Community Relations

Use Of School Facilities

Application for Use of Facilities

Any persons applying for the use of any school facility or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

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

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
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 or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
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

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

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 facility 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 alcoholic beverages or any restricted substances, including tobacco use

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

Classification and Definition

Groups using school facilities will be classified as follows, with priority for use in the order listed. The school administrator will determine the classification of the applicant. First priority for use will be school district functions.

Class I Organizations meeting the criteria set forth in ED Section 38134(a) to include, but not limited to; District Appointed Committees; School Site Councils; District Employee Organizations; PTA/School Clubs; Boy Scouts; Girl Scouts; Camp Fire, Inc., for which there will be no regular fee.

Class II Special Interest clubs; examples include; Homeowner Associations, Community Services Districts, County or State organizations and commissions, Youth Sports Leagues, EC 38134(c), for which there will be a direct cost fee.

Class III Profit-making and commercial events, including non-profit organization fund-raising events; churches using the facilities for temporary church services; religious instruction; and groups or community services districts charging fees for Adult Education classes and adult recreation, for which there will be a commercial rate charge.
Use of School Facilities (continued)

Fees

It shall be the responsibility of the School District Superintendent or designee to prepare a schedule of fees for the use of facilities. This schedule may be revised as costs change, and shall be approved by the Board of Trustees.

A charge will be made for use of school facilities according to the group’s classification as defined in Board Policy. The Board shall grant the use of school facilities without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.

SCHEDULE OF FEES
Two-Hour Minimum

<table>
<thead>
<tr>
<th></th>
<th>Class I</th>
<th>Class II</th>
<th>Class III</th>
<th>8 hours or Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP Room</td>
<td>No Charge</td>
<td>13.00 hr</td>
<td>46.00 hr</td>
<td>325.00</td>
</tr>
<tr>
<td>Kitchen</td>
<td>No Charge</td>
<td>15.00 hr</td>
<td>48.00 hr</td>
<td>325.00</td>
</tr>
<tr>
<td>Classroom</td>
<td>No Charge</td>
<td>10.00 hr</td>
<td>25.00 hr</td>
<td>175.00</td>
</tr>
<tr>
<td>Fields*</td>
<td>No Charge</td>
<td>7.00 hr</td>
<td>20.00 hr</td>
<td>147.00</td>
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</tbody>
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*High use organizations may negotiate a flat fee.

In addition, if the use requires an employee to be present when such employee would not ordinarily be on duty, the cost for an employee shall also be charged at $30.00 per hour for all classes, including Class I.

All required charges shall be paid in advance of the first use of any facility for which a charge is made. These fees shall be paid at the District Office, 2701 Amber Trail, Pollock Pines, CA 95726.

The Superintendent or designee may develop individual agreements with organizations to improve facilities or donate services or materials in lieu of hourly fees as a means of controlling costs for the District and the organization using the facility.

Playing Field Use

Regular users of fields, on an ongoing basis (i.e. little league, soccer) shall provide portable toilets for their own use. School buildings will not be open for lavatory use during field use. Children shall be supervised while on the school site by the using group.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.
Use of School Facilities (continued)

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. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

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