USE OF SCHOOL FACILITIES

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Chico Unified School District (CUSD)

Use of School Facilities Manual

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Attachments

- Board Policy 1330 – Use of School Facilities
- Administrative Regulation 1330 – Use of School Facilities
USE OF SCHOOL FACILITIES AND GROUNDS GUIDELINES

The Board of Trustees recognizes that District facilities and grounds are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities and grounds by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. All school-related activities (clubs, class events, etc.) shall be given priority in the use of facilities and grounds under the Civic Center Act. Civic Center Use may be either free, subject to a charge not to exceed “direct costs,” or subject to an amount determined to be “fair rental value”. Ref. The Civic Center Act, Ed. Code Sec. 38130-38139 and CUSD Board Policy 1330.

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

Scheduling the use of school facilities and grounds is required. All school affiliated organizations and others who use the facilities and grounds outside of normal school hours, defined as one hour before school begins until one hour after school is over must have pre-approval.

FACILITY AND GROUNDS USE PRIORITY

1st Priority  
Chico Unified Schools Use for instructional and other purposes, including
a) student body group officially recognized by Chico USD
b) school employee group officially recognized by Chico USD
c) school related group (e.g. Boosters, Education Foundation)
d) facilities and grounds maintenance (some facilities and grounds may be excluding from scheduling in order to provide for or until needed maintenance can be conducted, or projected over use.)

2nd Priority  
Chico Area Recreation District (CARD) Joint Use per agreement

3rd Priority  
other public schools in the Butte County area, including non-district Charter schools

4th Priority  
Community use: non-profit schools and youth groups that are non-profit entities such as Scouts, Little League, AAU, club sports, senior groups, etc. on a 1st come, 1st serve basis

5th Priority  
Community use: for-profit including public presentations/performances

6th Priority  
Church services – as required by BP 1330/Ed Code 38130-38138
**APPLICATION PROCESS**

A. The Facilities Use Application is available online using the School Dude website. A link is located on the Chico Unified School Website (www.chicousd.org) under Departments – Business Services – Facilities & Construction – Facilities Use. Requesting party will be required to create a School Dude account.

B. The individual requesting 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.

C. Proof of Eligibility. In determining eligibility for use by a requesting individual, organization, or agency and in determining the appropriate Use of Facilities category A, B, or C (see pages 4-6 for definitions) documentation may be required in the form of the organization’s bylaws, the agency’s charter, a listing of membership, and its financial statement.

D. Groups charging an admission fee, soliciting donations, or selling literature or other goods, will be expected to pay rental fees. The rental fee will be waived only if the proceeds of the event are returned to the school for the use of student welfare or activities unless total cost of staffing has not been met.

E. In addition to the rental fee, all groups, regardless of category, will be expected to reimburse the district for the cost of employees hired to accommodate the use of the facility when those employees are scheduled to work outside of their normal work hours.

F. Applicants who wish to use a site for a school quarter, semester, or annual basis shall submit their requests at least thirty (30) days prior to the intended use. All other requests should be made at least fourteen (14) days in advance. All applications shall be limited to maximum duration of one (1) school year.

**FACILITIES USE APPROVAL PROCESS**

Facility availability confirmation begins at the site level by the administrator or designee, with final use approval granted by the Facilities Use Manager.

1. The Principal or designee shall either grant or deny preliminary approval based on site needs and forward approved applications to the Facilities Use Manager.

2. The Facilities Use Manager will determine if the activity fits appropriately with the District Wide Calendar, determine if additional information is needed from applicants, establish parameters for usage charges, and consult with the site Principal.
3. A copy of the application will be sent to the following (if applicable):
   a. **Maintenance & Operations**: assigns custodial services and programs
      the Energy Management System (heating and air) settings
   b. **Nutrition Services**: assigns kitchen personnel

4. Applicants will receive notification by the Facilities Use Manager once the
   application is approved or denied.
   a. The Facilities Use Manager will review all services needed. If
      additional services (not provided by CUSD) are needed, it will be the
      responsibility or the applicant organization to contract those services
      directly with approved vendors/contractors.
      i. The Facilities Use Manager will assist the organization in
         developing these contracts for outside services.
      ii. The billing for such services will be made between the
          applicant and the organization requesting the use.
      iii. Student Body Organizations: the contract will be
          established between the district and the provider only after the Associated
          Student Body has approved a Purchase Order authorizing a
          donation to the District for the costs to be incurred.
   b. Approval shall NOT be granted to any request if damage to school
      property is likely to occur.
   c. Approval shall NOT be granted to any request that is ill advised by the
      District’s insurance carrier. Use of Inflatable Devices (e.g. Bounce
      houses), Ropes activities of more than eight (8) feet, paintball
      firearms, fireworks, and rodeos/mechanical bulls are examples of
      restricted activities.
   d. Denied requests for “Use of School Facilities” may be appealed to the
      Superintendent or designee.

