

Acalanes Union  
High School District



# AUHSD Facility Rental Handbook

*We educate every student to excel and contribute in a global society.*

1212 Pleasant Hill Road  
Lafayette, CA 94549

925.280.3900

[www.acalanes.k12.ca.us](http://www.acalanes.k12.ca.us)

# Table of Contents

<b>I.</b>	<b>Introduction.....</b>	<b>3</b>
<b>II.</b>	<b>AUHSD Group Classifications.....</b>	<b>3</b>
<b>III.</b>	<b>Facility Rental Permit Application Procedures.....</b>	<b>6</b>
<b>IV.</b>	<b>Certificate of Insurance Requirements .....</b>	<b>9</b>
<b>V.</b>	<b>General Facility Rental Rules &amp; Regulations.....</b>	<b>10</b>
	Classrooms/Library/Multi-Use Room.....	13
	Gymnasium Facility Rental.....	13
	Field and Athletic Facility Rental.....	14
	Theater Facility Rental.....	14
	Pool Facility Rental.....	15
	Seasonal Facility Rentals.....	15
<b>VI.</b>	<b>AUHSD Board Policy and Administrative Regulation.....</b>	<b>17</b>
<b>VII.</b>	<b>AUHSD Facility Use Schedule of Fees .....</b>	<b>25</b>

## Introduction

---

This Facility Rental Handbook is a resource guide for facility users to complete the application process and to clarify the District's expectations of groups who are permitted to use District facilities.

It is the policy of the District to grant use of the school facilities through the District's Facility Rental Program as defined by Board Policy and Administrative Regulation 1330. Use of District facilities and activities should adhere to the interests of the District and not interfere with educational programs. Access to District facilities is available after school and on weekends for user groups with prior approval, upon proof of insurance and subject to certain costs approved by the Governing Board.

All Rules and Regulations, Conditions of Use of the Governing Board and provisions of the Education Code of the State of California are to be observed strictly by those using school property and facilities. The District reserves the right to revoke use to any group if the rules and regulations of this policy are not followed.

## AUHSD Group Classifications

---

AUHSD Board Policy 1330 (Use of School Facilities) outlines the priorities for the use of school facilities. In general, the Governing Board authorizes the use of school facilities by District residents and community groups for purposes specified in the Civic Center Act as long as it does not interfere with school activities and other school-related uses.

The District has defined the following group classifications.

Group I No Cost	Group II Modified Rate	Group III Commercial Rate
<ul style="list-style-type: none"> <li>• District and school sponsored groups, clubs, and student body organizations.</li> <li>• School-connected organizations (Parent Clubs, Foundations, Boosters, PTA, District Employee Associations, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Departments or agencies of local municipal governments</li> <li>• Community organizations, clubs, and associations with non-profit status 501(c)(3) (documentation is required at time of Application – See below)</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial groups, businesses and religious organizations</li> </ul>

## Priority

The priority for use of District facilities will be as follows:

- Group I     District, schools and school connected organizations.
- Group II    Local municipal departments/agencies, community organizations, clubs, associations with non-profit status.
- Group III    Commercial groups, business and religious organizations.

Use and occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.

The use of district facilities in all group classifications will be charged fees associated with the required personnel cost to provide oversight and support while facilities are in use. Fees will be charged on an hourly basis for:

- Custodial, kitchen, technical support, supervision and other staff – these charges will be for use during the week, weekends, holidays, and/or other days when the facility may otherwise be closed
- Other related charges based on the Facility Rental Schedule of Fees
- Fees must be paid prior to the use of facility

## **Group I – No Cost for Rental**

The use of facilities at no cost include activities by school personnel or volunteers for purposes directly related to the education and enrichment of District students, as directed and approved by District administration, and/or for the purpose of employee gatherings related to the operation of the District.

The use of facilities at no cost include activities by school-connected organizations such as parent clubs, foundations, athletic boosters and other school-associated parent/teacher/student associations and associated student body clubs. School-connected organizations who are in the Group I classification must submit on an annual basis a Request for Authorization as a School-Connected Organization.

