

La Honda-Pescadero Unified School District

FACILITIES USE GUIDELINES

District facilities are provided primarily for the education of students and that use will always be given first priority. District facilities are made available by the Board of Education for the use of organizations or groups when the activity is consistent with the best interests of the District and does not interfere with the regular conduct of the educational program.

The site administrator is responsible for the administration of this policy and regulations as they relate to facility use at their respective sites.

The District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender and disability in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

Since District financial resources are limited and the community use of facilities can result in significant costs, the District may recover some or all of these costs pursuant to Education Code Section 38134.

Overview

- All facility users must review this policy in its entirety.
- Organizations or groups wishing to use District facilities shall submit a Facility Use Permit Request in advance of the event.
- The permit holder must agree to hold the District, its Board of Education, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise out of or be caused in any way by the applicant's use of district facilities. The permit holder must furnish proof of liability or other insurance for the protection of the public and the school district as the school district agent may require.
- The District's use of school facilities will take precedence over non-district use. In the event of a conflict, notice will be given as soon as possible and every effort will be made to work out an agreeable schedule.
- The site administrator determines the appropriateness of granting the use of the facility to the requesting individual or group, and is authorized to insist upon appropriate security and supervision of all activities held in District facilities.
- School keys must remain in the possession of authorized individuals, and must be returned at the conclusion of the permit period.
- The permit holder must be present throughout the time the facilities are being used, and is responsible for the decorum of the group, including spectators.
- The permit holder is responsible for the condition in which the facilities are left. Any breakage, damage, or loss of District property must be paid for by the permit holder. Costs will be determined by the site administrator in cooperation with the Superintendent. Failure to pay promptly for such damage is grounds for denial of future school facility use.
- Facilities must be left clean after use. District furnishings, equipment and supplies in areas to be used should be returned to the original set up. The permit holder must make arrangements with the site administrator if they intend to temporarily store their equipment and supplies on site, if space is available, and may be charged on a monthly basis. The District assumes no liability for damage or theft of such merchandise.
- When minors are using a facility, they are required to have adult supervision
- All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times including: (1) Auditorium exit lights must be used; (2) Open flame (including candles) is prohibited; (3) Room capacity is not to be exceeded; (4) Temporary electrical or mechanical modifications are prohibited; (5) Use of flammable holiday or other decorations must be approved by the school site administrator; (6) Stairways, corridors and entrance/exits must be kept free of obstruction at all times; (7) No equipment, scenery or decorations of any type shall be used within the building or on the premises except as specifically provided in the permit. Such equipment, scenery or decorations shall be of a slow burning nature and shall conform to all local and state regulations governing such equipment, and shall not be attached to the walls floors or ceilings (except to anchors presently provided).
- No alcoholic beverages in any form may be brought onto school district property at any time. Any person under the influence of alcohol will be denied participation in any activity. Violation of this regulation is justification for immediate termination of the event, and reason enough to deny future use of school facilities.
- Smoking or the use of tobacco products is not allowed on school district property at any time. This includes school buildings and grounds. The permit holder is responsible for enforcing this policy.

- No weapons of any kind shall be allowed on school district property at any time. Unlawful possession of a deadly weapon, as defined by state law, shall not be allowed on school property or in school buildings unless an individual is an officer of the law.
- Games of chance and activities defined as gambling by state statutes are prohibited on District property.
- Food and/or beverages are only permitted in cafeterias, multi-purpose rooms and outside areas. Eating or drinking in classrooms or gymnasiums is not permitted.
- All kitchen and food supplies must be provided by the user. No use of district supplies is permitted.
- It shall be the responsibility of the permit holder to restrict the activities of the group to the specific area of the permit, except for necessary hallways and restrooms.
- If the gym is used for athletic purposes, participants are required to wear athletic shoes.
- Entrance to the property shall be permitted only via the main doors of the facility in use. Emergency exits must remain unlocked at all times. Other doors to the facility shall remain locked.
- There shall be no double parking. All fire lanes shall be accessible at all times.
- Use of school playing fields is not permitted while it is raining, or if the field is wet and such activity will be harmful to the playing surface, and when such conditions may present a safety hazard to users.
- Police coverage may be required for a particular activity. The applicant is responsible for making these arrangements and for payment of the same.
- An approved application may be revoked with reasonable notice when school facilities are needed for school purposes.
- No facility use permit will be granted for more than one year. New permits must be requested after July 1.
- User agrees not to discriminate against anyone on any basis pursuant to state and federal law.
- Groups and organizations whose activities are open to the general public and whose net receipts, fees, and contributions are expended for the welfare of the pupils of the District or for charitable purposes may be charged a facility use fee which will not exceed direct costs. Church and religious activities are charged an amount at least equal to the District's direct costs. All other activities are charged an amount not to exceed fair rental value.

