

USE OF SCHOOL FACILITIES

The following procedures will be established to implement Board Policy 1330.

- I. Priority of use is established as follows:
 - A. Use by San Luis Coastal Unified School District for conducting educational programs and/or activities;
 - B. Use by the P.T.A.s and/or school/community advisory councils;
 - C. Use by the appropriate city recreational department in cooperation with San Luis Coastal Unified School District;
 - D. Use by organized community groups for conducting youth activities (Youth Sports Association, Youth Symphony, etc.);
 - E. Use by local community groups for conducting activities in accordance with the Civic Center provisions of Education Code.

- II. Limitation of Use
 - A. The Board shall not grant the use of school facilities for any of the following activities:
 1. By an individual, society, group or organization for the commission of any act intended to further any program or movement, the purpose of which is to accomplish the overthrow of the government of the United States or the State by force, violence, or other unlawful means;
 2. Any purpose which is inconsistent with the use of the school facilities or grounds for school purposes, or interferes with the regular conduct of school or school work;
 3. Private businesses whose intent is to conduct regular and ongoing activities.

 - B. The District assumes no responsibility for persons using school facilities, including grounds, or being present on them when not engaged in school activities or not under an approved Facility Use Permit.

 - C. Intoxicants or narcotics shall not be permitted, nor shall profane language, quarreling, fighting, or illegal gambling. Violation of this rule by any organization during occupancy shall be sufficient cause for revoking an existing permit and denying further use of the school facilities to the organization.

 - D. Smoking of any type is not permitted in any district facility or on any district property, including exterior grounds and parking areas.

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- E. Animals of all types and kinds, whether or not people are controlling them or have custody of them, are prohibited in the facilities and on the grounds of the District. The principal of each site, however, may grant permission to an applicant who wishes to bring an animal in a district facility or on the grounds of the District for the purpose of furthering an instructional program of the District. In addition, a properly licensed service dog accompanying a handicapped person is uniformly and automatically exempted.
 - F. The riding of skateboards and/or rollerblades is prohibited in all district facilities and on all properties of the District. Violators may be prosecuted under Penal Code.
- III. Joint Use
- A. The Board of Education may grant joint use of specific buildings and fields to city recreation departments or organized community groups when not needed for any educational program and/or activity of the San Luis Coastal Unified School District.
 - B. Construction of new facilities, such as baseball fields, including backstops, snack bars, rest rooms, storage buildings, scoreboards, paved walkways, goal posts, etc., by recreation departments or youth groups on school property may be permitted subject to specific approval by the Board.
 - C. Detailed plans for any proposed construction on school grounds must be submitted to the Business Office and comply with all local and state building codes and safety regulations.
- IV. Definitions
- A. "*Direct Costs*" are those costs incurred for utilities, supplies, custodial services, wear and tear, services of any district employees, and any salaries paid school district employees necessitated by the organization's use of the school facilities and grounds of the District.
 - B. "*Fair Rental Value*" is the sum of direct costs to the District plus the market value of the school facilities or grounds used for the duration of the activity authorized.

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- C. *“Processing Fee”* is a \$7 fee assessed for processing a Facility Use Application.
 - D. *“Unusual Impact Fee”* is a charge for use of equipment, custodial requirements, or any personnel overtime needs to recoup costs of unusual impacts.
- V. Grant of Use

A. Group I - No Charge

The Board shall not charge any fees for the use of school facilities or grounds under its control by Group I for school-affiliated activities.

Group I Users (school-affiliated activities):

1. Associated Student Body (ASB)
2. Parent-Teacher Associations
3. School-Affiliated Groups
4. Recognized School District Employee Associations

The Board recognizes that the City of San Luis Obispo Parks & Recreation Department operates several after-school programs at Laguna Middle School at no charge to the participant for the benefit of our students and the school’s athletic program. The District has agreed to provide facilities free of charge for those programs, which include:

1. Program X (daily after-school enrichment program)
2. Intramural Basketball (fall)
3. Cross Country (fall)
4. Golf (spring)
5. Girls Volleyball (fall)
6. Boys Volleyball (spring)
7. Track and Field (spring)

Note: A charge may be made for custodial requirements or any personnel overtime needs to recoup costs due to unusual impacts.

