre; use of the piano is prohibited. Sound and lighting equipment is not available. House lights are available only; no special lighting is available.
5. **Safety Precautions**
 - a. In cases involving the use of the multipurpose room or other large room, the number of people admitted or seated shall not exceed the regular capacity as established by law. Fire code dictates that the maximum amount of chairs that may be set up in any room is two hundred (200).

USE OF SCHOOL FACILITIES (continued)

- b. No classroom or single portable shall be occupied by more than forty (40) persons.
 - c. Decorations or personal property used shall be flameproofed, as required by law.
6. Grounds Utilization
- a. Horseback riding or the operation of equipment which constitutes a hazard or public nuisance is prohibited.
 - b. Power-driven vehicles of any nature shall be operated on school playgrounds or athletic fields only if necessary and only by school personnel.
 - c. The flying of motorized model aircraft shall not take place on any school playground.
7. Specially Equipped Areas
- a. No specially-equipped classrooms such as science rooms, Preschool, Extended Student Service, art areas, and home economic areas will be available to the general public or non-school groups.
 - b. Industrial arts, service labs, and other similar instructional facilities are not available for public use except for educational institutional use (schools, colleges, and universities).
 - c. These facilities may be made available to educational institutions with a charge, in accordance with the fee schedule, under an administratively-approved reciprocal program.
8. Pianos
- Pianos are not available for use at any time.
9. Kitchen Facilities
- a. An organization may use school facilities to prepare coffee and other refreshments only if a district employee is present.
 - b. Food preparation equipment such as choppers, blenders, mixers, slicers, etc., shall only be used by trained Food and Nutrition personnel.

USE OF SCHOOL FACILITIES (continued)

- c. Costs of this additional labor will be charged on a prorated basis to the using organization.
 - d. No money will be paid to the district on the night of the event.
10. Restrooms - General Regulations
- When the use of field facilities by non-school organizations requires that restroom facilities be available, a school custodian must be on site for supervision. The standard custodial fee will be charged. The organization assumes the full responsibility for the protection of school property. Custodians do not assist with any event. All groups are responsible for set-up and clean-up in regards to their event.
11. Air Conditioning - General Regulations
- a. Any time a central air conditioning system is to be started for other than school district use, there may be a charge to cover start-up costs. These systems may be shut down at any time before the end of facility use at the wish of the user and charged for accordingly.
 - b. Utilities and supplies will be charged for.
12. Insurance - General Regulations
- a. All groups or organizations using district facilities shall be required to provide evidence of liability insurance coverage with limits acceptable to the district. This shall be in the form of a Certificate of Insurance naming the district as additional insured. A separate, attached endorsement is also required. Please visit <http://www.powayusd.com/requests> for specific insurance requirements. PUSD is not responsible nor able to assist any organization with obtaining adequate insurance.
 - b. Within the provisions of the Civic Center Act, organizations using district facilities shall be required to provide the district with appropriate "hold harmless and indemnification" agreement.
13. District Charges for Direct Costs
- a. All direct costs means any expense incurred by the district beyond its normally scheduled operating expenses. This includes, but is not necessarily limited to, cost of labor, utilities, and wear and tear to equipment/facility.

USE OF SCHOOL FACILITIES (continued)

- b. Rental rates do not include the use of specialized equipment, supplies, and personnel, other than the custodian opening and closing the facility.
 - c. Fees will be charged based on the adopted fee schedule per group classification.
 - d. Questions related to fee charges will be directed to the Maintenance and Operations individual responsible for administering this program.
14. Alterations and Repairs
- a. The applicant shall not make additions, alter, and/or make repairs to facilities, equipment, and grounds without prior approval. Requests are to be submitted in writing to the district's individual responsible for administering this program.
 - b. If the proposed change results in a gift to the district, it shall be treated in accordance with the provisions of district policy on gifts, grants, and bequests.
15. Use of Fields
- a. No organization is to use any district field without prior written approval from the Maintenance and Operations Office. Grass fields are unavailable on Sundays. The only beverage permitted on artificial turf fields is water.
 - b. No changes may be made in scheduled times and dates without prior written approval from the Facilities Department. Changes or cancellations must be submitted in writing at least two weeks prior to the event date.
 - c. No equipment of any type will be installed on any field without the prior written approval from Maintenance and Operations.
 - d. No burning of field lines will be allowed. All lines will be painted or chalked.
 - e. No one will use a field while it is raining or if the field is excessively wet.
 - f. Watering of district fields will be done by district personnel only. Do not tamper with the time clocks or sprinkler equipment.
 - g. All soccer goalposts and portable baseball fencing must be removed within five (5) days after the last playoff game. After five days, the items will be removed by the district and the organization will be billed for the expense.

