

## PUBLIC USE OF DISTRICT FACILITIES

The following procedures and regulations regarding public use of District facilities are created in order to:

1. Encourage and assist groups desiring 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 schoolwork.

Subject to Board Policies and Administrative Regulations, school facilities and grounds shall be available as a civic center to citizens residing in the District and community groups located in or whose membership includes District residents. As used in this regulation, "community group" is defined as a group of citizens, parent-teacher associations, parent foundations, scouting organizations, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities whose membership is comprised of residents of the District.

### COMMUNITY GROUPS MAY USE SCHOOL FACILITIES AND GROUNDS FOR THE FOLLOWING PURPOSES:

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. Child care 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 of denomination.
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.

### SCHOOL FACILITIES AND GROUNDS MAY NOT BE USED FOR ANY OF THE FOLLOWING ACTIVITIES:

1. 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 interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense or according to Board Policy.
4. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.
5. Any use of school facilities in areas, such as offices or computer rooms, containing records and confidential information.
6. Use of science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills.

Each school Principal is responsible for scheduling the use of its school facilities and grounds for internal and foundation events. The Executive Director of Operations administers the facilities rental program and schedules and/or authorizes the scheduling of all external events for facilities and grounds. A calendar of activities scheduled for all school facilities and grounds is maintained at each school site. The purpose of the calendar is to provide meaningful information and to facilitate effective scheduling.

### **RESERVATION OF FACILITIES AND GROUNDS**

When not in use for school programs, or undergoing maintenance, school facilities and grounds will generally be reserved for community use on a first-come, first-served basis.

In order to reserve the use of district-owned facilities or grounds, application must be made in writing on the approved form. Any persons applying for use of school property on behalf of any society, group or organization shall be either an officer or president of the Applicant organization or shall present a written authorization from the group to make the application.

### **APPLICATION PROCEDURE FOR INDIVIDUAL SCHOOL USE**

An Applicant may request the use of a facility by phone or in person at each school site. The following procedure is observed when a request is made:

1. Determine eligibility of the Applicant under Board Policy and 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.
2. Determine the availability of the facility by checking the calendar of activities and reserving it for use.
3. Inquire of Applicant the services and equipment required with use.
4. Inform Applicant of charges, insurance requirements, or any special requirements needed and secure a completed application. An application will be considered complete when it has been signed by the Applicant or an authorized representative of an Applicant organization, a certificate of insurance is attached, and all fees have been collected.
5. Application will be forwarded to the Principal for internal and/or foundation events or to the Executive Director of Operations external events, for consideration and permit authorization.
6. When permit is granted, a copy must be carried at all times by the user and presented upon demand. Failure to present a valid permit may result in immediate revocation of

facility use privileges.

School groups are to utilize a school facility request form for scheduling the use of school facilities or grounds after regular school hours. This form, signed by the faculty sponsor or chaperon, is to be submitted to the school principal or his/her designee who checks the school calendar of events to see if the facility is available.

### **CONFLICTS**

Should there be any conflict of facility use between community organizations, every effort will be made to make alternative arrangements. If alternate accommodations are not possible, the principal or designee may use his/her discretion to resolve disputes. If each group has presented a complete application for facility use and is able to comply with the Use Fee Schedule and insurance requirements, the following additional factors may be taken into consideration:

1. Potential benefit to the school, the District, its students, or the community
2. The intended use of the facility and reasonable anticipated wear and tear
3. Ability to provide adequate custodial, grounds, technical, or other staff to comply with the request
4. Each group's history of using the facility, including, but not limited to:
  - Compliance with or abuse of the District's policies, procedures, rules, and regulations concerning facility use
  - Wear and tear on the facility
  - Timely payment of fees
  - Consecutive years of use

Any permit may be revoked without previous notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.

### **CONDITIONS OF USE**

All rules and regulations of the Board and provisions of the Education Code are to be observed strictly by those using school property and facilities and grounds.