Insurance Coverage

- District insurance coverage does not extend to non-school organizations or groups utilizing school facilities. The District requires the permit holder to procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities underlying this application, of the organization and any agents, representatives or employees. Insurance companies must be licensed or otherwise acceptable to the District. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the applicant. Full disclosure is required for any non-standard exclusions.
- A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury) must be delivered to the Business Office for review prior to the date of the event. In addition, evidence of automobile liability and employers' liability (Workers' Compensation) insurance coverage may be required to the extent applicable by nature of the activity.
- All Certificates of Insurance must include the District as additional named insured.

Clean-Up

User is responsible to leave the facilities clean and in the original condition after use, unless other arrangements have been made to hire District custodial services. Restrooms must be left clean and sanitary. All trash should be bagged; cardboard should be broken down, and disposed of in trash bins. School staff does not assume any responsibility for any material left behind; it will be discarded.

Keys

Keys must be picked up during office hours prior to the event and returned during office hours after to the event. There will be a \$50 charge for lost keys.

Equipment Needs

A/V equipment, chairs, tables, stages, risers, and other equipment are available upon request. It is the applicant's responsibility to note these needs at the time the permit is completed. Such equipment may need to be set up and operated by district staff. Charges for this equipment are determined at each school based on the suggested fees.

Additional Costs

Any additional costs incurred by the District due to facility use will be billed to the applicant. This will include any unforeseen additional custodial time (minimum of \$40.00), repair to any structural damages incurred, any missing/stolen equipment or supplies or lost keys, or trash removal. It is the applicant's responsibility to be sure there are no substantial damages to school property prior to the actual use. If such damage is noted prior to facility use by the applicant, it should be brought to the attention of the designated supervisory staff in the building.

Supplemental Staffing

Any organization or group will be required to pay the cost of a designated staff member if its use of the facility would result in direct costs to the District. For those facilities where a custodian is regularly on duty during the rental, there will be no additional charge unless substantial additional work is required related to the use. In such situations, an additional fee will be charged or additional district staff may be assigned at the discretion of the site administrator, and the permit holder will be charged appropriately.

Guidelines for theater use:

- A District employee needs to be present during the rental hours.
- The rental fee must cover the cost of hiring the District employee.
- A deposit of \$100 is required for Category 3 and 4.
- To show copyrighted movies, the organization must obtain a site license (\$275/year or \$50 for a one time use). This cost needs to be recovered in the rental for movie use.
- Use of the lights and sound system require the presence of a trained LHPUSD person to operate or supervise the operation. (This could be a trained student.)

Fees for Facility Use

Category 1 – District and district-sponsored or district-affiliated groups

Includes clubs, organizations or groups that are: (1) comprised of District staff doing routine District business, or (2) district-sponsored groups or district-affiliated groups as approved by the site administrator.

Category 2 – Organizations in the community for youth or local interests

Includes organizations or groups in the community that are: (1) specifically for youth in the community or (2) for community interests, and (3) are non-profit, and (4) provide the service free of charge.