USE OF SCHOOL FACILITIES (continued)

- h. All expenses incurred for additional sprinklers and quick-couplers will be billed to the requesting organization.
 - i. It will be the responsibility of each organization to clean up the area after each practice or game. Any expense incurred by the district for clean-up work will be billed to the organization.
 - j. It will be the responsibility of each organization to assist in traffic control and security adjacent to the fields. Remember, the residents near the fields have a right to enter and exit their driveways and not have personal property destroyed or damaged. Hours of operation are 7:00 a.m. through 10:30 p.m. on weekends and legal holidays due to noise abatement concerns.
16. Activities in School Buildings
- a. Smoking or other tobacco use shall not be permitted anywhere on school district property, including all parking lots and fields.
 - b. No alcoholic beverages, liquors, or narcotics shall be used, consumed, or brought onto the campus.
 - c. Profane language, quarrelling, or gambling shall not be permitted.
 - d. No games of chance or lotteries, as defined by Section 319 of the California State Penal Code, will be permitted on school premises.
 - e. Only school employees are permitted to use the school office or equipment, unless approved by the principal, or designee.
 - f. The school telephone is available only to employees for official business, except in emergencies.
 - g. All facility use schedules will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not utilized and that the premises are vacated as scheduled.
17. Application and Approval for Use of Facilities
- a. Applicant completes Form FAC-28B, "Application and Agreement for Use of School Facilities," and returns it to the school site administrator no later than thirty (30) calendar days in advance of the proposed date of use or submits a

USE OF SCHOOL FACILITIES (continued)

request via the online system at <http://www.powayusd.com/requests>. The requestor must be a legal officer of the organization and be able to sign legal documents for the organization.

- b. The comptroller will route all requests to the site for approval, when necessary. The site has the ability to decline or cancel an event.
 - c. The district individual responsible for administering this program will review the online request for completeness and compliance with district fees and regulations. If approved by the district office (site, if necessary), the online request is approved/pending until adequate insurance is in place. If insurance has already been submitted, the request is approve/activated and the requestor is notified via email.
 - d. Facilities shall not be used until the application has been approved and the Certificate of Insurance and the separate, attached Endorsement has been received by the district.
 - e. An email from the online system is sent to the requestor stating the schedule has been Approved/Activated. A Schedule ID number will be assigned to all requests.
18. Canceling and Revoking Use Permit Schedules
- a. If a group or organization finds it necessary to cancel a scheduled use, the school shall be notified in writing to the Facilities office as soon as possible, but at least twenty-four (24) hours prior to the scheduled use. If an employee comes to work an event and the organization does not show up to use the property, the organization will be charged a minimum of three hours of overtime for the employee's time, per union contract.
 - b. The group or organization shall be charged for any expense incurred by the district in opening the school should it fail to comply with the cancellation notice provision or any other provisions of the application.
 - c. Should a group meeting be canceled, any subsequent board or committee meeting of the same organization scheduled for the same time is automatically canceled.
19. Revocations
- a. Any permit may be revoked without prior notice for violation of rules.

USE OF SCHOOL FACILITIES (continued)

- b. Where conflicting dates have resulted, or where need of the property for public school purposes has subsequently arisen, the requesting school site shall confer with the appropriate Associate Superintendent to gain approval to "bump" the scheduled user. Upon approval, the school site shall contact and assist the scheduled user in finding suitable facilities at the school, if possible. There are no reservation guarantees and organizations may be bumped minutes before their event is scheduled.
 - c. For other causes, permit schedules may be revoked at any time upon reasonable notice.
 - d. All permit schedules are terminated automatically on June 30 of each year.
20. Hours Available
- a. The school facilities are available normally from school dismissal time to 10:30 p.m. on weekdays, and from 8:00 a.m. to 10:30 p.m. on Saturdays and Sundays.
 - b. Overnight accommodations for sleeping are not permitted at any time.
 - c. The applicant will comply with all other requirements for facility use. Specific rules and Regulations are available at <http://www.powayusd.com/requests>.
21. Enforcing Closing Times
- a. The officers of the group are responsible for clearing the building by the closing time indicated in the permit schedule.
 - b. Any group disregarding this rule will be assessed a fee sufficient to cover excess service costs as specified in the schedule of fees.

Parking And Traffic Regulations

- 1. Students who drive to school shall park in an area designated by the Principal.
- 2. No person shall operate or park an unregistered vehicle on the school grounds.
- 3. No unlicensed person shall operate any motor vehicle on the school grounds.
- 4. Parking is not permitted:
 - a. On any cultivated or non-cultivated part of the school grounds not specifically designed for parking

USE OF SCHOOL FACILITIES (continued)

- b. At any parking lot entrance, exit, or simulated island blocking the orderly flow of traffic
 - c. On any part of the parking lot not lined for parking
 - d. In any bus loading zone marked with a red curb
 - e. In any designated Fire Lane
5. Vehicles parked on the school grounds must be parked to conform to painted markings.
 6. No vehicle may be left on school grounds for more than 24 hours without permission of the Principal, Superintendent, or designee.
 7. The Principal of any school may designate certain parking areas for staff, faculty, or other restricted uses. Such areas shall be posted with appropriate signs and no unauthorized vehicle shall be parked in such an area.
 8. Handicapped zones shall be occupied only by vehicles bearing a handicap sticker and/or license plate.

Enforcement

Any person violating these traffic and parking regulations may be cited for illegal parking, and vehicle may be removed at owner's expense.

