

## USE OF SCHOOL FACILITIES

### I. Eligibility

Those qualified to apply for public use of school facilities are residents of the Orcutt Union School District who are members of organizations, clubs, and associations such as parent-teacher groups, youth groups, senior citizens' groups, and other community organizations that are formed for character building, recreation, educational, political, scientific, economic, or artistic activities. At least the majority in any such group must reside within the school district. Proof of authorized representation may be requested of the individual(s) responsible for making application for use of district facilities.

The District may request proof of California non-profit status.

Civic Center Groups may use school facilities subject to provisions contained in California statutes and Board of Trustees policies. Under certain conditions civic center groups are eligible for free use of facilities. Civic Center groups who are involved in a fund raising activity will be required to pay fees under Category B on the fee schedule. Category B will return direct costs to the school district for use of the facilities. All Gym facilities use requires at least direct cost charges.

Commercial groups, non-profit organizations or firms may use school facilities in accordance with the conditions of this policy and shall be required to pay fees as listed under Category D on the fee schedule.

In accordance with the *Education Code*, meeting places may be rented to churches and/or religious groups and the rental fee shall be at Category D rates and is payable in advance.

In the event of natural disasters or other emergencies affecting the public health and welfare, school facilities or grounds may be used for mass care and/or welfare shelters.

### II. Application for Use of Facilities.

#### General Instructions:

1. Applications, available in the District Administrative Office 500 Dyer St., must be made out and signed by a responsible representative of the organization. Arrangements for facility use must be made at the District Administrative Offices.
2. Completed applications shall be submitted at least two weeks in advance.
3. In order to accommodate after school student activities, gym use will be scheduled on a month-to-month. Sports tournament reservations time lines to be determined.
4. Event is not approved until written authorization, via US mail or e-mail is received.

### III. Facility Fee Categories

When no admission fees are charged and no contributions are solicited, the use of facilities, with the exception of the gyms, shall be granted free of charge to groups which are directly related to youth attending the Orcutt Union School District. Meetings qualifying under these provisions shall

be non-exclusive, open to the public, free of charge, and scheduled on school days to end by 9:30 p.m. The conditions under which an organization is charged for use of school facilities are dependent upon the type of organization and the nature of the activities to be conducted. These factors are considered in the following categories:

<b>GROUP FEE CATEGORIES</b>	
<b>CATEGORY A</b>	Organizations that exist to serve youth groups or whose activities are related to Orcutt Union School District age youth shall be allowed to use school facilities (with the exception of gyms) at no cost provided their activities are scheduled on regular school days and end by 9:30 pm. i.e., PTAs, Boy Scouts, 4H, Orcutt Youth Leagues
<b>CATEGORY B</b>	Organizations qualifying for civic center use who are engaged in a fund raising activity shall be required to pay fees under Schedule B which is designed to return direct costs for the use of the facility. i.e., K-12 Educational Institutions, and same groups in Category A.
<b>CATEGORY C</b>	Organizations or groups of adults formed for character building, recreation, educational, scientific, or artistic activities shall pay fees as set forth in Category C which is established at "fair rental value." i.e., Hancock College, Cultural Associations, Community (Church) Pot Lucks
<b>CATEGORY D</b>	Organizations or groups formed for political, economic or religious activities, or other groups not open to the general public, shall pay fees as set forth in Category D which are commercial rates. i.e., Church services, for profit businesses.

IV. Staff and Facility Fee Charges

All charges must be paid in advance. In cases where the exact amount is not known, an adequate deposit will be collected and adjustments made as soon as the exact charge is determined. Fees will revised to reflect the actual costs.

Use of the facility may be denied unless the applicant brings a copy of the approved application to the facility on the date of the scheduled activity. School personnel shall not open or allow access to any facilities until such authorization is presented. Staff time rates will be revised annually to

<b>FACILITY USE FEE CHART</b>				
<b>FACILITY OR EQUIPMENT</b>	<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>	<b>CATEGORY D</b>
Classroom	No Charge	2.00	4.00	22.50
Computer Lab (hourly + \$2.00 per hr./per computer)	No Charge	2.00	4.00	22.50
Gym - Lakeview Jr. High	15.00	15.00	50.00	52.50
Gym - Orcutt Jr. High	10.00	10.00	27.00	37.50
Multi-Use Room	No Charge	4.00	8.00	37.50

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Kitchen - Partial use (does not include clean up)	No Charge	6.00	9.00	45.00
<b>FACILITY OR EQUIPMENT</b>	<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>	<b>CATEGORY D</b>
Kitchen - Full use (includes use of appliances)	No Charge	15.00	18.00	60.00
Full kitchen use requires food service worker supervision - 2 hr. minimum	No charge	25.00	25.00	25.00

**STAFF SERVICES**

Set up of tables, chairs, public address system to be charged by the hour.	No charge	33.00	33.00	33.00
Open, close, and cleaning of facilities to be charged a minimum of two hours on non-working days.	No charge	33.00	33.00	33.00
Supervision for use LJHS stage - 2 hr. minimum	No charge	33.00	33.00	33.00

1. Individuals, organizations or groups may petition to the Board of Trustees for waiver of fees for special circumstances. As a condition of waiver under any circumstance, the Board will only consider such a request if accompanied by an agreement that accommodations will be made for those children who cannot afford the fee to participate in the program being offered.
2. If a meeting is postponed or cancelled, the District Office shall be notified at least forty-eight (48) hours in advance. Failure of an organization to provide this notice to the District will result in the organization having its fee refunded as follows:

DISTRICT NOTIFIED	More Than 48 Hours	Less Than 48 Hours	Less Than 24 Hours
AMOUNT REFUNDED	100% Of Fees	50% Of Fees	No Refund

V. General Conditions of Use

All individuals, groups, or organizations in their use or occupancy of school property shall comply with all applicable laws, rules and regulations. Any use contrary to or in violation of any law, rule or regulations shall be grounds for cancellation of the permit and removing the users from the property and may bar such individual group or organization from further use thereof.

