

Acalanes Union
High School District



AUHSD Facilities Use 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

Table of Contents

I. Introduction.....	3
II. Facilities Use Guidelines.....	3
III. AUHSD Group Classifications.....	7
IV. Facilities Use Permit Application Procedures	9
V. Certificate of Insurance Requirement.....	11
VI. Facility Use and Rental Contacts.....	12
VII. General Procedure & Policy	13
VIII. Field and Athletic Facility Use.....	15
IX. Theater Use	16
X. AUHSD Board Policy and Administrative Regulation	17
XI. AUHSD Facility Use Schedule of Fees	24

Introduction

This Facilities Use 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.

The Acalanes Union High School District (District) is a public entity whose mission is to provide the best education possible to the children located in the Walnut Creek and Lamorinda communities. Our classrooms and support facilities offer the best opportunities for educational success.

It is the policy of the District to grant use of the school facilities through the District's Facilities Use 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 as prescribed in the Civic Center Act (Ed Code §38130 et seq.).

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.

Facilities Use Guidelines

Rules and Regulations

1. Use of 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.
2. The principal assigned to a school has full responsibility for supervision and management of all property of that school at all times.

3. The AUHSD Business Services office shall approve permits for the use and occupancy of school property by authorized groups or organizations.
4. School premises shall not be available to non-school organizations on such occasions or during such hours as have been scheduled in advance by the various school principals for school exercises or functions or in connection with regular school work.
5. Fees and charges for the use of school facilities shall be determined from the Facility Use Schedule of Fees approved by the Governing Board.
6. Upon receipt of notice that a permit has been issued, the administrator in charge of facility use shall designate a District employee to open the building, be in charge during the use, and to close the building after use. The District employee in charge of facilities, within or upon which any meeting may be held is empowered to take all necessary means to enforce these rules.
7. 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.
8. Neither the District employee assigned to the facilities requested nor any other school person, other than the principal of the school, shall permit any individual or group to use any equipment, room, or other facility on the premises, which was not designated on the application as approved by the Business Services office. Any departure from the original approved requests allowed by the principal shall be communicated to the Business Services office. Applicant should be made aware of the possibility of additional charges resulting from the change in facilities.
9. Organizations granted the use of school facilities under the Civic Center Act may be permitted, at the discretion of the Business Services office, to use District equipment which requires an operator, such as projectors, public address systems, etc., provided user agrees to pay all cost, including labor, to which the District may be subjected by reason of such use.
10. It shall be the duty of the District employee on duty to see that these rules and regulations are enforced and to report any violations or attempted violations to the administrator in charge of facility use. Whenever the Business Service office feels that these rules and regulations have been violated they shall revoke such

permit or permits to use as have been given to the organization in question and shall refuse requests for further permits.

11. Individuals, organizations, or groups must provide the District with a Certificate of Insurance prior to approval for use.

Conditions of Use

1. Sponsor requesting use of facilities must accept complete responsibility for conduct of those attending, care of property and payment for rental. Where minors are involved, an adult sponsor must be present before facilities will be opened.
2. Reservations will not be approved for a date longer than six months in advance.
3. Custodians will not permit use of any facilities until application has been approved by the District Business Services office and written notification has been received. The school custodian is in complete charge of all arrangements and his/her word shall be final in all cases.
4. Approval for use does not include any date, time, rooms or equipment not specified and approved on this application. Therefore, applications must be complete including all dates and times desired. These dates should include time for rehearsals, decorating, performance, etc.
5. Ordinarily, use of facilities must be completed by 10:45 pm in order that custodians may close the school plant at 11:00 pm.
6. In accordance with state and federal law, smoking is prohibited on all facilities and in all vehicles. The Governing Board further prohibits the use of tobacco products at all times on District grounds.
7. Stage equipment will not be available unless specifically requested. The school will provide necessary personnel to operate this equipment if it is to be used.
8. Kitchen facilities require the presence of a school employee to be paid for by the sponsor. Kitchen use is limited to the making of coffee or the warming of already prepared food. No cooking or food preparation is permitted.
9. The use of nails, tacks or staples in any woodwork or surface is not permitted.

