

Administrative Regulations

COMMUNITY RELATIONS

Community Use of School Facilities

1. PROCEDURE

Applications for use of school facilities (buildings, grounds, and equipment) shall be requested through the building principal and coordinated with the Director of Facilities and authorized by the Assistant Superintendent of Business Services. Such use shall be consistent with California Education Code Sections 38130 - 38139 governing such use. (Note summer use exceptions.) Vinci Park School shall not be used as a Community Center during July and August.

2. PRIORITY

School functions in any school building or on any school property shall receive first priority over use by any other group or organization, whether day, afternoon or evening sessions, and permits issued to any group may be revoked if it becomes unavoidably necessary for a school to use the space at the same time. If and when such action is necessary, every care shall be exercised by the responsible staff member(s) involved to give the permit holder as much advance notice as is possible.

Applications for use of school buildings, grounds, and equipment shall be made at least two weeks in advance of the time the use is desired.

3. GROUPS--NOT INDIVIDUALS

Permits shall not be granted for the personal or individual use of school property; however, authorized groups may use certain equipment provided it is not removed from the premises. Use of equipment must be specified in the Application for Use Permit, and approved by the principal.

4. SUPERVISION

In all cases there must be a responsible school employee present and on duty. All juvenile organizations seeking use of school premises must have sufficient adult sponsorship and adult supervision while using school facilities to ensure adequate control.

5. CANCELLATIONS

Cancellations must be reported to the Assistant Superintendent of Business Services at the District Office at least forty-eight hours in advance.

6. RESTRICTIONS

There shall be no smoking, intoxicants, narcotics, profane language, quarrelling, fighting, gambling, or excessive noise in or about school buildings or premises.

7. OPEN MEETINGS

Applications for use of school facilities for meetings at which there will be a discussion of social, economic, or political convictions shall be granted only on condition that such meetings shall be open to all who desire to attend.

8. POLITICAL CAMPAIGN ACTIVITIES

District facilities shall not be used to urge the support or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the District's Board of Trustees unless district facilities are made available to all sides on an equitable basis.

9. LIMITS

Any group granted the use of school facilities shall use them only for such purpose as specified in the permit for use, and shall limit the use of the facility to the approved area. As a matter of practice, multi-purpose rooms will not be assigned to groups whose average attendance is less than twenty-five (25) persons.

10. PERIOD

No permit shall be issued for a period longer than the current school year. At the expiration of each permit, written application for renewal must be made through the building principal. Lack of facility use by permit holder may subject the permit to be cancelled.

11. DAMAGE--RESTORATION

School property must be protected by the user. Each permit holder agrees to be responsible for the condition in which the building and equipment is left. Damage to school property and/or equipment shall be paid for by the permit holder having use of the building. Users must keep the facility free of litter such as paper, spilled food or drink. No school furniture, apparatus or equipment of any kind, including classroom blackboard preparation for the next school day, may be removed or displaced by any organization without permission of the building principal. Decorations must be completely removed by the group or organization in time for normal school use the following day.

12. FOOD SERVICES EQUIPMENT AND PRODUCTION AREAS

The Child Nutrition Services Supervisor is in charge of the equipment and production areas. The equipment is the property of the Berryessa Union School District and shall not be used by any person or persons for private benefit.

Where the use of a kitchen is authorized, a regular member of the Child Nutrition Services staff shall be present and shall be compensated. Unless a user specifically requests the use of the kitchen or equipment, the kitchen shall be kept locked. (See Fees and Payments)

13. COMMUNITY GROUPSa. Group I--No Fee

(No charge unless services of District employees required.)

Users in this group may be required by the District to provide a roster showing 66% residency within the Berryessa Union School District.

Senior citizen groups, Boys Scouts, Girls Scouts, Camp Fire Girls/Boys, athletic groups, and clubs and associations organized for general character building, cultural activities, welfare purposes, or the enhancement of the community cultural environment may use school facilities free of charge for general meetings and activities. The above groups shall be entitled to no fee use of school facilities PROVIDED that the net proceeds are spent for the welfare of the pupils of the Berryessa Union School District or for charitable purposes.

