USE OF SCHOOL FACILITIES

Application for Use of Facilities

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Application Process
Any organization desiring to use a school/District facility must submit a request online using the School Dude website. A link is located on the Chico Unified School District under Departments - Business – Facilities & Construction – Facilities Use. Requests must be submitted a minimum of fourteen (14) days prior to the proposed activity; thirty (30) days in advance if requesting use for the duration of a school quarter, semester, or school year. Late applications may not be approved. The application must be complete, and individual dates must be provided. An agreement will be valid for a maximum of one fiscal year (July 1 through June 30).

The site administrator or designee will verify the availability of facilities for the date requested, approve or deny the application, and forward the request to the Facilities Use Manager. If approved, the Facilities Use Manager will schedule the use of school facilities in a cost effective and energy efficient manner, and forward approved applications to the Maintenance/Operations Department. If a facility is to be used by an organization that does not pay an expense charge for the use of facilities, the facility will be reserved only when custodial staff is on duty during regularly scheduled hours. If a facility is reserved when a custodian is not on duty during regularly scheduled hours, the organization will be charged for custodial services at the designated hourly rate. Use of the kitchen facilities requires staff provided by Nutrition Services. Any charges for labor supplied by the Nutrition Services department will be estimated and billed separately by that department.

Applications will be processed during the regular hours of District operations. Applicants will be notified by the Facilities Use Manager once their request is approved or denied.

Organizations must apprise the Maintenance/Operations Department of any requested modifications or cancellations relative to the use of a facility a minimum of twenty-four (24) hours prior to the scheduled activity to avoid incurring applicable facility and custodial charges. An approved application may be revoked with reasonable notice when District facilities are needed for emergency purposes.

Permission to use District facilities shall neither be granted for a period exceeding one fiscal year, nor so often during any year as to afford any person or organization a real or implied monopoly.

Applicants shall adhere to the guidelines and regulations outlined in the Use of School Facilities Manual.

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)

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

Civic Center Use
Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

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
   
   (cf. 5148 - Child Care and Development)
   (cf. 5148.2 - Before/After School Programs)
   (cf. 5148.3 - Preschool/Early Childhood Education)

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 youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
   
   (cf. 0450 - Comprehensive Safety Plan)
   (cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization
   A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized
organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

Restrictions
School facilities or grounds 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. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability
Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

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

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

(cf. 3515.21 - Unmanned Aircraft Systems (Drones))