B. Group II - Direct Cost Fees

1. Processing fee for each permit, \$7
2. Hourly rate per facility fee schedule

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3. Coverage costs:
 - a. No coverage charge will be levied unless the activity is scheduled during times not staffed. Schools are staffed on all school days from 3 p.m. to 10 p.m., with the exception of Hawthorne Elementary School; Hawthorne is staffed on all school days from 3 p.m. to 9 p.m.
 - b. Coverage cost of \$27 per hour (average custodial overtime rate) will be assessed at all times facilities are not staffed, including Saturdays, Sundays, holidays and weekdays when school is not in session and the facility is not staffed.
 - c. Unusual impact fee for cleaning charges for significant impacts will be charged at the rate of one and one half actual time spent.
 - d. Multiple users at one facility at the same time will share one coverage charge.

Group II Users (youth groups or non-profit adult groups):

1. Boy Scouts
2. Girl Scouts
3. Campfire Girls
4. 4H
5. Youth sports organizations with 501(c)(3) status
6. Clubs with 501(c)(3) status
7. Governmental agencies, when no fees are charged or when use is for a community meeting
8. Colleges, where no fees are charged or when use is for a community meeting
9. Senior citizens
10. Youth groups providing an educational benefit to our students not identified as part of another group

Note: A charge in addition to the facility use fees may be incurred for custodial requirements or any personnel overtime needs to recoup costs due to unusual impacts.

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C. Group III – Fair Rental Value Fees

In the case of entertainment or meetings when admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the District (e.g., profit-making and religious organizations), a charge shall be levied for the use of school facilities or grounds which shall be equal to fair rental value.

1. Processing fee for each permit, \$7
2. Hourly rate per facility fee schedule

Group III Users (for profit/others)

1. Business
2. Business organizations
3. Adult recreation leagues
4. Religious organizations
5. Other users

Note: A charge in addition to the facility use fees may be incurred for custodial requirements or any personnel overtime needs to recoup costs due to unusual impacts.

VI. Facility Fee Schedule

Building Use (Schedule A) – School days: Monday through Friday, 3 p.m. to 10 p.m., except Hawthorne, which is staffed 3 p.m. to 9 p.m.

Room Rental (Staff on duty)	Group I	Group II	Group III
Classroom	No charge	\$2.25/hour	\$6.75/hour
Music Room	No charge	\$3.25/hour	\$9.75/hour
Dance Studio	No charge	\$7.00/hour	\$21.00/hour
Exercise Room	No charge	\$7.00/hour	\$21.00/hour
Gymnasium (small)	No charge	\$12.00/hour	\$36.00/hour
Gymnasium (large)	No charge	\$24.00/hour	\$72.00/hour
Locker Room	No charge	\$8.50/hour	\$25.50/hour
Multipurpose Room (small)	No charge	\$10.00/hour	\$30.00/hour
Multipurpose Room (large)	No charge	\$15.00/hour	\$45.00/hour
Cafeteria	No charge	\$10.00/hour	\$30.00/hour
Adult School Multipurpose Room	No charge	\$15.00/hour	Based upon actual application

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Building Use (Schedule B) – Non-school days and other times when custodial staff is not on duty

Room Rental (Staff not on duty)	Group I	Group II	Group III
Classroom	Direct labor cost	\$29.25/hour	\$33.75/hour
Music Room	Direct labor cost	\$30.25/hour	\$36.75/hour
Dance Studio	Direct labor cost	\$32.00/hour	\$48.00/hour
Exercise Room	Direct labor cost	\$32.00/hour	\$48.00/hour
Gymnasium (small)	Direct labor cost	\$39.00/hour	\$63.00/hour
Gymnasium (large)	Direct labor cost	\$51.00/hour	\$99.00/hour
Locker Room	Direct labor cost	\$35.50/hour	\$52.50/hour
Multipurpose Room (small)	Direct labor cost	\$37.00/hour	\$57.00/hour
Multipurpose Room (large)	Direct labor cost	\$42.00/hour	\$72.00/hour
Cafeteria	Direct labor cost	\$37.00/hour	\$57.00/hour
Adult School Multipurpose Room	Direct labor cost	\$42.00/hour	Based upon actual application

D. Building In-Lieu of Fees

The District recognizes that non-profit youth group activities contribute to the development and education of children in San Luis Coastal Unified School District. While this contribution is difficult to quantify in terms of economic benefit to the District, on a case-by-case basis, a designated staff member appointed by the Superintendent has discretion to determine the economic value of a particular youth group’s activity in lieu of fees for building use. The determination of that staff member shall be subject to review by the Superintendent whose discretionary determination shall be final. In deciding whether, and to what extent, services can be accepted in lieu of facility use fees, appropriate considerations include:

1. How close a connection exists between the youth group activities and traditional elements of a K-12 curriculum;
2. Whether the youth group in question provides a substantial academic opportunity which the District judges to be a positive addition to the K-12 curriculum; and
3. The potential cost to the District of providing similar services.