Custodial fees and/or other charges may apply.

Group I rate qualifications:

- a. Must have a current Authorization as a School-Connected Organization on file.
- b. Facility is reserved under the school-connected organization's name.
- c. Payment for custodial fees and/or other charges will come from the school-connected organization.
- d. Certificate of Insurance is from the school-connected organization.

Third-party sponsorship of an entity in order to qualify for the Group I rate is **not allowed**.

## **Group II – Modified Rental Rate**

The use of facilities for Group II is charged at a modified rate. These groups are from local government agencies, departments, community based organizations, clubs and other associations with non-profit 501(c)(3) status.

Non-profit 501(c)(3) or Group II rate qualifications:

- a. Provide proof of 501(c)(3) non-profit status, IRS documentation: Official Determination Letter (copy must be turned in with your Facility Use Permit Application).
- b. Facility is reserved under the non-profit name.
- c. Payment for the facility rental will come from the non-profit organization.
- d. Certificate of Insurance is from the non-profit organization.

Third-party sponsorship of an entity in order to qualify for the Group II rate is **not allowed**.

### **Group III – Commercial Rate**

The use of facilities for Group III is charged at a commercial rate.

## Facilities Rental Permit Application Procedures

---

1. Review AUHSD Facility Rental Guidelines, Group Classifications and Facility Rental Schedule of Fees.
2. Complete the Facility Rental Permit Application. Along with your application, you must turn in a Certificate of Insurance (COI). Please see Certificate of Insurance section below. Email your application and your COI to the Facility Rental Representative to arrange for the rental of facilities at [rentals@auhdschools.org](mailto:rentals@auhdschools.org).
3. If applicant will be using a third party vendor, the district may also require a COI from each of the third party vendors.
4. If the applicant wishes to use District equipment, which may require a district employee to operate and/or facilitate, such as projectors, public address systems, lighting, etc., this must be marked on the Facility Rental Permit Application form. This request will be an added extra charge to the facility renter.
5. Approval for rental use only includes date, time, rooms, and/or equipment specified and approved on the application. Therefore, applications must be complete including all dates, times, and equipment desired. Times and dates should include set-up, clean-up, and tear down time.
6. Facility use must be between the hours of 6am to 10pm.
7. Within 5 business days after application has been received, a preliminary approval from the facility rental representative will be given for the date and time availability. An e-mail notification and invoice will be sent to the applicant at that time. **Payment for your facility rental is required at least 10 days in advance.**
8. An AUHSD Facility Rental Permit will not be issued until payment has been received. NOTE: If payment for a booking has not been received 10 days before your facility rental, the day and time slot will be made available to other user groups. Once payment has been received, you will receive an email stating that your request has been activated and approved.

9. Checks should be made payable to AUHSD. To facilitate processing, please write the Invoice# on your check and mail to:

Acalanes Union High School District  
1212 Pleasant Hill Rd.  
Lafayette, CA 94549

Please note you may also pay via credit card in person at the district office or over the phone at 925-280-3900 x6618. There will be a 3.5% extra charge when paying via credit card.

10. All groups, including school, and school-connected organizations must file an application for a facility rental permit. Permits are not transferrable.
11. Reservations will not be approved for a future date longer than six months in advance.

## Changes in Reservation

Any changes in reservations must be submitted in writing at least two weeks prior to facility rental in order to make the appropriate changes. If these changes result in additional charges that are owed, they must be paid at the time of change for the facility rental permit to still be valid. If these changes results in an overpayment of the facility rental, a refund of the overage will be issued within 30 days.

## Cancellation Policy/Refund Policy

Cancellations must be made in writing, via email to [rentals@auhdschools.org](mailto:rentals@auhdschools.org), at least 30 days in advance of the event for a full refund. Partial refunds will be given up to three business days before the event. No refunds will be made if the cancellation is within three business days of the event. Please see the chart below.

30 days or more before event date	100% refund
15 – 29 days before the event date	75% refund
4 – 14 days before the event date	50% refund
0 – 3 days before the event date	No Refund given

If your event is cancelled due to weather or superseded by an AUHSD unforeseen event, a 100% refund will be issued no later than 30 days after the cancelled event.