District/Non-District-Sponsored Activities

Faculty members have often participated in summer activities that involve students from the schools. The purpose of this procedure is to clarify the differences between district-sponsored activities and activities sponsored by outside organizations, and to provide guidelines for each type of activity.

District-Sponsored Activities: District-sponsored activities are those that are supervised by district staff who are being paid by the district for supervising the activity. Summer activities that fit into this category are those operated through Adult Education or the district Summer School program. Facilities requests are to be routed through and coordinated by Adult Education or the school site staff. District-sponsored activities have priority over all other facility uses.

USE OF SCHOOL FACILITIES (continued)

Non-District-Sponsored Activities: Activities sponsored by organizations other than the district are considered to be outside activities, even if the person is employed by the district in another capacity. Such activities would include, but are not limited to, the following:

- Summer camps sponsored by parent booster organizations.
- Summer camps sponsored by individual coaches.
- Other activities where the proceeds are directed to individuals or organizations other than the district.

Persons involved in non-district sponsored summer activities should observe the following guidelines:

- Apply for facilities directly through the Maintenance and Operations Department. Appropriate fees will be charged. Applications should be made as an individual or as an organization, not as an employee of the district. Equal priority is given to all other community users of facilities.
- No equipment or uniforms that belong to the district shall be used.
- Promotion efforts shall make it clear that the activity is not district sponsored. No promotional activities are allowed on school premises. Use of school names, logos, or mascots is not permitted.
- Individuals and organizations using district facilities as outside organizations are not covered by district workers' compensation or liability insurance. Such coverage is the sole responsibility of the sponsoring individual or organization.

Where athletic activities are involved, San Diego CIF guidelines pertaining to off-season practice and competition shall be observed. If there is any question regarding off-season guidelines, the San Diego Section CIF office should be consulted.

Use of District Office Community Rooms

The community rooms at the District Office shall be reserved using the online facility reservation system at <http://www.powayusd.com/Requests/> for use during and after office hours, as well as on weekends and holidays. The facility reservation system is available via the no longer Novell?.

Our Facilities Department will accept the online applications and forward them to the Executive Assistant to the Board in the Superintendent's Office for final approval. Once cleared by the Executive Assistant, Facilities will approve the application and send verification to the applicant via district email.

USE OF SCHOOL FACILITIES (continued)

The Executive Assistant will administer the "master calendar" for the Community Room(s). All Board of Education (BOE) meetings will be reserved in advance and those dates will not be available to any applicant.

Community Room (large) shall be set-up with 24 hexagonal tables and four chairs per table. An alternative set-up will be twelve 72" round tables with eight chairs per table.

Community Room (east) shall be set-up with 16 hexagonal tables and four chairs per table. An alternative set-up will be eight 72" round tables with eight chairs per table.

Community Room (west) shall be set-up with 8 hexagonal tables and four chairs per table. An alternative set-up will be four 72" round tables with eight chairs per table.

Occupancy: Community Room (large) approximate occupancy is 150. Community Room (east) approximate occupancy is 100. Community Room (west) approximate occupancy is 50.

Technology: Providing a laptop for access to audio/visual system equipment is the responsibility of the user.

All set-ups and clean-ups for internal events will be the responsibility of the user (applicant). Custodial assistance will be available only if round tables are requested. Locking of exterior doors is the responsibility of the user if after hours.

All set-up and clean-ups for external events shall be the responsibility of the user (applicant). The district will provide at the user's (applicant's) expense a custodian one half-hour prior to and one half-hour following the event. The custodian assigned will not stay at the event; however, if needed, he or she may be reached through the Lead Custodian at the District Office. The custodian assigned will periodically check with the user (applicant) during the course of the event.

Breaks for participants (during business day): Participants should be reminded to take their breaks outside the building to reduce the noise factor in the reception area. If breaking for lunch and using the Café, please exit the building and walk around to the Café for dining.

Cost for External Groups: Community Room (large) shall be charged at \$110.00 per hour. Community Room (east) shall be charged at \$90.00 per hour and Community Room (west)

USE OF SCHOOL FACILITIES (continued)

shall be charged at \$50.00 per hour. These costs include custodial services, utilities, and supplies but do not include the use of technology. An additional hourly charge of \$40 will be applied for an IT Technician to operate any needed Audio/Visual system equipment.

Catering for External Groups: The Catering Group must be used for food served at meetings. The owner of The Catering Group, Patrick Lipe, may be reached at (858) 254-4478. The agreements for catering service are strictly between the user (applicant) and The Catering Group. The district accepts no responsibility with regards to the catering agreement.

Board of Education Meetings: Set-up and breakdown of the dais shall be the responsibility of the IT Department. The district shall provide a custodian to breakdown and store the tables and to set up chairs for meeting attendees and Board members. The district Office Lead Custodian will assist with the breakdown and then set up the Community Room to the "standard" configuration using hexagonal tables and chairs.

If the IT Department chooses to remove the dais the morning following a Board of Education meeting, this must be completed prior to 7:00 a.m. There will be no custodian to assist at this time.