



**Meeting Date:**

**Subject:**     **Civic**

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# Board of Education Executive Capital Asset Management Civic Permit Policy Review and May 17, 2012

I. Overview/History of Department  
Board Policy 1330 governs the Department  
on November 16, 1998 and revises  
facilities and grounds by outside  
schedule. Oversight of this function  
resulted in inconsistent application

II. Driving Governance:  
Education Code 3813

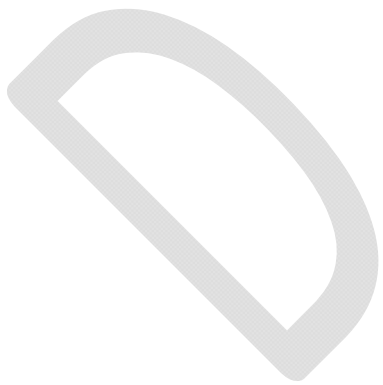
III. Budget:  
A new fee structure  
classifications and  
increase while other  
not result in cost savings

IV. Goals, Objectives:  
To provide equity for  
costs and streamline

V. Major Initiatives:  
SCUSD collaborated  
method, which is a pilot  
processes, we review  
improvement. Additional  
Analysis Tool developed  
Cities and Schools.

VI. Results:  
Through this review,  
consistent policy applied  
use by outside organizations  
application that will

VII. Next Steps:  
x Communicate  
x Update District  
x Roll out new



- ~~• Health, educational, cultural and recreational opportunities to meet the needs and interests of the communities they serve~~
- ~~• A wide range of neighborhood activities~~
- ~~• Use by a diverse population of community members~~

~~The Superintendent or designee shall maintain procedures and regulations for the use of school facilities~~

DRAFT



Current	Proposed
	<p>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 schoolwork</p> <p><b>Fees</b></p> <p>The Board believes that the use of school facilities should not result in costs to the District. The Board authorizes the use of a fee schedule that allows the District to recover direct costs.</p> <p>Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admissions 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)</p>

	Current	Proposed
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Administrative Regulation  
UseOf SchoolFacilities

AR1330

Current	Proposed
<p>CLASSIFICATION</p> <p>Non Profit Groups: Fees are to offset costs for supplies, utilities, custodial services, services of any other district employees and salaries paid school district employees necessitated by the organization's use of school facilities and grounds of the district. The following examples of users that fall into the Classification fee category (but not limited to):</p> <ol style="list-style-type: none"> <li>1. Civic and services groups (Lions, Rotary, etc.);</li> <li>2. Organizations club or association organized for cultural activities and general character building or welfare purposes (such as folk and square dance, fitness groups, adult basketball, Red Cross, Salvation Army, etc.);</li> <li>3. Fundraising entertainments or meetings where admission fees are charged or contributions solicited are expanded for the welfare of the pupils of the district;</li> <li>4. Any group or agency (or) Tj / TT1 1 Tf .86 0 TD 0 Tc &lt;0003&gt; Tj / TT2 1 Tf</li> </ol>	<p>CLASSIFICATION Discounted</p> <p>Activities of non profit organization residing in the District whose primary focus is the promotion of youth sports groups having a residency requirement, local senior citizen groups and local homeowners associations. The net receipts of admission fees, membership fees or donations collected by these groups must be expended for the welfare of the pupils of the District.</p>

CLASSIFICATION

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1. Civic and services groups (Lions, Rotary, etc.);
2. Organizations club or association organized for cultural activities and general character building or welfare purposes (such as folk and square dance, fitness groups, adult basketball, Red Cross, Salvation Army, etc.);
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4. Any group or agency (or) Tj / TT1 1 Tf .86 0 TD 0 Tc <0003> Tj / TT2 1 Tf



Current	Proposed
<p>are to be used for the benefit of the district or its students and at least 50% of the gross ticket sales or gross sales receipts, if no tickets are used, must go for district purposes;</p> <p>6. Any local agency group, college, or organization which sponsors a program of public interest (such as day care centers and organized recreation activities), where charges are made and the sponsoring firm pays the expenses of the performer or instructors. This includes any club or organization having a part time/full time paid program administrator.</p>	

**CLASSIFICATION**

**Commercial Use:** Commercial use shall apply to those organizations or individuals requesting to use school facilities for conducting any type of commercial business or function. It shall be considered commercial if the publicity and/or advertising would benefit a particular person or concern in a commercial way. This includes: Organizations/groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the district or for charitable purposes; a charge shall be made for the use of school facilities or grounds, in accordance with the fee schedule.

**Religious Use:** Churches and



Current	Proposed
<p>Application for Use of Facilities</p> <p>The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 40042)</p> <ol style="list-style-type: none"> <li>1. Encourage and assist groups desiring to use school facilities for approved activities.</li> <li>2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary a person may be designated to supervise this task.</li> <li>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.</li> </ol> <p>Any person applying for the use of school property on behalf of any society, group, organization shall present written authorization from the group to make the application.</p> <p>Person or organization 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.</p>	<p>Application for Use of Facilities</p> <p>The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 40042)</p> <ol style="list-style-type: none"> <li>1. Encourage and assist groups desiring to use school facilities for approved activities.</li> <li>2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary a person may be designated to supervise this task.</li> <li>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.</li> </ol> <p>Person or organization 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.</p>





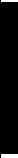
	Current	Proposed
<p><b>Damage and Liability</b></p>	<p>Group or persons using school facilities shall be liable for any property damage caused by the activity. The Board may charge the amount necessary to repair the damage and may deny the group further use of school facilities.</p> <p>Any group using 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.</p> <p>Groups other than those that promote youth and school activities shall be required to include the district as additional insured on their liability policies.</p> <p>The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the</p>	

Application for Use of Facilities

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities 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. If necessary a person may be designated to supervise this task.
3. Ensure that the use of facilities or space is not unduly restricted.

Current Proposed

RoomUseFees				
Rooms	Rate	Class I	ClassII	ClassIII
Classroom	Hourly		\$18.00	\$40.00
Fields	Hourly		\$17.00	\$33.00
	Hourly		\$54.00	\$119.00
Gym	Hourly		\$21.00	\$47.00
Library	Hourly			

MuseoRoom-

\$40.96 TD 1.1989 Tc [-<00030003>1200



Current		Proposed
SernaCenter-Community Room	Hourly \$64.00	\$151.00

Current

Proposed

*No bleachers available							
Stadium(HS) Rosemon & Burbank	Hourly		\$41	\$81	\$102		
Lights(HS)	Hourly		\$25	\$25	\$25		
Performing Arts Center(HS) (Rosemon & JFK)	Hourly		\$66	\$133	\$166		
Auditorium/ Theater(HS)	Hourly		\$56	\$113	\$141		

Swimming Pool\*

\* Plus energy surcharge and start up charge for heating during non season use      Hourly

Current

Proposed

Fees for Services

Service Fees FY12/13

Wages	Rate	Class	Class I	Class III
Custodial- Regular Hours	Hour	N/A	\$17.76	\$17.76
Custodial- Overtime Hours	Hour	\$26.64	\$26.64	\$26.64
Custodial- Holiday	Hour	\$53.26	\$53.26	\$53.26
Food Service	Hour	\$53.26	N/A	N/A
Application Processing Fee	Per Applic ation	\$5.00	\$5.00	\$5.00