The District will not be responsible for cancellations due to unforeseen emergencies and/or acts of God. Refunds may be considered in these rare cases.

Priority will be given to Group I and they have the right to bump/cancel your permit/reservation for the facility. If this happens, 100% of your payment will be refunded.

Any permit may be revoked without previous notice where conflicting dates have resulted or where need of the property, for public school purposes, has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.

### **Third Party Vendors**

If a Facility Renter hires a third party vendor/employee who provides a product or service for your event it must be marked on your application and approved.

- Tech/sound service
- Equipment rentals (bleachers, tents, etc.)
- Bounce House rentals
- Dumpster rentals
- Vendors selling goods/food
- Food Truck/Caterers – must provide CCC Health Department Permit to Operate
- Other outside vendors

If a third party vendor will be used, it must be marked on the Facility Rental Permit Application and approved by the Facility Rental department in advance. If the third party vendor(s) are approved for the event at the facility rental, they are required to provide a certificate of insurance as well.

### **Added Equipment/Structures that will be brought to Facility**

A Facility Renter must add to their application any major equipment and structures that will be brought to the facility being rented for use at their event. The usage of these items will need to be approved by the Facility Rental Department in advance.

If you have any questions, please contact the Facility Rental Department at [rentals@auhsdschools.org](mailto:rentals@auhsdschools.org).



# Certificate of Insurance Requirements (COI)

---

Before the Facility Rental Department will approve your Facility Rental Permit, two insurance documents are required with the application. The following describes these insurance documents:

1. Certificate of Liability Insurance (Form ACCORD 25) signed by the insurer's representative.
  - a. List the "Certificate Holder" as follows:

Acalanes Union High School District  
1212 Pleasant Hill Road  
Lafayette, CA 94549
  - b. Comprehensive General Liability with minimum limits of \$1,000,000 combined single limit per occurrence is required, \$250,000 Damage to Premises per each occurrence, and no less than \$2,000,000 General Aggregate. (The District reserves the right to increase the minimum insurance requirements upon the recommendation of the District's Risk Management Department).
2. An Additional Insured Endorsement (Form CG 2026 – Additional Insured – Designated Person or Organization) **must** accompany the Certificate of Insurance, referencing the policy number. Please note the following on Form CG 2026:
  - a. List the "Additional Insured" as follows:

"Acalanes Union High School District, its board of trustees, officials, and employees, are listed as additional insured. Coverage is provided under these policies only for sponsored/supervised activities of the names insured for which a premium has been paid."

## **Workers' Compensation may also be required:**

- If the group or organization, renting a facility, has employees who will be working at an activity or event held at an AUHSD facility they will be required to also have worker's compensation of the current statutory limit of \$1,000,000 on their COI.
- If the group or organization, renting a facility is hiring a third party vendor who will in turn have its employees working at this activity or event, the renter **and** the third party vendor will be required to have workers' compensation of the current statutory limit for worker's compensation insurance of \$1,000,000 on their respective COI's.

The Certificate of Insurance and additional insured endorsement must be turned in with Facility Rental Permit application.

A group will not receive approval for the event until the Certificate of Insurance is received by the Acalanes Union High School District Business Office. **No exceptions.**

If you should have further questions regarding certificate of insurance requirements, please call the District Business Services office at 925-280-3908.

## General Facility Rental Rules & Regulations

---

Permit holders shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws, city ordinances, School District regulations, by-laws, policies and permit conditions. Where minors are involved, a supervising adult must be present before facilities will be opened. Minors must be supervised at all times.

**Facility Rental groups must have a copy of the permit at the facility rental throughout the event.**

### Facilities/Grounds Access

1. Upon receipt of notice that a facility rental permit has been issued, the assigned custodian shall unlock the facility, check-in with the renter at the beginning of facility rental. At the end of the rental time, the assigned custodian shall check-out the user, clean, and lock the facility. The custodian assigned to your facility rental, is in charge and empowered to take all necessary means to enforce these following rules. They are in complete charge of all arrangements and his/her word shall be final in all cases.
2. Only what is on the approved facility rental permit is allowed. The renter may not have access to any other facilities that are not approved on their permit. The renter may not use any equipment/furniture that is not approved on their permit. The renter may not have any third party vendor that is not pre-approved on their permit. Any departure from the original approved facility rental permit shall be communicated to the Facility Rental Department. Applicant should be made aware of the possibility of additional charges resulting from the change in the facility use.