**LIMITATIONS**

1. All activities involving ticket sales must be coordinated with the Facilities Use
   Manager to assure that facilities are not over booked for capacity.
2. 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
3. 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
   of the State of California by force, violence or other unlawful means (per
   California Ed. Code, section 38135).
4. 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.
5. No use of school facilities or grounds shall be granted when it is inconsistent with
the use of school facilities or grounds for school purposes or interferes with regular conduct of school.
6. No use of facility shall be granted to an individual, society, group or organization involved with or promoting of discriminatory practices.
7. The school district may require a district employee to be present and represent the interests of the district when school facilities are used.

LIABILITY AND INSURANCE

Concurrent with the execution of the Use of Facilities permit, user shall provide the Chico Unified School District with a Certificate of Liability Insurance and Endorsement Page naming the district as additional insured and which meets the following minimum insurance requirements:

$1,000,000 Bodily Liability/Property Liability Combined Single Limit.

The District requires the insurance policy and endorsement page 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 Chico Unified School District with proper insurance coverage.

User further agrees to indemnify, defend and hold harmless Chico 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.

It is the responsibility of the requestor that all third parties involved in the activity will have the appropriate insurance policy and will have the District named as an additional insured.

CATEGORIES OF USE

Categories are based on an organization’s legal status and the specific activity for which they are renting the facility.

Any Non CUSD application requesting a door fee or donations must give a 50% deposit of use fee unless a bonded and approved ticketing agency is contracted.

CATEGORY A: School Affiliated Organizations and Joint Use Agreements

These groups are not charged rental fees for facility use.

Groups indicated with an asterisk (*) will be charged actual costs for facilities used after 4:00pm, as determined by the Facilities Use Manager. (Ref. The Civic Center Act, Ed. Code Sec. 38130-38139 and CUSD Board Policy 1330. BP1330 attachment included)
See fee schedule on page 7.

1. Instructional Use during defined school hours.
2. Co-Curricular Activities including student clubs and organizations*
3. Chico Unified School District sponsored meetings such as School Board meetings or other activities organized by and for employees of the district such as staff development, employee wellness clinics, and advisory councils organized by the school or district.
4. Use by employee organizations*
5. Meetings of recognized school parent and booster clubs when those meetings are held within normal hours of business or when district employees are working*
6. Groups whose usage and fees are defined by Joint Use Agreements, currently defined as Chico Area Park District (CARD), Charter School Facility Use Agreements, Innovative Preschool Agreement, Head Start Agreement, Butte County Office of Education, and approved community sporting organizations.

**CATEGORY B: Non Profit Groups**

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 or educational activities. 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. Staff sponsored / supervised fee may be waved based on approval of Facilities Use Manager.

Groups indicated with an asterisk (*) will be charged actual costs for that are required or requested as determined by the Facilities Use Manager for events that are held after 4:00PM. (Ref. The Civic Center Act, Ed. Code Sec. 38130-38139 and CUSD Board Policy 1330.) See fee schedule on page 7.

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. Youth and civic organizations
2. Youth groups such as Boy/Girl Scouts, YMCA, Campfire, Little League, 4-H, Junior High Club Sports and Good News Club.*
3. Senior Citizen Organizations
4. Community Service Organizations such as Rotary, American Legion, Lions, Kiwanis, Civil Defense or political discussion groups.
5. Nonprofit organizations that provide for social and cultural activities
6. Community advisory councils not sponsored by the Chico Unified School District or its school sites but whose purpose promotes public welfare.

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 this/her normal duties.

**CATEGORY C: Commercial and For Profit**

Commercial and for-profit activities shall be charged fair rental value. The following are examples of users that fall into the Category C:

1. Any organizations or 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 shall be charged fair rental value, regardless of its status as a 501(c) Exempt status.

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 will 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 part of his/her normal duties.

**FEES AND CHARGES**

The Chico Unified School District Board of Trustees has considered the following when determining the amount of the fees (if any) to charge for use of school facilities and grounds by community organizations, clubs and associations.

1. The financial responsibility to our students and the potential financial impact,
2. The benefits provided to the community organizations who may be district students, parents, citizens, or future students,
3. The use of school facilities and grounds by community organizations increases opportunities for strengthening community connections, encourages investment in our schools, and is a model for good citizenship that promotes good will.
## FEE SCHEDULE

