

**Community Relations**

**USE OF SCHOOL FACILITIES**

**Application for Use of Facilities**

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which:

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on schools grounds and protect school facilities. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of schoolwork.

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

Persons or organizations applying for the use of school facilities shall submit a statement or 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 citizen and community groups as a civic center for the following purposes (Education Code 38131, 38132):

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. Childcare programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examination 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. Other purposes deemed appropriate by the Governing Board

**Restrictions**

School facilities 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 of school facilities or grounds which is inconsistent with the use for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense.
4. Any use, which involves the possession, consumption or sale of alcoholic beverages, or any restricted substances on school property. The use of tobacco products is not allowed on school grounds or in school facilities.
5. Selected facilities may not be used due to safety or security concerns. These facilities include offices and computer rooms that allow access to student and school records and confidential information; science rooms, auto shops, wood and construction areas, maintenance areas that may contain hazardous chemicals or equipment that cannot be used safely without special knowledge or skills.

**Damage and Liability**

Groups or persons using school facilities shall be liable for any property damage 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 and grounds.

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

Groups other than those that promote youth and school activities shall be required to include the District as additional insured on their liability policies.

The Superintendent or designee, in consultation with the District's liability insurance carrier, may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

**Fees for Use of School Facilities**

Please note school districts are authorized under education code 38134 to charge groups or individuals not affiliated with the school district an amount not to exceed its direct costs for use of its school facilities.

1. Free Use: Within the guidelines of the Civic Center Act all school related organizations or groups affiliated with WSCUHSD (school clubs, teacher organizations, PTA, Booster clubs, Educational Meetings) Shall be granted free use. The District Superintendent may impose a fee if the use of school district facilities is deemed to be excessive. Excessive use may include situations where significant custodial time is required for set up, breakdown, and clean up. Significant use of utility services will result in the application of the district's energy surcharge.
2. Fair Rental Value Fee: Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. Fair rental value included direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.
3. Energy Surcharge: Due to accelerating energy costs, the Board of Education shall impose on all groups using school facilities an energy surcharge. The surcharge shall be paid in advance of the use of facilities.

Surcharge fees shall be as follows:

Classroom/Library

Gym/Kitchen/Computer Lab/  
Theatre/Cafeteria/Field Lighting

\$10.00 per hour

\$25.00 per hour

\$15.00 for three hours

\$50.00 for three or more hours

\$25.00 for six or more hours

Multiple use days may be negotiated with the Director of Business Services.

Utility surcharge fees are payable to the use to the District office.

Approved: August 24, 1993  
Revised: 6/16/94; 10/20/94, 2/25/04  
Reviewed: 11/15/94

**WEST SONOMA COUNTY UHSD**  
Sebastopol, California

**FEE SCHEDULE FOR COMMUNITY USE**

Charges shall be made in accordance with the following hourly fee schedule:

	<u>Fee Schedule I</u> School Related (WSCUHSD)	<u>Fee Schedule II</u> Children & Youth Groups, Religion Non-Profit	<u>Fee Schedule III</u> Commercial Non- Profit Without Tax Exempt
Regular Classroom	No Charge	\$ 6.00	\$ 9.00
Libraries	“	\$ 10.00	\$15.00
Dance Room	“	\$ 6.00	\$ 9.00
Music Room	“	\$ 10.00	\$ 15.00
Cafeteria	“	\$ 25.00	\$ 50.00
*Kitchen Area	“	\$ 30.00	\$ 50.00
Analy Theatre		\$150.00	\$200.00
Rehearsal Sessions	“	\$ 35.00	\$ 50.00
Make-up Room	“	\$ 6.00	\$ 9.00
*Stage Lighting Fixtures	“	\$200.00 min.	\$200.00 min.
Sound/Lightening Tech	“	\$ 15.00 per hr.	\$ 15.00 per hr.
Gymnasium			
Main Gym	“	\$ 10.00	\$ 15.00
Small Gym	“	\$ 6.00	\$ 9.00
Weight Room	“	\$ 25.00	\$ 50.00
Football Field			
Day Use, No locker rooms	“	\$150.00	\$175.00
Day Use with locker rooms	“	\$200.00	\$250.00
Night Use with lights	“	\$225.00	\$275.00
Other Athletic Field		\$ 30.00 up to a Max. of \$90.00 a day	\$ 30.00 up to Max. of \$90.00 a day
Custodial Service Added for weekends/holidays/off-duty		\$ 30.00	\$ 30.00

\*If foods are to be prepared on site, an experienced food staff member must be on hand to supervise at an hourly rate of \$22.00, minimum 2 hours.

Energy Surcharge Fees:

<u>Classroom/Library/Dance Room/ Music Room/Make-up Room/Weight Room</u>	<u>Gym/Kitchen/Computer Lab/ Theatre/Cafeteria/Field Lighting</u>
\$10.00 per hour	\$25.00 per hour
\$15.00 for three hours	\$50.00 for three or more hours
\$25.00 for six or more hours	