3. Whenever the Facility Rental Department determines that these rules and regulations have been violated, they shall revoke such permit(s) for facility rental that has been given to the organization in question and shall refuse requests for further permits.
4. At the end of the facility renter's event, they must remove all their personal equipment, decorations, and items by the end time/date on their facility rental permit. AUHSD is not responsible for any items left at the facility rental.

## Conditions of Use

**Tobacco products/E-Cigarettes/Marijuana/Drugs/Alcohol/Weapons**  
In accordance with state and federal law, smoking and e-cigarettes are prohibited at all District facilities, campuses, and parking lots. The Governing Board further prohibits the use of all tobacco products, e-cigarettes, marijuana, illegal drugs, alcohol, and weapons of any kind at all times on any District property. In addition, gambling, candles, and open flames are strictly prohibited.

### Pets/Animals

Pets and/or any animals are not allowed on campus at any time.

### Structures

No structures (including tents), whether permanent or temporary, may be erected or assembled on school premises. Nor may any extraordinary electrical, mechanical or other equipment be brought to the facility thereon unless special approval has been obtained from the Facility Rental Department. If structures will be used, this must be applied for approval on the facility rental permit application.

### Fireproofing

Decorations must be flameproof and must be erected and taken down in a manner not destructive to school property. The District may request the fire department to verify certification of fireproofing at the renter's expense.

### Decoration and Posters

The use of nails, tacks, or staples in any woodwork or surface is not permitted at any time.

### AED's

Some District facilities are equipped with AED's. Any use of District AED's requires the appropriate certification as prescribed by applicable California law.

## Vehicle Parking

Parking allowed in marked parking areas only, no modifications allowed. All vehicles will be operated on paved driveways and parking lots only. No parking on fields or in fire lanes.

## Damage to Facilities

The group and/or persons using the school facilities will be held liable for any damage caused by user, event participants, and/or activity during the rental of District facilities. The renter will be held responsible for full payment of all repairs to the damaged property. An invoice for damages will be sent to the renter. Failure to comply will result in permanent loss of use, by the renter, of any District facilities for the future.

If there is any visible damage to the facility prior to your use, please document it and make the custodian on site aware of the damage otherwise you may be charged for the damages.

## Signs/Flyers/Promotion/Electronic Communications/Social Media

Except for school based organizations, all organizations using school facilities must make it known that neither the Board nor the administration have endorsed the renter's activities. Any signs, flyers, promotions, advertisements, circulars, electronic communications, social media posts or anything of similar nature, must contain this language: "Acalanes Union High School District does not endorse nor support the program or individuals involved in this activity." If temporary banners will be used at the facility rented, you must obtain District permission to put these banners up during hours of use.

## Equipment/Seating

If facility equipment will be set-up, it must be for the type of equipment and quantity specified on the approved facility rental permit. Under no circumstances can additional seating be supplied by a user in excess of the seating limit prescribed by the Fire Marshal. Fees may apply.

## Hours of Operation

6a-10p all days except during school hours. There will be no facility rentals during school hours.

## Amplified Sound

There will be no amplified sound without prior authorization on the facility rental permit. Facility Rental Permits for use of the school PA system will require special permission and a district employee to operate. No amplified sound before 8am nor after 8pm.

## Obscene Language and Sportsmanship

Obscene language will not be tolerated during events. Sportsmanship should also be maintained by spectators as well as players and coaches at all times. Obscene language or unsportsmanlike conduct will result in ejection from the facility. Facility rental permits will be revoked if their participants cannot control their use of obscene language. This also includes any amplified music that has explicit language.