1. Any individual group or organization using school property for civic center, or other purposes, under this policy shall be liable for any injuries resulting from the negligence of that user during the use of those facilities. The Orcutt Union School District, in granting the use of school facilities under civic center use, shall be liable for any injuries resulting from the negligence of the district in the ownership and maintenance of those facilities. The district and the user shall each bear the cost of insuring against its respective risks and shall each bear the costs of defending itself against claims arising from those risks.

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2. Groups or organizations involved in activities which expose the district to risk of third party liability shall be required to list the district as an additional insured on their liability and property damage insurance policy. The minimum level of coverage shall be \$1,000,000.00 and the certificate must contain a ten (10) day cancellation clause.
3. The Board of Trustees, through its designated representative, reserves the right to cancel any use of school facilities approved under this article. When practical, one week's notice will be given for cancellation of use; however, the right is reserved to cancel the approved usage without notice if occasion demands.
4. The Board of Trustees, through its designated representative, reserves the right to require security guard coverage at any event scheduled which anticipates large number of participants or attendees. Such security coverage will be paid by the permittee. The Board of Trustees, or its representatives, shall have free access to all rooms at any time.
5. Juvenile groups must have adult sponsorship. There shall be supervision of all facilities used including restrooms; and no less than one supervisor for each twenty minors unless exemption has been approved by the Superintendent.
6. No intoxicants or narcotics shall be permitted on school property, nor shall profane language, quarreling, fighting or gambling be allowed. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of the school facilities to the organization.
7. All functions shall end by 9:30 p.m. unless special permission is secured in advance from the Superintendent.
8. Use of playgrounds by organized groups for athletic purposes may require payment of fees on weekends, holidays and during summers. (See schedule of fees.) Private vehicles are not allowed in any area other than marked and designated parking spaces.
9. The occupants of a room or building shall not exceed the capacity rated by the Fire Department. It is against fire regulations to have anyone standing or sitting in the aisles or blocking exits. Drapes, hangings, curtains, drops, and all decorative materials used within or upon school buildings or groups, shall be made of nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a solution of process approved by the State Fire Marshall.
10. The use of products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time, in charter school or school district-owned or leased buildings, on school or district property, and in school or district vehicles is prohibited. However, this section does not prohibit the use or possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

11. Animals of all types and kinds, whether or not people are controlling them or have custody of 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 to 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.
12. The riding of skateboards and/or rollerblades is prohibited in all district facilities and on all District property. Violators may be prosecuted under Penal Code.
13. Custodial service is required any time building facilities are in use and the assigned custodian shall be responsible for verifying the group's authority to use the facility, for making necessary arrangements to accommodate the meeting, for cleaning and returning the facilities to proper condition for school use, for reporting any deviation or departures from *Board Policy*. The custodian shall not open any facilities until the sponsor or director of the activity has arrived.
14. Only the Board of Trustees may pay district employees for services rendered in behalf of an organization using school facilities. No group, organization, or individual may donate a gift to anyone as a consideration for services performed while on duty as an employee of the Orcutt Union School District.

#### VI. Restrictions and Limitations

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. 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.
3. Private businesses whose intent is to conduct regular and ongoing activities.
4. 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.
5. Any use which is unlawfully discriminatory in the legal sense.
6. Any use which involves the possession, consumption, distribution, or sale of alcoholic beverages or any restricted substances on school property.
7. For a period exceeding one year.
8. On January 1 and July 4, Thanksgiving or Christmas.

9. No use of school facilities shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
10. Concessions are the exclusive right of the Orcutt Union School District unless special permission has been granted to the requesting party.
11. Non-School sponsored garage or rummage sales are not permitted

VII. Priority Use Order

The District retains the right to “bump” events. In the event, two or more groups request the same time and location, the following priority guidelines will apply:

1. Use by Orcutt Union School District for conducting educational programs and/or activities.
2. Non-Profit Student/Youth-based program within Orcutt Community
3. Non-Profit Community/Adult Recreation within Orcutt Community
4. Non-Profit Student/Youth-based programs from outside the Orcutt Community
5. Non-Profit Community/Adult Recreation from outside the Orcutt Community
6. Profit making organizations

VIII. Events Flyers

An approved application for school facilities use does not automatically approve the distribution of the event flyer. The event flyer should not be printed until written District approval for facilities request is provided.

Superintendent’s approval is required if flyer is to be distributed to students. Flyer is to be submitted to Superintendent’s office at least 10 working days prior to distribution.

IX. Damage and Liability

Groups or persons using school facilities shall be liable for any property damages caused by the activity or for any extraordinary cleaning necessitated by the activity. The Board may charge for cleaning or to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups other than those that promote youth and school activities shall be required to include the district as additional insured on their liability policies.

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