10. The serving of food or beverages in the gymnasium and Theater is not permitted.
11. Seating will be set-up for the number specified on the permit request. 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.
12. The sponsor must remove all his equipment, decorations, etc., by the deadline established by the school. The school will not be responsible for equipment not promptly removed from the premises.
13. No payments are to be made to any individual; all monies must be paid directly to the District Business Services office.
14. Prior to use, individuals, organizations and groups must provide a Certificate of Insurance naming the Acalanes Union High School District, Governing Board, Officials and Employees as additional insured in the amount designated by the Business Services office.

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">• District and school sponsored groups, clubs, and student body organizations.• School-connected organizations (Parent Clubs, Foundations, Boosters, PTA, District Employee Associations, etc.)	<ul style="list-style-type: none">• Departments or agencies of local municipal governments• Community organizations, clubs, and associations with non-profit status 501(c)(3) (documentation is required at time of application)	<ul style="list-style-type: none">• Commercial groups, business and religious organizations

Group I – No Cost

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, boosters and other school-associated parent/teacher/student associations and associated student body clubs.

The use of facilities in this category are subject to direct cost fees if it requires additional District personnel hours (e.g. custodial, kitchen staff, technical support) during the week and on weekends, holidays, or other days when the facility may otherwise be closed. Direct cost is defined as the organization's proportionate share of costs of supplies, utilities, and salaries paid to District employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities.

Group II – Modified Rate

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

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

- a. Show proof of 501(c)(3) non-profit status, IRS documentation: Official Determination Letter
- b. Facility is reserved under the non-profit name
- c. Payment for the facility rental will come from the non-profit
- d. All insurance is from the non-profit name

Third-party sponsorship of an entity in order to qualify for the non-profit rate is not allowed. The entity must be a wholly owned company by the non-profit.

The use of facilities in this category are subject to direct cost fees if it requires additional personnel hours (e.g. custodial, kitchen staff, technical support) during the week and on weekends, holidays, or other days when the facility may otherwise be closed. Direct cost is defined as the organization's proportionate share of costs of supplies, utilities, and salaries paid to school district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities.

Group III – Commercial Rate

The use of facilities for Group III is charged at a commercial rate. District charges "fair rental value" fees to organizations identified in this group. "Fair rental value" is

defined as direct costs plus the amortized costs of the school facilities used for the duration of the activity. Uses subject to “fair rental value” fees include an entertainment or a meeting where an admission fee is charged or contributions are solicited and the net receipts are not expended for the welfare of the District’s students or for charitable purposes.

Facilities Use Permit Application Procedures

1. Review AUHSD Facilities Use Guidelines, AUHSD Group Classifications and Facility Use Schedule of Fees.
2. Contact School Site Representative to arrange for the use of facilities.
3. For Aquatics facility rentals, contact the Soda Center at soda@auhdschools.org.
4. Complete Facilities Use Permit Application and submit to Site Representative (for new users, submit a \$50 non-refundable fee for processing; include e-mail address for electronic notification of approval).
5. Obtain a preliminary approval through site representative for the date and time availability.
6. Liability Insurance Requirement – Provide Certificate of Insurance naming Acalanes Union High School District, Governing Board, Officials and Employees as additional insured in the amount designated by the Business Services Office.
7. School site and District personnel will review Facilities Use Permit Application, assign appropriate custodial coverage and other requirements. Upon approval, dates and times will be entered into the SchoolDude calendaring system, which generates a SchoolDude ID number (#), a permit approving the application and an e-mail notification will be sent to applicant.

8. Payments – The District Business Services office will issue an invoice following the event and payment is due within 30 days following use.
 - a. Consecutive permits and/or continuing permits will be billed monthly.
 - b. Checks should be made payable to AUHSD. To facilitate processing, please write Invoice # or SchoolDude ID # on your check.
 - c. New facility use permits will not be issued to groups with past due accounts and this will be strictly enforced.
 - d. 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.