## Prohibited Uses

Events that require heavy maintenance or crowd control such as swap meets, weddings, parties, dog shows, rock bands, or commercial advertising are prohibited. Any gambling event is also prohibited.

## Classrooms/Library/Multi-Use Room Facility Rental Rules & Regulations

---

- Food and drink is allowed in the Multi-Use Room however, food and drink (except water) is NOT allowed in classrooms, library, or adjoining spaces at anytime – no exceptions.
- We would prefer that furniture not be rearranged however if it is moved, please move the furniture back to the original configuration.
- If you have tables/benches and or chairs that were requested on your permit, a diagram for the items may be requested and an additional charge may apply. Additional seating may not be added or supplied that is not on your permit. Do not use any other furniture that is not on your permit. Do not bring in furniture unless approved on your permit.
- If kitchen facilities and culinary classrooms will be rented, special arrangements must be made through the application process. A district employee must also be present and there will be a staffing charge.

## Gymnasium Facility Rental Rules & Regulations

---

- The serving and/or consumption of food or beverages in the gymnasium is prohibited except for water.
- Gymnasium rental does not give you access/use of the locker rooms.
- No hanging on the basketball hoops.

## Field and Athletic Facility Rental Rules & Regulations

---

This section covers: grassy fields, stadiums, track, baseball fields, batting cage, blacktop basketball courts, tennis courts, weight room, and pole vault

- Be respectful of neighbors when using track and stadium field in regards to unwanted noise. (Personal speaker used for music, whistles, megaphones, etc.)
- Permitted facility renter has priority over general public use of the facility.
- Stadium lights must be turned off no later than 10:00 PM.
- All equipment is to be put away. This includes goals, cones, soccer goals, fieldbenches, sleds, nets, etc. used for the rental event.
- No chairs are allowed on the field or track.
- No wall ball against bathrooms, snack shack, storage buildings, or fences.
- No motorized vehicles, bicycles, rollerblades, scooters, skateboards on track.
- No food or beverages on track or stadium field. Water is allowed.
- Use of District sound equipment and sound booth must be pre-approved for use and operated by District personnel
- In the weight room, put all weights away after use
- No metal cleats on any track

## Theater Facility Rental Rules & Regulations

---

- No food or drink (except water) is allowed in theater, classrooms, or adjoining spaces at anytime – no exceptions.
- Stage equipment will NOT be available unless specifically requested on your permit application. The school will provide the necessary personnel to operate this equipment if it is to be used and the facility renter will be charged for the personnel.
- Sound Booth and lighting usage requires a district theater AV technician to operate. This must be on your approved permit and the district personnel will have an additional charge. No third party employees/service companies may be used unless cleared with the Facility Department, approved on the Facility Rental Permit and a COI is obtained.
- Approved rental permits for events, presentations, rehearsals and/or production arrangements are binding and may only be modified at District's discretion. See Changes in Reservations.
- All theater hallways, doorways, and exits must remain free of equipment and debris at all times to ensure safety of users, audiences, and District staff.

# Pool Facility Rental Rules & Regulations

---

- Glass is prohibited.
- Diving board use is prohibited without prior authorization.
- Lifeguard needs will be assessed and assigned accordingly.
- Specific pool rules can be found at each aquatic facility.
- AUHSD Aquatics Staff provided for facility use are subject to fees.

## Seasonal Facility Rentals

---

Seasonal Facility Renters are for users that rent multiple days/times that span multiple months. Permits for frequent/repeated use may be applied for and granted by the Facility Use department. These permits must be applied for no sooner than 6 months in advance. Each permit is good for one season. These organizations will be billed bi-monthly. ***Invoices are due upon receipt. If payment is continually late, they may be switched to pre-payment account.***

### To Apply for a Seasonal Facility Rental Permit

We have four seasons per year. The seasons follow the high school sports schedule. If your dates crosses seasons, you may have to fill out one application per season. Please see the season's time frames below.