The following school groups, which conduct District sponsored activities directly related to educational programs and other Board approved youth activities shall be entitled to use school facilities at no fee PROVIDED that the net proceeds of any fund-raising activities are spent for the welfare of the pupils of the Berryessa Union School District:

School Student Body Organizations--any group of students organized with the approval of and subject to the control and regulation of the Board of Trustees. Such organization shall have as its purpose the conduct of activities on behalf of the students, approved by the school authorities and not in conflict with the authority and responsibilities of District administration. The Board of Trustees shall regulate fund-raising activities.

School Booster Clubs--Any group organized for the primary purpose of building better relations between parents, teachers, and students.

Home-School Clubs, PTA--Any group organized for the primary purpose of building better relations between parents, teachers, and students.

School Marching Units--Any group organized for the primary purpose of learning to move as a group, using a regular measured stride or rhythmic step. Marching units composed of students attending District schools must be organized with the approval of the school principal.

School District Employee Organizations--Employee groups created by law for the primary purpose of representing employees in negotiations with the Board of Trustees on such items as wages, working conditions, grievance procedures, etc.

School Site Councils--Authorized by Board policy for the purpose of establishing a framework at each school site for parental support through direct participation with staff in decision-making through reinforcement of school goals and activities at home, through volunteer service, and through providing financial resources.

School District Advisory Councils--Authorized by Board policy or State or Federal mandate for the purpose of establishing a framework for parental and staff involvement in an advisory capacity to the Board of Trustees on matters of District operations.

b. Group II--Cost Recovery

(Direct costs for supplies, utilities, and services of District employees shall be collected.)

Groups or organizations which charge an admission fee, or collect dues or contributions, who have a prime objective of a civic or adult recreational nature, or provide moral and physical improvement for the good of the community may use facilities on a current cost basis. Users in this group may be required by the District to provide a roster showing 66% residency within the Berryessa Union School District.

c. Group III--Fair Rental Value

(Rent for use of facilities and current costs for services of District employees shall be collected.)

Entertainment or meetings, including those sponsored by Group I or Group II organizations, where admission fees are charged or contributions solicited and the net proceeds are not expended for the welfare of District pupils or for charitable purposes shall be charged Fair Rental Value in accordance with the Adopted Fee Schedule.

14. FEES AND PAYMENTS

Payment will be made according to the established fee schedule. Such fees are paid directly to the Business Office no later than one week in advance (No gifts or donations in kind may be accepted by any individual school or employee of the school district in lieu of payment of fees as scheduled.

Facilities marked with an asterisk (*) may require the full-time attendance of appropriate District Supervisory Personnel as determined by the District. Whenever food is served, a custodian shall be required to be on duty. In the event facilities are needed for food preparation, a Child Nutrition Service employee is required to be on duty. Actual Personnel Costs will be added to the fees listed.

Description	<u>Group I</u>	<u>Group II (Cost Recovery)</u>	<u>Group III (Rental)</u>
	Berryessa USD-sponsored activities directly related to the educational program or activities.	Nonprofit organizations not directly related to District's educational program and/or charge admission, fees, dues or contributions.	Organizations engaged in fund-raising or profit-making activities for which the net proceeds are not to be expended for the welfare of Berryessa Union SD students.
Regular Classroom, Conference Room, Staff Dining Room ⁽¹⁾	NO CHARGE	\$36.00 per hour	\$45.00 per hour
Multipurpose Room w/o Kitchen or District Board Room ⁽¹⁾	NO CHARGE	\$58.00 per hour	\$80.00 per hour
Gymnasium w/o Locker Room ⁽²⁾	NO CHARGE	\$86.00 per hour	\$148.00 per hour
Gymnasium w/ Locker Room ⁽²⁾	NO CHARGE	\$100.00 per hour	\$185.00 per hour
Kitchen ^(1,3)	NO CHARGE	\$53.00 per hour	\$62.00 per hour
Library/IMC/Training Lab	NO CHARGE	\$58.00 per hour	\$78.00 per hour
Blacktop Area	NO CHARGE	\$20 per hour \$100 per day	\$20 per hour \$100 per day
Sport Field - Average 2 Acres (Per Sports Field)	NO CHARGE	\$55.00 per week	\$75.00 per week

Fees and Payments Continued:

Description	Group I	Group II (Cost Recovery)	Group III (Rental)
	Berryessa USD-sponsored activities directly related to the educational program or activities.	Nonprofit organizations not directly related to District's educational program and/or charge admission, fees, dues or contributions.	Organizations engaged in fund-raising or profit-making activities for which the net proceeds are not to be expended for the welfare of Berryessa Union SD students.
Track (Dirt/Unlined) (Piedmont MS)	NO CHARGE	\$35.00 per hour plus \$75.00 per hour for setup/Cleanup fees	\$50.00 per hour plus \$75.00 per hour for setup/Cleanup fees
Parking Lots/Car	NO CHARGE	\$25.00 per hour plus \$75.00 per hour for setup/Cleanup fees	\$25.00 per hour plus \$75.00 per hour for setup/Cleanup fees
Rest Rooms (Each) ⁽²⁾	NO CHARGE	\$15.00 per hour plus \$75.00 per hour for setup/Cleanup fees	\$25.00 per hour plus \$75.00 per hour for setup/Cleanup fees
Baseball Field ⁽²⁾	NO CHARGE	\$25.00 per hour - 3 hours or less \$7.50 each additional hour	\$45.00 per hour - 3 hours or less \$15.00 each additional hour
Practice Field ⁽²⁾	NO CHARGE	\$20.00 per hour - 3 hours or less \$6.00 each additional hour	\$30.00 per hour - 2 hours or less \$12.00 each additional hour
Scoreboard and Time Clock (BYC)	NO CHARGE	\$25.00 per use - 3 hours or less \$7.50 each additional hour	\$40.00 per use - 3 hours or less \$15.00 each additional hour
Scoreboard and Time Clock (Middle Schools)	NO CHARGE	\$20.00 per use - 3 hours or less \$7.50 each additional hour	\$30.00 per use - 3 hours or less \$15.00 each additional hour
Chairs (Set-up/Tear-down fee)	NO CHARGE	\$.75 each	\$1.25 each
Tables (Set-up/Tear-Down fee)	NO CHARGE	\$2.00 each	\$4.00 each
PROCESSING FEE	NO CHARGE	\$25.00 per application (non-refundable)	\$25.00 per application (non-refundable)
PERSONNEL/ADDITIONAL FEES	<p>The District reserves the right to charge for additional expenses related to the use of facilities</p> <p>Activities scheduled outside the normal workday/week require the presence of a custodian to open, maintain care over, clean and close facility.</p> <p>Berryessa Union SD Staff Minimum: The minimum charge for District staff is two (2) hours per employee.</p> <p>Custodial Staff (Subject to change annually on July 1): \$33.00 per hour; \$50.00 per hour (overtime/Saturday); \$66.00 per hour (Sunday/Holiday). Restroom use is included in custodial fee unless otherwise listed. Custodial staff will be on site 1 hour before and a minimum of 1 hour after the event. Charges will be based on actual custodial time.</p> <p>Berryessa Youth Center: \$175.00 hour (Custodian Required)</p> <p>Grounds Staff (Subject to change annually on July 1): \$36.00 per hour; \$54.00 per hour (overtime/Saturday); \$72.00 per hour (Sunday/Holiday). Grounds staff will be on site 1/2 hour before an event and after as needed to clean and close facility.</p> <p>Cancellation Policy: Berryessa Union SD Business Office must be notified 24 hours before the scheduled use of fields for cancelation due to inclement weather.</p> <p>⁽¹⁾ A 25% utility surcharge will be added to all building rates.</p> <p>⁽²⁾ Use of restrooms requires that a staff member be on duty</p> <p>⁽³⁾ Food Service Staff: \$23.00 per hour, \$35.00 per hour (overtime/Saturday); \$46.00 per hour /Sunday/Holiday).</p> <p>A \$25.00 surcharge may be assessed for changes to original use of facilities application.</p>		

Fee Schedule approved and revised March 2, 2015, August 31, 2016; Effective September 1, 2016

The Fee schedule shall be adjusted each year to reflect increases in district costs, including but not limited to utilities and employee costs. A copy of the current schedule is available upon request from the Business Services Department.

