

Community Relations

Community 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 Deputy Superintendent or designee.

Procedures for Making Application for Use of School Facilities

A. 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.

B. **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.

1. 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.

C. **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 (3) months unless the Deputy Superintendent 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 Board Policy 1330 will be scheduled on a first-come-first-serve basis.
- e. Bingo organizations meeting the criteria set forth in Board Policy 1330 (J) 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.

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 fourteen (14) days prior to the intended use.
- c. All other organizations or individuals shall file an application with the school site administrator at least fourteen (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.

D. **Conduct of Activities**

1. **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 (1) adult per twenty (20) minors. Supervisors of such groups must at all times exercise control and maintain high standard of conduct with all members of the group.

E. **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 his/her 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 or 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 thereunder, 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.

F. **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.

G. **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 of Education.
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 (per California Ed. Code, section 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.

H. **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.
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 Deputy Superintendent or designee.

I. **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. No deposit will be required for Classification I.

J. **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 two million dollars (\$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.

K. **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.

L. 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 Deputy Superintendent or designee.

Permanent and Relocatable Spaces:

Facility/Room Type	Location	Classification I		Classification II	Classification III
		(Park & Rec coordinated)	(not Park & Rec coordinated)		
Classrooms and Conference Rooms	Standard Size (Under 1000 sq. feet)	\$28/app. <u>or</u> \$6/hr. (whichever is less)	\$106/app. <u>or</u> \$6/hr. (whichever is less)	\$14 per hour	\$28 per hour
	Oversized (Over 1000 sq. feet)	\$28/app. <u>or</u> \$11/hr (whichever is less)	\$106/app. <u>or</u> \$11/hr. (whichever is less)	\$20 per hour	\$40 per hour
Music Rooms	Middle Schools	\$28/app. <u>or</u> \$11/hr (whichever is less)	\$106/app. <u>or</u> \$11/hr. (whichever is less)	\$20 per hour	\$40 per hour
	High Schools	\$55/app. <u>or</u> \$28/hr. (whichever is less)	\$165/app. <u>or</u> \$28/hr (whichever is less)	\$53 per hour	\$106 per hour
Libraries	Elementary Schools	\$28/app. <u>or</u> \$11/hr (whichever is less)	\$106/app. <u>or</u> \$11/hr. (whichever is less)	\$20 per hour	\$40 per hour
	Middle Schools	\$28/app. <u>or</u> \$11/hr (whichever is less)	\$106/app. <u>or</u> \$11/hr. (whichever is less)	\$40 per hour	\$80 per hour
	High Schools	\$55/app. <u>or</u> \$28/hr (whichever is less)	\$165/app. <u>or</u> \$28/hr (whichever is less)	\$60 per hour	\$120 per hour
Multipurpose Rooms	Elementary Schools	\$55/app. <u>or</u> \$17/hr (whichever is less)	\$165/app. <u>or</u> \$17/hr (whichever is less)	\$40 per hour	\$80 per hour
	Middle School (excludes Folsom MS)	\$55/app <u>or</u> \$22/hr (whichever is less)	\$165/app. <u>or</u> \$22/hr (whichever is less)	\$47 per hour	\$94 per hour
	High School (includes Folsom MS)	\$55 per application	\$165/app. <u>or</u> \$44/hr (whichever is less)	\$93 per hour	\$186 per hour
	Granite Center	\$55/app. <u>or</u> \$11/hr (whichever is less)	\$165/app. <u>or</u> \$11/hr (whichever is less)	\$20 per hour	\$40 per hour
Kitchens (fully equipped) (Requires Cafeteria Personnel)	C. Gardens, Mather Heights & Rancho Cordova Elem Schools	\$6 per hour	\$6 per hour	\$20 per hour	\$40 per hour
	Middle Schools	\$11 per hour	\$11 per hour	\$27 per hour	\$54 per hour
	High Schools	\$17 per hour	\$17 per hour	\$33 per hour	\$66 per hour
Kitchens (serving only):	Sites Not Listed Above	\$6 per hour	\$6 per hour	\$14 per hour	\$28 per hour
Gymnasiums	Middle School & HS Auxiliary (excludes Folsom MS)	\$55 per application	\$165/app. <u>or</u> \$33/hr (whichever is less)	\$80 per hour	\$160 per hour
	High School (includes Folsom MS)	\$55/app. <u>or</u> \$55/ hr (whichever is less)	\$165/app. <u>or</u> \$60/hr (whichever is less)	\$120 per hour	\$240 per hour
Conference Room	District Office	\$28/app. <u>or</u> \$4/hr (whichever is less)	\$106/app. <u>or</u> \$4/hr (whichever is less)	\$7 per hour	\$14 per hour

Amphitheater:

Facility/Room Type	Location	Classification I		Classification II	Classification III
		(Park & Rec coordinated)	(not Park & Rec coordinated)		
Amphitheater	Elementary Schools	\$17 per app.	\$22 per app.	\$28 per hour	\$33 per hour
	Middle Schools	\$28 per app.	\$33 per app.	\$39 per hour	\$44 per hour
	High Schools	\$40 per app.	\$44 per app.	\$55 per hour	\$70 per hour

Theater/Black Box:

Facility/Room Type (District theater technical staff required)	Location	Classification I		Classification II	Classification III
		(Park & Rec coordinated)	(not Park & Rec coordinated)		
Theater	Folsom High	\$77 per hour	\$77 per hour	\$158 per hour	\$316 per hour
Black Box	Vista del Lago	\$45 per hour	\$45 per hour	\$90 per hour	\$180 per hour

Stadiums:

Facility/Room Type	Location	Classification I		Classification II	Classification III
		(Park & Rec coordinated)	(not Park & Rec coordinated)		
Stadiums	Sutter Middle: Stadium (no lights) Stadium with lights	\$10 per hour	\$15 per hour	\$120 per hour	\$240 per hour
		\$50 per hour	\$55 per hour	\$190 per hour	\$380 per hour
	Folsom & Cordova High: Stadium (no lights) Stadium with lights	\$55 per hour	\$90 per hour	\$210 per hour	\$420 per hour
		\$110 per hour	\$145 per hour	\$290 per hour	\$580 per hour

Field House:

Facility/Room Type	Location	Classification I		Classification II	Classification III
		(Park & Rec coordinated)	(not Park & Rec coordinated)		
Field House	Folsom High	\$28/app. <u>or</u> \$11/hr (whichever is less)	\$106/app. <u>or</u> \$11/hr (whichever is less)	\$20 per hour	\$40 per hour

Playfields and Tracks:

Facility/Room Type	Location	Classification I		Classification II	Classification III
		(Park & Rec coordinated)	(not Park & Rec coordinated)		
Playfields	Elementary Schools	\$25 per application per field	\$100 per application per field	\$15 per hour	\$30 per hour
Track with Playing Field	Middle Schools	\$30 per application per field	\$110 per application per field	\$20 per hour	\$40 per hour
Softball/Baseball Field	Middle Schools	\$30 per application per field	\$110 per application per field	\$20 per hour	\$40 per hour
Softball/Baseball Field	High Schools	\$35 per application per field	\$120 per application per field	\$30 per hour	\$60 per hour
Soccer Field	Vista del Lago	\$35 per hour	\$60 per hour	\$120 per hour	\$240 per hour
Field/Track	Vista del Lago (No lights)	\$35 per hour	\$60 per hour	\$120 per hour	\$240 per hour
Hard Courts and Parking Lots	All Sites	Depending on Use			

Pool:

Facility/Room Type	Location	Classification I and II	Classification III
Pool (4 hour minimum, applicant to provide lifeguards)	Vista del Lago	\$60 per hour	\$120 per hour

Personnel:

Employee Classification	Rate	Holidays
Custodial Personnel	\$33.00 per hour	\$66.00 per hour
Cafeteria Personnel (required with kitchen use)	\$33.00 per hour	\$66.00 per hour
Theater Production Specialist	\$33.00 per hour	\$66.00 per hour
Assistant Technical Director	\$25.00 per hour	\$50.00 per hour
Student Technician	\$9.00 per hour	\$18.00 per hour

Classifications

A. CLASSIFICATION I

The Board shall charge direct costs for the use of school facilities or grounds under its control for activities of nonprofit organizations and clubs or associations which promote youth and school activities. All non-profit groups must provide a copy of IRS Form 501c (Certificate of Exempt Status) and copies of the group's constitution and by-laws. These groups include, but are not limited to:

1. Community advisory councils.
2. Youth sports groups such as Little League, Youth Soccer, and Bobby Sox.
3. Camp Fire, Boy Scouts, Girl Scouts and affiliated organizations.
4. Senior citizen organizations and affiliations.
5. Other similar groups at the discretion of district administration.

Fees are to partially offset costs for supplies, utilities, custodial services, services of any other district employees and salaries paid to school district employees necessitated by the organization's use of the school facilities and grounds of the district.

Additional fees will be charged for opening and closing the facilities, if no school employee would otherwise be available to perform that function as part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as part of his/her normal duties; and the cost of services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties.

B. CLASSIFICATION II

Activities other than those specified under Classification I or Classification III shall be charged a fee at least equal to direct costs to the district. The following are examples of users that fall into the Classification II fee category (but not limited to):

1. Charitable fund-raising activities which are beneficial to youth or public school activities of the district, as determined by the superintendent.
2. Activities not previously identified which do not fall within the free use or fair rental value classifications and which are included herein through subsequent Board action.
3. Churches and religious organizations which do not have a suitable meeting place may use school facilities for the conducting of religious services.

Fees are to offset costs for supplies, utilities, custodial services, services of any other district employees and salaries paid to school district employees necessitated by the organization's use of the school facilities and grounds of the district.

Additional fees will be charged for opening and closing the facilities, if no school employee would otherwise be available to perform that function as part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as part of his/her normal duties; and the cost of services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties.

C. CLASSIFICATION III

Commercial and for-profit activities shall be charged fair rental value. The following are examples of users that fall into the Classification III fee category (but not limited to):

1. Organizations/groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the district or charitable purposes.
2. Commercial use shall apply to those organizations or individuals requesting to use school facilities for advertising, selling any product of service, or conducting any other type of commercial business or function. It shall be considered commercial if the publicity and/or advertising would benefit a particular person or concern in a commercial way.

A charge shall be made for the use of the school facilities or grounds, plus the cost of opening and closing the facilities, if no school employee would otherwise be available to perform that function as a part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as a part of his/her normal duties; and the cost of services, if the services are necessary and would have otherwise been performed as a part of the custodian's normal duties.

D. EXEMPTIONS

School-sponsored programs, including student body activities and meetings, parent/teachers' associations, parent booster clubs, school employee organizations and school advisory councils may use district facilities at no charge except for applicable custodial time.

The District currently holds a Joint Use Agreement with the following organizations for use of district facilities at no charge for Recreation and Park District activities unless otherwise stated in the Joint Use Agreement. Youth leagues and other organizations that coordinate their activities through the Recreation and Park Districts will only be subject to an application fee or an hourly rate, whichever is less.

1. City of Folsom Park and Recreation District.
2. Cordova Recreation and Park District.

Revised: May 22, 2008
Revised: June 8, 2006
Revised: June 9, 2005
Revised: April 10, 2003
Revised: June 25, 1991
Reviewed by Board of Education: June 19, 1984
Revised: November 7, 1978
Revised: May 16, 1972