Category 3 – Non-community and commercial organizations

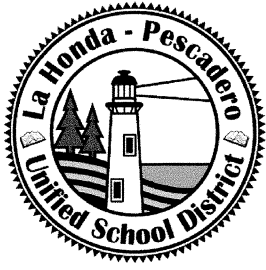
Includes organizations or groups that are: (1) from outside of the community, or (2) for non-community youth, or (3) for non-community interests, or (4) for-profit organizations, or (5) provide the service for a fee. (In addition to facility fees in this category, if admission tickets are sold, the renter must pay the district an additional amount equal to ten percent of all ticket sales of the event within thirty days after the event.)

Category 4 – Other organizations

This category includes businesses, governmental or educational entities, churches and other users who negotiate a contract or agreement for long-term, multiple use of district facilities.

Fee Schedule (All fees are hourly rates)

<u>Facility</u>	<u>Category 1 and 2</u>	<u>Category 3</u>	<u>Category 4</u>
Classroom	No charge	\$10.00	Negotiable
DO Board Room	No charge	10.00	“
Fields	No charge	20.00	“
Parking Lot	No charge	20.00	“
Multipurpose room	No charge	20.00	“
Gym	No charge	30.00	“
Theater	No charge	30.00	“



LA HONDA-PESCADERO UNIFIED SCHOOL DISTRICT
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FACILITY/EQUIPMENT USE REQUEST

THIS FORM MUST BE COMPLETED IN FULL. PLEASE PRINT.

Group requesting facility use (User) _____

Group address _____ Phone _____

Person responsible name, address, phone _____

Does the group have non-profit status? _____

Event/activity _____

Date(s) of event _____ Time facility needed: Beginning _____ Ending _____

Approximate number of persons attending _____ Will event involve ticket sales? _____

District site requested: La Honda School Pescadero Elementary Pescadero Middle/High School District Office

Facility requested:

- Classroom
- Fields
- Parking lot
- Multipurpose room
- Gym
- Theater
- District Office Board Room
- Other

Explain specifics:

Will requester provide clean up during and after the event? _____

Equipment requested:

- | | |
|--|---|
| <input type="checkbox"/> Use of kitchen | <input type="checkbox"/> Sound system |
| <input type="checkbox"/> Use of locker rooms | <input type="checkbox"/> Risers # _____ |
| <input type="checkbox"/> Use of scoreboard | <input type="checkbox"/> Tables # _____ |
| <input type="checkbox"/> Use of restrooms | <input type="checkbox"/> Chairs # _____ |
| <input type="checkbox"/> Theater Lights | <input type="checkbox"/> Trash cans # _____ |
| <input type="checkbox"/> Curtains | <input type="checkbox"/> Extension cord # _____ |
| <input type="checkbox"/> Projector | |
| <input type="checkbox"/> Other _____ | |

Hold Harmless

User agrees to indemnify and save harmless the School District, its Board of Trustees, employees, agents and representatives from all claims, lawsuits or actions brought for personal injury or death or property damage caused by the active or passive negligence of the User, its Board of Directors, officers, employees, agents, and representatives. This indemnity shall not apply to injuries or damage for which the District has been found in a court of competent jurisdiction to be solely liable for by reason of its own negligence or willful misconduct.

Duty to Inspect

User agrees that the District makes no representations or warranties as to the repair or condition of the requested facilities. User agrees to inspect such facilities before they are used, and to take the facilities in their present, as-is condition. It shall be the User’s obligation to assure that the facilities will be used for the purpose anticipated herein and that the permitted space is maintained in a proper and safe condition. In the event that injury does occur, any claim arising there from shall trigger the User’s indemnity and defense obligations.

Insurance Coverage

User agrees to provide for review prior to the date of the event Certification of Insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury). Certification of Insurance must include the District as additional named insured.

Statement of Information

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that, _____ the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

I have read the attached Use of Facilities Guidelines and I agree to this contract.

Certification of insurance attached

Signature of responsible person _____ Date _____

Approval of site manager _____ Date _____

Approval of Facilities manager _____ Date _____

For District Use to Determine Fees

Category 1 Category 2 Category 3 Category 4

Custodian required District employee required

Fee _____ Fee schedule _____

Approval _____ Date _____