

FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT

Community Relations

AR 1330(a)

USE OF SCHOOL FACILITIES

School facilities shall not be available for public use under conditions or at times when use would interfere with the regular school program or would be inconsistent with the purposes of public education.

The school principal is authorized to designate the areas at his/her school which are available and suitable for the use requested. Requests for which he/she has no suitable facility will be referred by the principal to the nearest school which can accommodate the activity. Final determination will be made at the Folsom Cordova Unified School District Facilities and Planning Office. A denial of a request for "Use of School Facilities" may be appealed to the Chief Financial Officer or designee.

Procedures for Making Application for Use of School Facilities

The individual making application for use of school facilities shall be a responsible adult. In the case of an organization, the party shall be an officer or a person duly appointed by the organization to make such an application. The application when signed and approved constitutes a contract.

Proof of Eligibility

In determining eligibility for use by a requesting individual, organization, or agency and in determining the appropriate Use of Facilities Classification (I, II, III), documentation may be required in the form of the organization's bylaws, the agency's charter, a listing of membership, and its financial statement.

If the use of school facilities without rental fee is permitted, unless the proceeds are for school or student welfare, it is understood that there will be no admission fee charged, no solicitation of funds, no freewill offering, nor sale of literature by the organization using the facilities, and that the meeting shall be non-exclusive and open to the public.

Processing the Application

1. Approval shall not be granted which will constitute a monopoly for the benefit of any persons or organizations. No approval shall be granted for a period exceeding three months unless the Chief Financial Officer or designee grants prior approval.
2. Scheduling Priorities

In scheduling the use of school facilities, priority will be given in the following order:

- a. School and student activities
- b. Adult Education program

- c. Cordova and Folsom City Recreation and Park Districts for recreational activities in their respective areas
- d. Other clubs and organizations eligible under BP 1330 will be scheduled on a first-come-first-serve basis (excluding the Jill Solberg Theater)
- e. Bingo organizations meeting the criteria set forth in BP 1330 and the organization is one where the proceeds will be committed to the support of one or more district student activities, or where the proceeds will be donated to the Folsom Cordova Unified School District (excluding the Jill Solberg Theater)

Jill Solberg Theater

- 1. Rotation among the requesting groups from year to year.
- 2. Avoidance of conflicts with school activities. For example, sporting events or dances that make use of the theater difficult due to limited parking, conflict in the use of the lobby, or noise level from school activities.
- 3. Consideration given to groups that will pay for more rental days (i.e., request for six days in one week versus two days in same week).
- 4. Accommodation of a variety of groups during the year. No one group shall have exclusive use or priority over another group.
- 5. If all four criteria above are equal, advantage will be afforded to organizations that operate within the encompassing (Folsom and Rancho Cordova) boundaries of the District.

3. Scheduling Activities

a. Recreation and Park District Use

When applicable, use of school facilities for all community athletic league activities should be scheduled through the appropriate Recreation and Park District. The Recreation and Park Districts shall coordinate their activities with the school site administrator for the use of facilities and submit a completed application and schedule to the FCUSD Facilities Department.

Under terms of the Joint Use Agreement, the Recreation and Park Districts assume responsibility for school property when used by their programs and shall provide supervisory personnel.

- b. Those organizations using school facilities for seasonal activities, i.e., soccer, baseball, etc., and not coordinating through the Recreation and Park Districts, shall make application for facilities use, and shall file such application with the school site administrator at least 14 days prior to the intended use.

- c. All other organizations or individuals shall file an application with the school site administrator at least 14 days prior to the intended use.
- d. Application approval shall not be given to any request in which damage to school property is likely to occur.
- e. All approvals shall terminate on the last day scheduled, but in no case later than June 30.

4. Conduct of Activities

Supervision

Juvenile organizations, including those activities sponsored by the recreation and park districts shall have adequate supervision when using school facilities at a ratio of not less than one adult per 20 minors. Supervisors of such groups must at all times exercise control and maintain high standard of conduct with all members of the group.

Use of School Property, Equipment (including Keys and Telephones), and Personnel

1. Property

Groups must observe the ordinary rules and cleanliness and shall not leave any facility used littered with paper and trash. All decorations shall be removed at the termination of the activities. If facilities are left littered, the using organization may be invoiced for the extra cost necessary to clean the facility for school use. School property shall be protected from any damage or mistreatment, and applicants shall be responsible for the condition in which they leave school buildings.

An inspection will be made by the principal or designated representative the next working day following the activity to ascertain any loss or damage, and to evaluate the care of the property. Any breakage, damage, or loss of district property shall be paid for by the organization making the application even though such loss was caused by a person, or persons, not officially belonging to the group. Costs shall be established by the district and an invoice shall be submitted to the responsible organization. Failure to pay promptly for such damage shall be grounds for refusal of future applications.

2. Equipment

- a. School equipment may be used on the school premises at the discretion of the school principal.
- b. The use of installed or portable equipment such as scoreboards, public address systems, theater, stage and shop equipment is limited to qualified operators.

- c. No cooking or kitchen usage shall occur unless cafeteria employees are assigned the responsibilities of supervising the use and care of the cafeteria equipment.
- d. School keys shall remain in the possession of authorized school district employees only (with the exception of joint-use agreement users).
- e. The telephone is available only for emergencies and when a pay telephone is not available.
- f. School equipment shall not be loaned or rented to any group for use outside school premises.

3. Personnel

The principal may grant the use of school equipment, but specify that it must be operated by school personnel if, in his/her judgment, such a rule is advisable for the preservation of the proper working order of the equipment.