Conditions of Use of Playing Fields, Blacktop Game Areas, and Parking Areas

1. OPEN ACCESS

Pedestrian access to playing fields, blacktop game areas, and parking areas is to be left open for use by children and parents during the school year, after school hours, and in the evenings, Saturdays, Sundays, holidays, and vacation periods. The only exceptions are:

- a. Priority is given to any group having a use permit.
- b. Priority is given to school activities conducted under the Recreation Program or Summer Session.
- c. No horses, self-propelled vehicles, go-carts, motor scooters, motorcycles, automobiles, or any other vehicular traffic shall be permitted on the school playing fields at any time.
- d. Use of equipment of any type which would present a hazard to other uses or to the property such as golf balls, shot-put, archery, javelins, or gasoline-powered model airplanes is forbidden.

2. FIELD USE REQUIREMENTS

- a. Field Facility Reservation Request forms must be completed annually.
- b. Field Facility Reservation Request forms must be approved by the building principal and Assistant Superintendent of Business Services or designee.
- c. A current certificate of insurance must be on file in the office of the Assistant Superintendent of Business Services for each user group prior to the reservation date.
- d. User activities must be confined to the specific area designated in their reservation.
- e. Exact dates and times indicated on the reservations must be adhered to. Should a user group arrive early for scheduled use, it is expected that the rights of the user activity in progress will be respected.
- f. User groups shall assist in the preparation and maintenance of the fields.
- g. Litter and debris generated by a user group must be cleaned up and removed prior to the group's departure from the area.
- h. Adequate supervision of youth shall be provided by each user group.

- i. Each group coach or manager shall be prepared to show, upon request, the group's approved reservation during the time the field is being used.
- j. All cars must be parked in parking lots or on adjacent streets. No parking is allowed on any turfed or blacktop game areas. Double parking or blocking driveways on neighborhood streets is prohibited.
- k. Should a user group no longer need a particular field, the Assistant Superintendent of Business Services or designee should be notified immediately.
- l. Causes for cancellation of field use:
 1. Recreation activities that conflict with scheduled school activities.
 2. Continued complaints from neighbors regarding excessive noise, litter and debris, and disregard for parking regulations.
 3. Misuse of fields or willful destruction of school property.

3. FIELD ALTERATIONS

- a. Field alteration requests shall be reviewed by the Director of School Facilities, authorized by the building principal, and approved by the Assistant Superintendent of Business Services.
- b. Request for Field Alteration forms are maintained by and available from the office of the Assistant Superintendent of Business Services.
- c. Following are some examples of alterations that would require approval:
 1. Any changes in the playing surface of the fields (pitcher's mound, cut-out turf area on base paths, etc.
 2. Burning lines on fields;
 3. Construction on any type of snack or concession shack on any school district property.
 4. Placing bleachers on fields;
 5. Placing permanent or portable soccer and football goals or baseball backstops in the field area.

4. INSURANCE REQUIREMENTS

In order for any organization to obtain the use of facilities of Berryessa Union School District, it will be necessary for the organization to obtain general liability insurance with an A rated carrier as follows:

- a. Minimum limits of \$1,000,000 for each occurrence and \$2,000,000 aggregate.
- a. To name the Berryessa Union School District, its officers and employees as additional insured against any and all liability arising or resulting from the use of said premises.
- b. An endorsement granting the Berryessa Union School District ten days notification in the event of cancellation of the policy.

A certificate of insurance indicating that the organization has coverage in the amounts specified above must be filed in the Business Office of the Berryessa Union School District PRIOR to the organization's use of facilities. If you have any questions regarding the above information, please do not hesitate to contact the Assistant Superintendent of Business Services.

5. SCHEDULE OF FEES

The Schedule of Fees for use of facilities outlined earlier may be charged for use of playing fields, blacktop game areas, and parking areas when district costs will be incurred as a result of the activity scheduled.

6. REVOCAION OF PERMITS

Permits may be revoked whenever there has been a violation of these regulations.

- Adopted: July 1, 1981
- Revised: February 23, 1984
- Revised: July 25, 1990
- Revised: August 23, 1990
- Revised: May 28, 1991
- Revised: June 9, 1992
- Revised: August 16, 1994
- Revised: November 12, 1996
- Revised: April 15, 1997
- Revised: April 15, 2003
- Revised: June 15, 2005
- Revised: June 3, 2008
- Revised Fees Adopted: March 10, 2009
- Revised Fees Adopted: August 20, 2013
- Revised: October 02, 2013
- Revised: March 5, 2015

Revised Fees: August 31, 2016