<b>SEASONAL PERMIT</b>	<b>PERMIT REQUESTS DUE</b>	<b>PERMIT COVERAGE DATES (call for specific dates)</b>
Fall Season Rentals	Last Friday of May	August to November
Winter Season Rentals	Last Friday of August	November to February
Spring Season Rentals	Last Friday of November	February to May
Summer Season Rentals	Last Friday of January	May to August

Please contact Facility Use Representative at [rentals@auhdschools.org](mailto:rentals@auhdschools.org) to apply for a seasonal use permit. Organizations using the facilities on a continuous scheduled basis, will be charged for the facility if they do not show up on the days/times they are permitted for. If the School/District needs the facility for a school event, notice will be provided and the organization will not be charged.

New facility use permits will not be issued to groups with past due accounts. AUHSD reserves the right to refer any delinquent account to a collection agency and/or report to a credit bureau. Legal proceedings may be initiated for any delinquent account.

## **Changes in Seasonal Facility Rental Permit**

Any changes in the permit must be submitted in writing at least *two weeks* prior to the facility rental date in order to adjust the permit and invoice.

## **Cancellation/Refund Policy for Seasonal Facility Rental Permit**

All cancellations should be made in writing.

Cancellations must be made at least 30 days in advance of the event for a full refund. If the user chooses to end their approved facility permit, partial refunds may or may not be given. See refund percentage chart on page 7. No refunds will be made if the cancellation is within three business days of the event date.

AUHSD will do our best to provide ample notice of cancellation, however, AUHSD reserves the right to cancel at any time.



# **Acalanes Union HSD**

## **Board Policy**

### **Use Of School Facilities**

BP 1330

#### **Community Relations**

The Governing Board believes that school facilities and grounds are a vital community resource, which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by District residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which District schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by District policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the District and the community.

## Fees

The Board shall adopt a comprehensive Facility Use Schedule of Fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of District schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Priorities for the use of school facilities and the cost of such use shall be determined by the Group Classifications listed below:

Group I District and all school-sponsored groups, clubs and student body organizations school connected organizations (Parent Clubs, Foundations, Boosters, PTA, Employee Associations, etc.)

Group II Departments or agencies of local municipal governments, community organizations, clubs and associations with Non-Profit status (501c3 documentation is required at time of application)

Group III Commercial groups, business & religious organizations

Additionally, when any use of school facilities or grounds is for religious services, the District shall charge an amount at least equal to the District's direct costs. (Education Code 38134)

## Calculating Direct Costs

In determining direct costs to be charged for community use of each, or each type of, school facility or grounds, the Superintendent or designee shall calculate, in accordance with 5 CCR 14038, the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

However, capital direct costs shall not be charged to organizations retained by the District or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of District employees and/or contracted workers, and salaries and benefits paid to District employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

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. (Education Code 38134)

#### Expending Funds Collected as Capital Direct Costs

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

#### Use of School Facility as Polling Place

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

MILITARY AND VETERANS CODE

1800 Definitions

CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy ACALANES UNION HIGH SCHOOL DISTRICT

adopted: November 5, 1997 Lafayette, California

revised: July 23, 2003

revised: June 5, 2013

revised: February 4, 2015

revised: August 9, 2017

revised: September 5, 2018

# **Acalanes Union HSD**

## **Administrative Regulation**

### **Use Of School Facilities**

AR 1330

#### **Community Relations**

##### Application for Use of Facilities

The Superintendent or designee shall maintain Facilities Use application procedures and regulations for the use of school facilities as described in the AUHSD Facilities Use Handbook which: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds, and protect school facilities.
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 school work.

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 of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Facilities Use Permit applications may be obtained from the school site representative or directly from the AUHSD website, [www.acalanes.k12.ca.us](http://www.acalanes.k12.ca.us)

Facilities Use Permits for the use of school facilities may be issued if, in the opinion of the principal of the school, such use does not conflict with school activities and is in accordance with normally approved use. Interested parties must first contact school site representative who will work with the principal to determine availability of the desired facility.

While a group or organization may be granted a permit to use for an extended period, such group or organization is to defer to a school function/activities and shall cancel any activities, which may be in conflict with a school program.

All permits shall be revocable and shall not be considered as a lease, and the Board or its authorized agent may reject any application or cancel any permit. A permit is not transferrable. New permits will not be issued to groups with outstanding bills from past facilities use.

