

Oakley Union Elementary School District

Maintenance & Operations Department

91 Mercedes Lane, Oakley, CA 94561

(925) 625-6362, Fax (925) 625-5093

APPLICATION PACKET FOR USE OF SCHOOL PROPERTY

1. Facility Fee Schedule
2. User Guidelines
3. Conditions of Use
4. Application and Permit for Use of School Property
5. Board Policy & Administrative Regulation 1330 -
"Community Relations - Use of School Facilities"

The following forms are provided upon request only

Application and Permit for Use of Kitchen Facilities

Cancellation of Application and Permit for Use of School Property

Oakley Union Elementary School District
FACILITIES USE FEE SCHEDULE

- Group I: District and School Organizations and Organizations/Activities that Directly Benefit School-Aged Children
- Group II: Non-Profit Organizations
- Group III: All Other Groups (not in Group I or II)

- Use of facilities during weekends, holidays, or other non-staffed hours requires overtime charges for custodial/technical/monitor services. **All** groups are responsible for these overtime charges. The hourly overtime charge for one person is **\$35.00** per hour. This is in addition to the facility rental fee.
- If a kitchen is required in the use of a facility, a food service employee will be assigned at a rate of **\$25.00** per hour. This charge is in addition to the hourly rental fee and any custodial charges. A "Request for Use of Kitchen Facilities" form must be submitted with the facility use application.
- All charges, including facility use, custodial and kitchen charges must be paid at the time of application submission or no later than two weeks prior to the event date. Any additional hours beyond the scheduled event times will be invoiced following the event.
- Use of open spaces (i.e. parking lots, fields) will be determined on an individual basis.
- Cancellations must be made 48 hours prior to the event. A two-hour rental fee and two hours of custodial services fees will be charged if reservations are not cancelled 48 hours prior to the event

Hourly Charges

Room/Facility	Group I	Group II Per Hour	Group III Per Hour	Custodial Services \$35.00 per Hour (set up & clean up*)
Multi-Use Room/Gym Without Kitchen	-0-	\$30.00	\$60.00	2-hour min.
Multi-Use Room/Gym With Kitchen	-0-	\$55.00	\$85.00	3-hour min.
Gehring Cafeteria Without Kitchen	-0-	\$30.00	\$60.00	2-hour min.
Gehring Cafeteria With Kitchen	-0-	\$55.00	\$85.00	3-hour min.
Locker Room - O'Hara Park	-0-	\$17.50	\$45.00	2-hour min.
Library	-0-	\$12.50	\$40.00	2-hour min.
Classroom	-0-	\$15.00	\$40.00	2-hour min.
Specialty Room (i.e. Ed Center)	-0-	\$15.00	\$40.00	2-hour min.
Blacktop areas of schools	-0-	\$30.00	\$70.00	2-hour min.
Baseball Fields/Backstops	-0-	\$15.00	\$35.00	2-hour min.

*Charges will vary depending on the amount of set up and clean up required.

**Oakley Union Elementary School District
Application and Permit for Use of School Property
USER GUIDELINES**

Please note that school functions have first rights to all properties and that you may be asked to reschedule your event. If applicable, your group will receive a bill for custodial overtime approximately one month after the event.

APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTY

Applications must be completed and submitted to the school principal for non-school activity 30 days prior to the date of the event. The facility use fee (and any appropriate custodial or kitchen fees) MUST accompany the application (see the Facilities Use Fee Schedule for rates). Facilities may be reserved for a maximum of three (3) months at a time.

INSURANCE

A Comprehensive and General Liability Certificate of Insurance with the following minimum requirements must be submitted to the Maintenance & Operations Department two (2) weeks prior to the date of the event:

1. Bodily Injury/Property Damage - Single Combined \$1,000,000 minimum
2. The Oakley Union Elementary School District must be named as additional insured

FEES

Facility use fee MUST accompany the application (see the Facilities Use Fee Schedule for rates). Fees for custodial services and/or kitchen use must also accompany the application. Any additional hours beyond the scheduled event times will be invoiced following the event.

CANCELLATION

If an approved event is canceled, the Maintenance & Operations Department must be notified prior to 48 hours before the event. Failure to advise the Maintenance & Operations Department will result in two (2) hours of custodial overtime fees of \$35 per hour and the minimum 2-hour rental fee. If a change in time, date, room or equipment arises, please notify the Maintenance & Operations Department as soon as possible prior to the event.

REQUEST FOR USE OF SCHOOL KITCHEN

If kitchen facilities are to be used, a Request for Use of Kitchen Facilities form must be completed and submitted along with the facility use application. Please note that a food service worker will be assigned to work the event and your group must submit payment for this expense in addition to the rental fee and any custodial fees.