Certificate of Insurance Requirement

- All persons/organizations applying for a Facilities Use Permit must provide a Certificate of Insurance with an additional insured endorsement naming the Acalanes Union High School District Governing Board, Officials, and its employees as additional insured on the organization's insurance policy.
- The Acalanes Union High School District must be listed as the 'Certificate Holder' in addition to being listed as additionally insured on the endorsement.
- Single limit liability for personal injuries and death of \$1,000,000 is required for all events; i.e., swimming, soccer, baseball, softball, meetings, classes, theater use, etc. Single limit coverage for property damage shall be \$250,000 or as determined by the Business Services office.
- The Certificate of Insurance and additional insured endorsement must be on file at the District Office one week prior to the date of the event.
 - It usually takes an insurance company six to eight weeks to process Certificates of Insurance and the endorsements. Please keep this in mind when applying for a permit and order your certificate as soon as possible.
 - 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.
 - Certificates of Insurance and endorsements may be faxed to 925-280-3903, Attention: Business Services.
 - The original must be sent to the Business Services office at the Acalanes Union High School District, 1212 Pleasant Hill Road, Lafayette, CA 94549, the following week.

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

Facility Use and Rental Contacts

Any group using AUHSD facilities outside of the regular school day must have a Facilities Use Permit and pay all applicable fees.

For facility use and rentals by District and outside users, please contact the Administrative Assistant at the specific school site.

Acalanes High School

1200 Pleasant Hill Road

Lafayette, CA 94549

Voice: 925.280.3970 ext. 7110

Email: [AHS Administrative Assistant](#)

Campolindo High School

300 Moraga Road

Moraga, CA 94556

Voice: 925.280.3950 ext. 5102

Email: [CHS Administrative Assistant](#)

Del Valle Education Center

1963 Tice Valley Blvd.

Walnut Creek, CA 94595

Voice: 925.280.3980 ext. 4133

Email: [DV Education Center Administrative Assistant](#)

Las Lomas High School

1460 South Main Street

Walnut Creek, CA 94596

Voice: 925.280.3920 ext. 2103

Email: [LLHS Administrative Assistant](#)

Miramonte High School

750 Moraga Way

Orinda, CA 94563

Voice: 925.280.3930 ext. 3202

Email: [MHS Administrative Assistant](#)

Aquatics Soda Center

300 Moraga Road

Moraga, CA 94556

Voice: 925-280-3950 ext. 5252

Email: soda@auhdschools.org

General Procedure & Policy

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 |

Permits

All users, including school, and school-connected organizations must file an application for facilities use permit. Permits are not transferrable.

Special Arrangements

A facilities use permit does not authorize the use of certain District, school or student body equipment. Arrangements for supervision and operation of any equipment shall be made by applicant with the facilities scheduler at time of reservation.

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 thereon unless special approval has been obtained by the District.

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 user's expense.

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.

Facilities/Grounds Access

All District facilities are lockable and connected to an alarm system. At all times, custodian or District employee must be on site for all users. The District's site employee shall unlock the facility, check-in with the user at the beginning of use and at the end of the event, shall clean, check-out the user and lock the facility.

Keys

Key control is mandatory. Under no circumstances is a non-District individual or student authorized to be in possession of keys to District facilities. District master keys must be secured to the greatest extent possible and never loaned to students or non-employees.

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.

Signs/Flyers

Must obtain District permission; temporary banners may be permitted during hours of use.

Gambling/Alcohol/Smoking/Candles or Open Flames

All strictly prohibited.

Damage to Facilities

Any damage caused by user or event participants during the use of District facilities will be the responsibility of the user for full payment of all repairs to the damaged property. An invoice for damages will be sent to user. Failure to comply will result in permanent loss of use by the user at any District facilities for the future.

Field and Athletic Facility Use

General Guidelines

- Be respectful of neighbors when using track and stadium field.
- Stadium lights must be turned off no later than 10:00 PM.
- Pets are not allowed on campus.
- Tobacco and alcohol use is prohibited - Health and Safety Code §104420.
- Have your facility use permit available at all times.
- All equipment is to be put away. This includes goals, cones, soccer goals, field benches, sleds, nets, etc. used for the event.
- No chairs are allowed on the field or track.
- Children should be supervised at all times.
- No wall ball against bathrooms, snack shack, storage buildings, or fences.
- No entrance or use of the baseball field area unless authorized by permit.
- Parking allowed in main lot only.
- Parking is prohibited on stadium complex except for emergency vehicles.
- No motorized vehicles, bicycles, rollerblades, scooters, skateboards on track.
- No food or beverages on track or stadium field. Water is allowed.
- Absolutely no sunflower seeds allowed!

Hours of Operation

Hours of operations for facility use at school sites are normal school hours when school is in session; school sponsored games and events until over, not usually past 10:00 P.M. After school sponsored athletic practices and games on weekdays, no later than 10:00 PM; weekend hours 8:00 AM-10:00 PM.