1. In the event of a change of plans, notice of cancellation must be given to the school 48 hours before the date of intended use in order to avoid financial obligation for all charges involved. A \$25 cancellation fee will apply.
2. Refunds are not issued for rain-outs or other inclement weather conditions, except for the reserved use of baseball fields. In the event of a baseball rain-out, make-up dates will be offered, space permitting, at the discretion of the District, providing the make-up date is scheduled within 48 hours of the rained-out event. It is the responsibility of the renter to notify the renting office within 48 hours of the rained-out event. A \$25 processing fee will apply.
3. Upon receipt of notice that a permit has been issued to a non-school group for use, a regular employee will be assigned to open the building, etc., be in charge during the use, and to close the building after the use. (Staffing requirements cannot be waived and shall be charged at the prevailing rates published herein. Weekend and holiday staffing

rates will be charged at the prevailing overtime rate.) The school district employee in charge of the building or grounds within or upon which any meeting may be held is empowered to take all necessary means to enforce the policies of the Board of Trustees, Administrative Regulations, and any applicable school rules.

4. An organization granted the use of school buildings or grounds may be permitted to use district equipment which is integral to the facility; i.e., projection screen, scoreboard, public address system.
5. Persons or organizations using school premises, including a stage or stage equipment, shall not be permitted to remove or displace furniture, apparatus or equipment except when premises are under supervision of the school custodian in charge. Full details of equipment and personnel needed must be furnished in advance on the request for facilities or grounds.
6. The school district employee in charge shall not permit any individual or group to use any room or part of the school, which is not requested and reserved in advance.
7. School facilities shall not be used for commercial purposes on Sundays or holidays without special authorization by the Board.
8. Organizations, groups, or individuals granted the use of school buildings or grounds ("Renter") are required to comply with the State Water Resources Control Board (State Water Board), Water Quality Order No. 2003-0005-DWQ National Pollutant Discharge Elimination System ("NPDES"), General Permit No. CAS000004 (the "Permit") and are responsible for being fully familiar with the Permit. Failure to comply with the Permit is a violation of federal and state law. Renter hereby agrees to indemnify and hold harmless District, its officials, officers, agents, employees and authorized volunteers from and against any and all Notices of Violation ("NOV"), claims, demands, losses or liabilities of any kind or nature which District, its officials, officers, agents, employees and authorized volunteers may sustain or incur for Renters' noncompliance with the Permit, except for liability resulting from the sole established negligence or willful misconduct of the District, its officials, officers, agents, employees or authorized volunteers.

#### **CAFETERIA USE**

When the cafeteria cooking facilities are requested, the cafeteria supervisor will be notified in order that appropriate personnel may be assigned to open the kitchen and supervise the use of the equipment. (Staffing requirements cannot be waived and shall be charged at the prevailing rates published herein. Weekend and holiday staffing rates will be charged at the prevailing overtime rate.) Commercial caterers are not allowed the use of lunchroom facilities. Any breakage, damage or loss of equipment shall be paid for by the organization using the kitchen facilities. Cost shall be established, and the organization invoiced by the Business Office. No children shall be allowed in the kitchen area. The cash registers cannot be used to record sales.

#### **PAYMENT FOR USE**

Charges shall be determined from the [Use Fee Schedule](#) at the time the permit is issued. Fees must be paid at the school office at the time the application is made unless other arrangements have been made.

**USE FEE SCHEDULE**

The Use Fee Schedule shall apply to groups for which charges are applicable for the use of district facilities and grounds as provided by Board policy. Use of all district facilities and grounds are subject to a 2-hour minimum reservation, except where otherwise noted.