Updated Fee Schedule Board approved on 10/21/20

<table>
<thead>
<tr>
<th>Facility</th>
<th>Group A/B per hour</th>
<th>Group C Per hour</th>
<th>Each additional hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Classroom</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>MPR - Elementary</td>
<td>$40.00</td>
<td>$100.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>MPR – Jr. High</td>
<td>$50.00</td>
<td>$125.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>MPR – High School</td>
<td>$75.00</td>
<td>$150.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Elementary Library</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Secondary Library</td>
<td>$75.00</td>
<td>$125.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$50.00</td>
<td>$100.00</td>
<td>flat</td>
</tr>
<tr>
<td>Laboratory (class I)</td>
<td>$50.00</td>
<td>$125.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Auto-shop, Business, Computer, Woodshop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory (class II)</td>
<td>$75.00</td>
<td>$150.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Art-room, chemistry, foods, welding shop, Music room, dance room, weight room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>***Gyms</td>
<td>Group A/B per hour</td>
<td>Group C Per hour</td>
<td>Each additional hour</td>
</tr>
<tr>
<td>Low impact (practices AAU, clubs)</td>
<td>$40.00</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>High impact (games, tournaments)</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Athletic Fields/Courts/Rooms</td>
<td>Group A/B per hour</td>
<td>Group C Per hour</td>
<td>Each additional hour</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Softball Field</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Locker Rooms</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Athletic Stadiums – Chico High, Pleasant Valley</td>
<td>Per Day</td>
<td>Group C Per hour</td>
<td></td>
</tr>
<tr>
<td>*Low Impact</td>
<td>$250 day</td>
<td>$50 hour</td>
<td></td>
</tr>
<tr>
<td>**High Impact</td>
<td>$500 day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stadium lights</td>
<td>$25.00 hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- *Stadium Low Impact: No scoreboard, No lights, No concessions, No ticket booth.
- **Stadium High Impact: scoreboard, concessions, ticket booth and field dressing.
- ***CUSD has the right to limit the amount of facility requests made at all gyms.

<table>
<thead>
<tr>
<th>*Personnel Services</th>
<th>Min. Cost</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30 (2 hrs. minimum of Support Staff)</td>
<td>$70.00</td>
<td>*Services include custodial staff, kitchen staff, maintenance staff as deemed necessary by CUSD</td>
</tr>
<tr>
<td>31-250 (3 hrs. minimum of Support Staff)</td>
<td>$105.00</td>
<td>**$35 per each additional hour</td>
</tr>
<tr>
<td>251-1000 (4 hrs. of Support Staff)</td>
<td>$140.00</td>
<td>*Holidays – Double time $70 per hour</td>
</tr>
<tr>
<td>1001-3000 (8 hours of Support Staff)</td>
<td>$280.00</td>
<td></td>
</tr>
</tbody>
</table>

*Fees cover utilities, bathroom paper products, administrative support and other.
Rates are subject to change at any time. While additional cleaning/sanitation is required due to COVID-19, Personnel Services fees will be charged on every facility rental.
OFF SEASON FACILITY USE FOR COACHES
CUSD athletic coaches sponsoring a summertime, out-of-season camp or clinic may request use of facilities at no cost under the following conditions:
   1. The camp/clinic is sponsored by the district
   2. All participating athletes are current CUSD students

ACCESS TO FACILITIES

When access to school buildings is required for the purpose of public use, the building shall be opened and closed by an authorized employee of the district. Labor costs will be billed to the using agency at the overtime rate as indicated on the fee schedule. A representative from the user group will be informed of the schedule for the employee assigned to the site for the event. If the employee is not going to remain on site for duration of the event, the user will be advised of how to reach him/her if a problem should arise.

**Keys:** All Chico Unified School District keys shall remain in the possession of authorized district employees. 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 Chico Area Parks and Recreation District for terms defined in the Joint Use Agreement. The Facilities Use Manager may be contacted if there is an issue with access to a building.

USE OF SCHOOL PROPERTY AND EQUIPMENT

1. **Property**
   Groups must observe the regular rules and cleanliness and shall not leave any facility 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. School property shall be protected from any damage or mistreatment, and applicants shall be responsible for the condition in which they leave school facilities.

   District personnel will inspect all facilities the next business day following the activity to document any loss or damage, and to evaluate the cleanliness 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 obligations shall be grounds for refusal of future applications.
2. **Equipment**
   a. School equipment may be used on the school premises at the discretion of administration.
   b. The use of installed or portable equipment such as scoreboards, public address systems, theater, stage and shop equipment is limited to qualified operators/approved vendors.
   c. Cooking or kitchen use is not allowed unless Nutrition Services employees are supervising the use and care of the equipment.
   d. The telephone is available only for emergencies.
   e. School equipment shall not be loaned or rented to any group for off campus use, including equipment from the Corporation Yard.

**CONDUCT OF FACILITY/FIELD USERS**

1. **Supervision**
   Juvenile organizations, including those activities sponsored by the Chico Area Parks and Recreation District, 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.

2. **Parking**
   Only District vehicles are allowed on campus grounds in areas outside of the normal parking lot. All other vehicles must be in a designated parking space or an area appropriately curbed.

3. **Maximum Attendance**
   The number of people present, at any activity, shall not exceed the posted occupancy for the room(s) used or determined by local fire and safety personnel. This is a FIRE REGULATION.

**REVOCATION**

District administration 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 or possession of 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 includes any vehicles, other than district vehicles, anywhere on campus other than designated parking lots. On site golf carts shall not be operated by students. Only district employees shall be allowed to operate golf carts on the campus.

6. Any revocation may be appealed through the Office of the Superintendent or designee.