- a. The use of the installed or portable equipment such as scoreboards, public address systems, theater, stage and shop equipment is limited to qualified operators acceptable to the respective school principal.
- b. Cafeteria employees shall be assigned the responsibilities of supervising the use and care of cafeteria equipment when cafeteria facilities are used. Labor costs will be borne by the using agency at the overtime rate as indicated on the fee schedule.
- c. Pool users are required to supply a licensed lifeguard service when using the pool. "Lifeguard service," as used in this regulation, means the attendance at a swimming pool, during periods of use, of one or more lifeguards who possess, as minimum qualifications, current certificates from an American Red Cross or YMCA of the U.S.A. lifeguard training program, or have equivalent qualifications, as determined by the district, and who are trained to administer first aid, including, but not limited to, cardiopulmonary resuscitation in conformance with Section 123725 and the regulations adopted there under, and who have no duties to perform other than to supervise the safety of participants in water-contact activities. "Lifeguard services" includes the supervision of the safety of participants in water-contact activities by lifeguards who are providing swimming lessons, coaching or overseeing water-contact sports, or providing water safety instructions to participants when no other persons are using the facilities unless those persons are supervised by separate lifeguard services.

4. Keys

School keys are required in the carrying out of any and all activities related to this regulation shall remain in the possession of authorized school district employees. School keys shall not be turned over to individuals, organizations, clubs, associations, etc., in the implementation of activities related to use of school facilities (with the exception of joint-use agreement users). When access to school buildings is required for the purpose of public use, the building shall be opened, attended and closed by an authorized employee of the district.

5. Telephones

The school telephone is available only for emergencies and when a pay telephone is not available.

Maximum Attendance

The number of people present, at any activity, shall not exceed the posted occupancy for the room(s) used. This is a FIRE REGULATION.

Limitations

1. Permission granted to any group or organization for the use of school facilities does not imply approval of the objectives or the assumption of any responsibility for action of the group or organization on part of the Board.
2. No use of school facilities shall be granted for any individual, society, group or organization for the commission of any act intended to further any program or movement whose purpose is the overthrow of the government of the United States or the State of California by force, violence or other unlawful means (Education Code 38135).
3. The privilege is renewable and revocable at the discretion of the Board at any time, and by the school administrators for non compliance with rules and regulations.
4. No use of school facilities or grounds shall be granted which is inconsistent with the use of school facilities or grounds for school purposes or interferes with regular conduct of school or school work.
5. Any use by an individual, society, group or organization involved with or promoting of discriminatory practices.
6. The school district may require a district employee to be present and represent the interests of the district when school facilities are used.

Revocation

District administration or the school principal may revoke a Use of Facilities application either for cause or because of interference with scheduled school activities.

1. Unreasonable conduct of any participant shall be subject to immediate cancellation of facility use. Any conduct at an activity that is deemed to be offensive, indecent, inflammatory, or contrary to the best interests of the community is classified as unreasonable.

The following are examples of unreasonable conduct:

- a. Vulgar language
 - b. Quarreling
 - c. Fighting
 - d. Lewd acts or displays
 - e. Other offensive acts
2. Smoking or the use of tobacco is prohibited in any school district facility or district grounds.
 3. There shall be no use of intoxicants or narcotics; neither shall anyone carry intoxicants or narcotics or come onto school property in an inebriated condition.
 4. Infraction of any city or county ordinance, or other district or school rule may be cause for termination of application.
 5. Any activities or practice, including the operation of motorized vehicles or carts, which may be injurious to others using the area or cause damage to the premises, is prohibited on school grounds. This does not apply to supervised golf, archery, etc, which is part of the instructional program.
 6. Any revocation may be appealed through the Office of the Chief Financial Officer or designee.

Deposit

A refundable deposit may be assessed. This deposit shall be returned uncashed after verification with the site that the facility was left clean and in good order. Said deposit shall be returned within 15 days of the last date of usage.

Insurance

Concurrent with the execution of the Use of Facilities permit, user shall provide the Folsom Cordova Unified School District with a Certificate of Insurance naming the district as additional insured and which meets the following minimum insurance requirements: \$2,000,000 Bodily Liability/Property Liability Combined Single Limit.

In order for a rental to be approved, the Use of Facilities, Indemnity and Insurance Agreement must be signed and dated. The district requires the insurance policy to be written on a per occurrence basis without aggregate limits. If a policy carries a General Aggregate limit then the general aggregate must be a minimum of \$2,000,000 to provide the Folsom Cordova Unified School District with proper insurance coverage.

User further agrees to indemnify, defend and hold harmless the Folsom Cordova Unified School District, its officers, agents, and employees against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from user's use of district facilities.

Approval Process

Upon receipt of a fully completed Application for Use of School Facilities form, each site administrator will determine availability of the requested facility/room, complete "Site Use Only" portion of form and send the original copy to the Folsom Cordova Unified School District Facilities and Planning Department. A copy is to remain at the school site.

Once the form has been received by the Facilities and Planning Department, it will be reviewed and approval will either be granted or denied. Facility use fees must be paid prior to use. A copy will then be returned to the requestor.

Actual hours used will be verified by the Facilities and Planning Department with site personnel to determine if additional fees will be assessed.

Fee Schedule

All organizations will pay an application fee and/or an hourly rate. The application fee will be a one-time charge for each field/facility used by an organization. If fees, such as tournament, admission or participation fees or donations are collected by the applicant or organization, the hourly rate and application fee will be assessed. Exceptions may be granted by the Chief Financial Officer or designee.

Approved: May 22, 2008
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