1. The use of school facilities is granted without charge for school-sponsored activities and to student clubs whose activities are directly related to or for the benefit of District schools. School-sponsored activities are those that are organized/advised and supervised by District staff who are being paid by the District for organizing/advising and supervising the activity.
2. The District recognizes and appreciates the fundraising activities conducted by School-Connected Organizations on behalf of District schools. Use of school facilities is granted without charge to School Connected Organizations for their official activities, except as noted in Section 3 below.
  - a. School-Connected Organizations are the official, recognized parent groups and educational foundations organized and operating under District oversight as provided for in Board Policies 1230 and 1231. School-Connected Organizations exist solely for the benefit of District schools. The official School-Connected Organizations are:
    - Canyon Crest Academy Foundation
    - La Costa Canyon High School Foundation
    - San Dieguito Academy Foundation
    - Torrey Pines High School Foundation
    - Carmel Valley Middle School Parent-Teacher-Student Association
    - Diegueño Middle School Parent-Teacher-Student Association
    - Earl Warren Middle School Parent-Teacher-Student Association
    - Oak Crest Middle School Foundation
    - Pacific Trails Middle School Parent-Teacher-Student Association
  - b. School-Connected Organization activities are those which are organized, supervised, and insured by the organization, and its employees, contractors, and volunteers with any revenue from the activity collected by the organization's representatives and deposited in its private bank accounts.
3. School-Connected Organizations will be subject to the following charges:
  - a. All custodial expenses incurred as a result of the activity according to rates listed in the official Facility Use Fee Schedule.
  - b. In accordance with California Interscholastic Federation San Diego Section bylaw 600.2, all use of school athletic facilities and equipment by School-Connected Organizations for the purpose of Outside Season of Sport camps, clinics, tournaments, etc conducted in CIF sports in which the school competes are subject to the same charges and fees applicable to all outside groups. No special treatment or favoritism must be shown to applicant School-Connected Organizations, coaches or athletes, and all applicable procedures for facility use rental as described in this administrative regulation must be followed.

4. Activities sponsored by groups and organizations other than the District, its student clubs, or official School-Connected Organizations are considered to be outside activities and subject to the charges identified below, even if the organizer is employed by the District in another capacity.
5. All groups granted facility use under the Civic Center Act shall be charged for the District's direct costs, as determined by the Superintendent or designee. If the group granted facility use will charge an admission or solicit contributions and the net receipts are not to be expended for charitable purposes or for the welfare of the District's students, then it shall be charged Fair Rent Use as defined below. As used in this section, "direct costs" include those costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of school facilities and grounds.
6. Groups granted facility use under the Civic Center Act shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the District's students. Fair rent value shall include the direct costs as defined above, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.
7. Any group, corporation, or organization not entitled to use under the Civic Center Act may be charged fair rental value when use of school facilities or grounds is granted.
8. A change fee of \$25 per requested schedule change shall be applied to all invoiced events.

#### PROTECTION OF DISTRICT ASSETS

Community groups, School-Connected Organizations, or persons using school facilities or grounds shall be liable for any injury, death, or other damages resulting from its negligent acts, errors or omissions, or willful or malicious actions during such use and shall defend and indemnify the District from any loss, claim, suit, action, demand, or expense, including attorney's fees and costs. The community group or person shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Prior to the approval of the application and Permit for Use of School the applicant shall submit to the Superintendent or designee, a certificate of insurance for comprehensive general liability insurance with a minimum limit of \$1,000,000 per occurrence. Except where exempt by law, groups shall be required to include the "San Dieguito Union High School District, its Board of Trustees, officers, employees, and agents, both individually and collectively" as additional insured by endorsement on their liability policies.

The Superintendent or designee may require a hold harmless agreement and/or higher insurance limits when warranted by the type of activity or the specific facility being used.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
FEE SCHEDULE FOR GENERAL FACILITY USE**