Amplified Sound

- Sound system used for school sponsored games and events only.
- Facility Use Permits for use of PA system will require special permission.

Obscene Language

- Obscene language will not be tolerated during events.

- Sportsmanship should be maintained by spectators as well as players and coaches.
- Foul language or unsportsmanlike conduct will result in ejection from facilities.
- Facility use permits will be revoked if their participants cannot control the use of obscenities.

Theater Use

General Theater Procedures

1. No food or drink is allowed in theater, classrooms, or adjoining spaces at any time.
2. All fees must be paid two weeks prior to the date of use to avoid cancellation.
3. CANCELLATION POLICY: 72 hrs. (3 days) prior to theater use.
4. Non-profit (non-profit ID) must obtain District validation BEFORE theater use.
5. Special HVAC requests must be cleared with the school site in advance of use.
6. All users must provide a description of their use/presentation/production. Required theater technical support must be provided by the school site personnel at an additional charge.
7. Approved uses, events, presentations, rehearsals and/or production arrangements are binding and may only be modified at District's discretion.
8. Applications for theater use are considered on a first come, first served basis. Priority is always given to District theater users. Users may then be scheduled around the Districts events, productions and presentations.
9. 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.
10. All theater hallways and exits must remain free of equipment and debris at all times to ensure safety of users, audiences, and District staff.
11. Additional site specific procedures may apply.

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

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 Use Schedule of Fees

All users will be charged staff time to open the facility, set up an event and applicable custodial hours. If multiple users use a facility on the same day, a prorated custodial charges will assessed.

Cancellation Policy: Cancellation must be received 72 hours in advance of use. Please contact site representative.

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
Gymnasium - Large	no charge	90.00	270.00
Gymnasium - Small	no charge	72.00	216.00
Multi-Purpose Room	no charge	24.00	72.00
Multi-Purpose Room (with Kitchen)	no charge	42.00	126.00
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*	no charge	500.00/day	1,500.00/day
<i>*at discretion of Director of Facilities Use</i>			
Pole Vault	no charge	20.00	60.00
Snack Shack	no charge	20.00	60.00

School Facility Type Hourly Rate	Group I	Group II	Group III
Soccer Field	no charge	30.00	90.00
Softball Field	no charge	24.00	72.00
Stadium Field (without Lights)	no charge	72.00	216.00
Stadium Field (with Lights)	no charge	120.00	360.00
Tennis Courts/Court (without Lights)	no charge	18.00	54.00
Tennis Courts/Court (with Lights)	no charge	25.00	75.00
Track Field (without Lights)	no charge	60.00	180.00
Track Field (with Lights)	no charge	90.00	270.00
Theater Hourly Rate	Group I	Group II	Group III
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
Swimming Pool Hourly Rate	Group I	Group II	Group III
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	22.50	67.50
Las Lomas	no charge	48.75	146.25
Miramonte	no charge	60.00	180.00

Swimming Pool Hourly Rate	Group I	Group II	Group III
Pool Manager	no charge	18.00	18.00
Lifeguard	no charge	16.00	16.00
Colorado Timing System Scoreboard AHS & CHS	no charge	500/day	500/day
Colorado Timing System Scoreboard MHS & LLHS	no charge	150/day	150/day
Colorado Timing System (timers, clocks, etc.)	no charge	150/day/course	150/day/course
Other Hourly Rate Required	Group I	Group II	Group III
Cancellation Fee	no charge	75.00	75.00
Weekday Custodial Charge (may apply based upon overall use)	35.00	35.00	35.00
Weekend Custodial Charge (2 hour minimum charge)	50.00	50.00	50.00
Cafeteria Employees for the Use of Kitchen	30.00	30.00	30.00
AV Technician (Public Address System)	50.00	50.00	50.00
Podium	no charge	10/day	10/day
Public Address System	no charge	50/day	50/day
Projector	no charge	75/day	75/day
Projector Screen	no charge	50/day	50/day
Chair Rental/Set Up (25 chairs and up)	no charge	1.00 per chair	1.00 per chair
Table Rental/Set up (5 tables and up)	no charge	5.00 per table	5.00 per table
Temporary Storage Space (rate TBD upon space)	TBD	TBD	TBD