VII. Application and Approval of Facility Use

- A. **Presence of Authorized Personnel:** All activities permitted by a Facility Use Permit require the presence of authorized personnel at all times.

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- B. Duties of Assigned Personnel: Facility Use permitted activities held at times other than hours covered by regular employee assignments shall be conducted in the presence of an employee assigned for this purpose. The employee so assigned shall arrange to conduct other school work (cleaning, etc.) in proximity of activities so as to be able to assist when needed and to protect school property.
- C. Set-up of Facilities: Employees assigned to Facility Use permitted activities are to properly clean and set up facilities for use of regular school purposes before the next school day as part of the assignment.
- D. Activities Requiring Additional Time: Facility Use permitted activities that require staff time in excess of that authorized or activities allowing improper use of school facilities should be brought promptly to the attention of the district administration.
- E. Application for Use of School Facilities: Application must be made on the District Application/Permit for Use of District Facilities form and submitted to the Property Clerk at least ten days prior to the date of use.
- F. Hold Harmless: Persons or organizations applying for facilities must sign a Hold Harmless statement, as follows:

"Applicant hereby agrees to hold the San Luis Coastal Unified School District, its Board of Education, and the individual employees free and harmless from such loss, damage, liability, cost, and expense that may arise during or be caused in any way by such use or occupancy of school property. Further, the organization or group represented shall assume full responsibility for adequate care and protection of the school property involved under this request, and will reimburse the District in full for any damage or loss which might occur."
- G. Insurance: Groups or organizations using district facilities shall be required to supply one million dollars (\$1 million) liability insurance coverage. Applicant will provide a certificate of insurance naming the District as an additional insured prior to the approval of a Facility Use Permit.
- H. Notice of Cancellation: The Property Clerk shall be given 48 hours advance notice of the cancellation by applicant.

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- I. Written Authorization: Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of the applicant group; and unless he/she is an officer of the group, must present written authorization from the applicant group along with the application on the form provided by the District. An organization's statement may remain in effect for one year from the date of application.

- J. Determination of Intention - Submission of Statement: Any individual or group applying for the use of school property shall be required to provide to the District a written statement of information for the purpose of determining whether or not any individual, society, group, or organization applying for the use of the school property intends to overthrow the government. The following form shall be used:

STATEMENT OF INFORMATION

"The undersigned states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means;

"That the organization on whose behalf he/she is making application for use of school property does not, to the best of his/her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means; that, to the best of his/her knowledge, it is not a communist action, organization, or communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury."

The school board may require additional information as it deems necessary to make the determination that the use of school property for which application is made would not violate Education Code.

The Board of Education of the District may, in its discretion, consider any statement or information or written authorization made pursuant to the requirements of this section as remaining in effect for the purposes of the section for the period of one year from the date of the statement of information or written authorization.

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- K. **Liability for Perjury:** Written statement of information need not be made under oath, but shall contain a written declaration that the statements are made under the penalty of perjury; and any person so signing the statements who willfully states therein as true any material matter which he/she knows to be false, is subject to the penalties prescribed for perjury in the Penal Code.
- L. **Supervision:** All juvenile organizations and groups seeking use of school premises must have adequate adult sponsorship and supervision of all facilities used, including the rest rooms.
- M. **Use of Unused Classrooms:** Annually, after the tenth day of instruction after the start of school in the fall, the Superintendent shall determine the number of classrooms needed at each school for instructional purposes. The classrooms needed shall conform to the uses outlined in Board Policy 7110. In the event there are existing classrooms in excess of the current year's requirements, principals may request use of excess classrooms from the Superintendent. Such use shall be approved for that school year only. If the school has no alternative use for the excess classroom, it may be made available for uses consistent with this policy and with the operation of a public school. Such other use shall terminate on June 30 of that school year and the room shall be vacated. Subsequent use by the permitted party or others will not be available until after the tenth school day of the following school year.
- N. **Summer Use:** Summer use permits will be canceled as of ten days prior to the opening day of school in the fall.
- O. **Revocation:** The District may revoke permits without previous notice when conflicting dates result or when the need of the property for public school purposes has subsequently developed.
- P. **Denial:** Applications may be denied if past history of use by an organization or similar use by another organization has resulted in violation of Board policy, inconvenience of school use, or unpaid fees or costs for damages.