<b>FACILITY USE</b>	<b>DIRECT COST</b>	<b>COMMERCIAL USE</b>	<b>COMMENTS</b>
Classroom (Basic)	\$35/hr 2 Hr Min	\$80/hr	
Classroom (Specialty)	\$45/hr 2 Hr Min	\$100/hr	
Multi-Purpose Room (Crest Hall, Mustang Center, etc.)	\$75/hr 2 Hr Min	\$175/hr	Custodial charged at actual rental hours + one
Kitchen w/Nutrition Services Staff	\$80/hr 4 Hr Min	\$150/hr 4 Hr Min	Must be operated & sanitized by district personnel
<b>Performing Arts / Theaters</b>			
PAC - MS House Lights/Microphone Only	\$125/hr 2 Hr Min	\$250/hr	Plus minimum custodial charge of 3 hours
PAC - MS With Theater Tech	\$125/hr 2 Hr Min	\$250/hr	Plus minimum custodial charge of 3 hours and Theater Tech for sound board/lights operation
VPAC - HS House Lights/Microphone Only Plus \$300 Day of Production	\$150/hr 2 Hr Min	\$400/hr 2 Hr Min	Plus minimum custodial charge of 3 hours
VPAC - HS Requires Theater Tech Plus \$300 Day of Production	\$150/hr 2 Hr Min	\$400/hr 2 Hr Min	Plus minimum custodial charge of 3 hours and Theater Tech for sound board/lights operation
Amphitheater (Outdoor)	\$75/hr 2 Hr Min	\$175/hr 2 Hr Min	Plus minimum custodial charge of 3 hours
Black Box Theater Requires Theater Tech	\$100/Hr 2 Hr Min	\$200/hr 2 Hr Min	Plus minimum custodial charge of 3 hours
<b>Athletics (Fields &amp; Courts)</b>			
Multi-Purpose Fields	\$50/hr \$250/Day	\$100/hr \$500/Day	Plus minimum custodial charge of 3 hours & field lining costs
Baseball (Varsity)	\$75/hr \$350/Day	\$125/hr \$1000/Day	Plus minimum custodial charge of 3 hours
Gymnasium	\$125/hr \$600/Day	\$300/hr \$3000/Day	Plus minimum custodial charge of 3 hours
Auxiliary Gymnasium	\$75/hr \$350/Day	\$175/hr \$1750/Day	Plus minimum custodial charge of 3 hours
Stadium (Grass) Daylight Use 4 Hr Min	\$100/hr \$650/Day Daylight Use	\$250/hr \$1500/Day Daylight Use	Plus minimum custodial charge of 3 hours
Stadium (Grass) with Lights 4 Hr Min	\$175/hr	\$300/hr 4 Hr Min	Plus minimum custodial charge of 3 hours
Stadium (Turf) Daylight Use 4 Hr Min	\$175/hr \$1200/Day Daylight Use	\$550/hr \$3000/Day Daylight Use	Plus minimum custodial charge of 3 hours
Stadium (Turf) with Lights	\$225/hr	\$575/hr	Plus minimum custodial charge of 3 hours
Concession Stands	\$25/hr \$200/Day	\$100/hr \$750/Day	
Hard Courts	\$50/Half Day \$100/Day	\$100/Half Day \$200/Day	
Tennis Courts (Per Court)	\$25/hr/court	\$50/hr/court	Group rentals are 2 hour minimum (# courts x rate)
<b>Parking Lots</b>	\$100/Half Day \$200/Day	\$200/Half Day \$350/Day	

**CHANGE OF SCHEDULE FEES**

A change fee of \$25 per requested schedule change shall be applied to all invoiced events.

**CANCELLATIONS**

Notice of cancellation must be given to the reserving office 48 hours before the date of intended use in order to avoid financial obligation for all charges involved. A \$25 processing fee will apply.

Refunds are not issued for rain-outs or other inclement weather conditions, except for the reserved use of baseball fields. In the event of a baseball rain-out, make-up dates will be offered at the discretion of the District, space permitting, providing the make-up date is rescheduled within 48 hours of the rained-out event. It is the responsibility of the renter to notify the renting office within 48 hours of the rained-out event. A \$25 processing fee will apply.

**STAFFING CONDITIONS/CHARGES**

Staffing requirements for facilities use cannot be waived. Rates are as follows:

Custodian	\$49/hr
Grounds Keeper	\$53/hr
Nutrition Services	\$56/hr
Theater Tech	\$57/hr

Facility use permits must be carried by the renter at all times while on campus and presented on demand. Failure to present permits upon demand may result in revocation of privileges.