##### 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

(cf. 1020 - Youth Services)

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 veteran's organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, or other duly recognized organizations 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 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 their use 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 on school property

(cf. 3513.3 - Tobacco-Free Schools)

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. (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. (Education Code 38134)

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.

Regulation ACALANES UNION HIGH SCHOOL DISTRICT  
approved: July 7, 1998 Lafayette, California  
revised: June 5, 2013  
revised: August 9, 2017  
revised: September 5, 2018

## AUHSD Facility Rental Schedule of Fees

All users will be charged staff time to open the facility, set up an event and applicable custodial hours.

School Facility Type Hourly Rate	Group I	Group II	Group III
Classroom - Standard	no charge	17.00	51.00
Classroom - Specialty	no charge	30.00	90.00
Library	no charge	36.00	108.00
Multi-Purpose Room	no charge	24.00	72.00
Multi-Purpose Room (with Kitchen)	no charge	42.00	126.00
Gymnasium - Large	no charge	90.00	270.00
Gymnasium - Small	no charge	72.00	216.00
Weight Room	no charge	30.00	90.00
Baseball Field 60 foot	no charge	24.00	72.00
Baseball Field 90 foot	no charge	30.00	90.00
Batting Cage	no charge	10.00	30.00
Blacktop Basketball Court	no charge	10.00	30.00
Grass Field	no charge	30.00	90.00
Parking Lot – <i>at the discretion of Director of Facilities</i>	no charge	500.00/day	1,500.00/day
Pole Vault	no charge	20.00	60.00
Snack Shack	no charge	20.00	60.00
Soccer Field	no charge	30.00	90.00
Softball Field	no charge	24.00	72.00
Stadium Field (with Lights)	no charge	120.00	360.00
Stadium Field (without Lights)	no charge	72.00	216.00
1 Tennis Court	no charge	20.00	60.00
2 Tennis Courts	no charge	32.00	96.00
3 Tennis Courts	no charge	48.00	144.00
Track Field (with Lights)	no charge	90.00	270.00
Track Field (without Lights)	no charge	60.00	180.00



<b>Theater Hourly Rate</b>	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>
Acalanes Theater Large	no charge	90.00	270.00
Acalanes Theater Small	no charge	48.00	144.00
Campolindo Theater	no charge	90.00	270.00
Del Valle Theater	no charge	90.00	270.00
Las Lomas Theater	no charge	72.00	216.00
Miramonte Theater	no charge	72.00	216.00
<b>Swimming Pool Hourly Rate</b>	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>
Acalanes	no charge	60.00	180.00
Campolindo 50 meter (Soda)	no charge	75.00	225.00
Campolindo Dive	no charge	30.00	90.00
Campolindo Lap	no charge	22.00	67.00
Las Lomas	no charge	48.00	146.00
Miramonte	no charge	60.00	180.00
Pool Manager	no charge	25.00	25.00
Lifeguard	no charge	22.00	22.00
Colorado Scoreboard (LLHS/MHS)	no charge	150/day	150/day
Colorado Scoreboard (AHS/CHS)	no charge	500/day	500/day
Colorado Deck Timing Equipment (timers, clocks, etc. – charge per course)	no charge	150/day	150/day

<b>Other Hourly Rate Required</b>	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>
Custodial Charge – Weekdays	10.00	10.00	10.00
Custodial Charge – Weekends & Holidays	40.00	40.00	40.00
Custodial Charge – Soda Center Only	10.00	10.00	10.00
AV Technician	50.00	50.00	50.00
Cafeteria Kitchen Attendant	30.00	30.00	30.00

<b>Equipment Rental</b>	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>
Chair Rental	no charge	1.00 per chair	1.00 per chair
Table Rental	no charge	5.00 per table	5.00 per table
Projector Screen	no charge	50/day	50/day
Projector	no charge	75/day	75/day
P.A. System & microphone	no charge	50/day	50/day
Podium	no charge	10/day	10/day
Temporary Storage Space (rate TBD upon space)	TBD	TBD	TBD