VIII. Keys to School Facilities

Keys to school facilities shall not be issued to anyone other than school employees unless approved by the Assistant Superintendent of Business Services.

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IX. Equipment

The only equipment available for rental from the District shall be folding chairs, tables, and risers. Other equipment, such as videocassette recorders, projectors, tools, etc., owned by the District may not be rented or taken from the school buildings at any time. Any exception to this policy must meet the approval of the Assistant Superintendent of Business Services.

X. Kitchen Facilities

Any use of a kitchen or other food service facility must be stated on the Facility Use Permit application. All requests for kitchen use shall be cleared with the Director of Food Services. Kitchen facilities shall not be used for food preparation unless supervised by District Food Services personnel. When District Food Services personnel are needed, the user will be billed an hourly rate based on the average rate of pay for Food Services workers. This cost will **not** be included in the invoice for facility use. A separate billing will be sent to the organization by Food Services.

XI. Field Use

“Fields” will be defined as marked on school plot plans, but generally include the following:

- Diamond sports include one developed diamond and one or two adjacent practice areas, if they exist.
- Field sports include approximately one-full size football field (80,000 sq. ft.)

A. Field Use Fees

Fields	Group I	Group II Youth	Group II Adult	Group III
Field	No charge	\$10/hour (season rate \$2.50/hour)	\$20/hour	\$60/hour
Stadium	No charge	based upon actual application	based upon actual application	based upon actual application
Lights	No charge	\$25/hour	\$25/hour	\$75/hour

B. Field use permits will be cancelled during or after inclement weather when, in the judgment of the District, scheduled use may cause significant damage to the field.

C. All field use permits require rest room facilities. If school rest rooms are requested, custodial overtime may be charged, two hours to open and service the rest rooms, and if needed, two hours to close and clean the rest rooms. (Custodial contract requires two hours minimum for call-out). Portable rest rooms may be used at the expense of the permit holder in lieu of school rest rooms without incurring custodial overtime charges.

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- D. In order to maintain good relationships with neighbors of district facilities, outside groups utilizing district fields for organized activities may only utilize the fields between the hours of 9 a.m. and 9 p.m. With the approval of the Business Office, a small group from the organization may begin setting up and or preparing the fields at 8:30 a.m. All games, inclusive of warm-up times, shall not begin prior to the 9 a.m. start time.
- E. If fields require cleanup of trash or debris after the event, district staff will document the condition and log the time required on a use permit impact form and forward it to the Property Clerk for billing to the organization.
- F. Certain use permit requests may require additional staff labor and/or cleaning/damage deposits as deemed necessary by the Property Clerk.
- G. Field In-Lieu of Fees: Organizations may submit an Application for In-Lieu of Fee Services to perform field improvements beneficial to the long-term condition of the field. If the project and value thereof is approved by the Operations Supervisor, the organization may apply the value of this work to current use fees and “bank” for future use fees.

The Board recognizes that Youth Sports Association (YSA) of San Luis Obispo comprises many of the youth sports organizations within the City of San Luis Obispo utilizing District fields and provides opportunities for all youth of the area. Therefore, the Board has agreed that YSA will provide \$20,000 of approved in-lieu projects annually in full settlement of that year’s facility use fees.

Examples of projects providing long-term benefits eligible for in-lieu credit include, but are not limited to:

- Aeration
- Overseeding
- Top dressing
- Fertilizing
- Sodding
- Irrigation repair/improvements
- Drainage improvements
- Backstop and fencing repairs
- Infield maintenance

Weekly field preparation and set-up do not qualify as benefiting the long-term condition of the fields. Construction projects, which primarily benefit the user group and do not directly benefit the school’s physical education or educational programs, are not eligible for in-lieu consideration.

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Examples of capital improvements not eligible for in-lieu consideration:

- New diamond construction not integral to the physical education program
- New dugout, backstops, fences, etc., not integral to the physical education program
- Snack bar and storage structures

XII. Use of Lighted Baseball/Soccer Fields at Morro Bay High School and San Luis Obispo High School

Use of the field lighting at the baseball/soccer fields at Morro Bay High School and San Luis Obispo High School, including Taylor Field, by outside groups shall not extend beyond 9 p.m.

Regulation

approved: October 1, 2003

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January 12, 2005

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
San Luis Obispo, California