THE MAINTENANCE & OPERATIONS DEPARTMENT

If your group or organization requires exclusive use of a custodian during the event, it must be noted on the Application and Permit for Use of School Property. The custodian's primary duty is to the user group.

When a custodian has been assigned to a specific user activity and the user has not arrived one (1) hour after the scheduled arrival time, the custodian may secure the site and leave the premises. Overtime compensation will be paid at two (2) hours regardless and the user will be charged accordingly.

Custodians assigned extra work for community service events are guaranteed a minimum of two (2) hours for each assignment. A custodian receives one 15-minute rest break in each 4-hour period and one 30-minute meal break in an 8-hour shift.

GENERAL RESTRICTIONS

- The sale and/or serving of alcoholic beverages on school property are prohibited
- The use of school district facilities for private use by individuals is prohibited
- The use of ALL tobacco products in or on school district property is prohibited

If you have any questions, please call the Maintenance & Operations Department at (925) 625-7065

Conditions of Use

Any request for use of School District facilities by an organization or a group must be presented in writing on an Application and Permit for Use of School Property form. This form shall be completed and submitted to the principal of the requested school facility with the rental fee 30 days prior to the event.

Approval of this Application is contingent upon payment of all fees owed to the District for previously approved use permits.

A Comprehensive/General Liability Certificate of Insurance must be provided with the following minimum requirements:

- a. Bodily Injury/Property Damage-Single Combined \$1,000,000 minimum
- b. Oakley Union Elementary School District must be named as additional insured

All rules and regulations of the Board of Trustees and provisions of the Education Code of the State of California (Civic Center Act) are to be observed strictly by those using School District facilities and grounds.

A Cancellation of Application and Permit for Use of School Property form must be submitted to the Maintenance & Operations Department 48 hours prior to the date of intended use in order to avoid financial obligation for any charges involved.

Use and occupancy of School District 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 school principal has full responsibility for supervision and management of all property of that school at all times. He/she is authorized to assign use and occupancy of the property during school hours for meeting of other groups provided that such meetings are not inconsistent with and do not interfere with the use of the property for school purposes.

The Maintenance & Operations Department of the School District shall approve all applications for the use and occupancy of School District property by authorized individuals or groups during non-school hours.

School premises shall not be available to non-school organizations during times that have been scheduled in advance by the various school principals for school exercises or functions or in connection with regular schoolwork.

Charges for use of School District facilities shall be determined from the Facilities Use Fee Schedule. Custodial fees and kitchen use fees are in addition to the facility use fees.

Nothing shall be offered for sale at meetings without special permission from the School District. No person or organization other than approved user shall distribute any literature or any other item or articles at a meeting held in or on School District facilities.

Use of tobacco products, intoxicants or narcotics is strictly prohibited in or about School District buildings and premises, nor shall profane language, quarreling, fighting, or gambling be permitted. Violation of these rules by an organization during occupancy shall be sufficient cause to deny further use of School District premises to the organization.

School District furniture or equipment may not be removed or displaced by any user without permission from and under the supervision of the School District employee in charge.

Any individual, group, or organization using School District property for Civic Center or other purposes shall defend and hold the Oakley Union Elementary School District, its governing board, the individual members thereof, and all district officers, agents and employees, free and harmless from any liability, lawsuit, cost, expense, or claim of any type whatsoever (including those for attorney's fees) for any harm or injury arising out of the permittee's use of occupancy of the School District's facilities or grounds. School District property shall be protected from any damage or mistreatment and permittee shall be responsible for the condition in which they leave the School District buildings, fields and grounds. In cases in which School District property is damaged, the cost thereof shall be paid in full by the permittee.

Upon receipt of notice that a permit has been issued to a non-school agency for use, the Maintenance & Operations Department shall designate a regular employee to open the building, be in charge during the use, and to

clean up and close the building after the use. The School District employee in charge of the building or grounds, within or upon which any event may be held, is empowered to take all necessary means to enforce these rules.

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

Persons or organizations using School District premises including stage or stage equipment shall not be permitted to remove or displace furniture or equipment, nor change or manipulate controls except as requested and approved at the time of application.

A School District employee assigned to the facilities requested or any other school person, other than the principal of the school, shall not 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 Maintenance & Operations Department. Any departure from the original approved request allowed by the Maintenance & Operations Department must be communicated to the Maintenance & Operations Department as soon as possible prior to the event. Applicant should be aware of the possibility of additional charges resulting from the change in facilities.

The school office shall assume no responsibility for mail for a non-school group and shall not permit the use of the school telephone or school mail system by any such group or representative thereof.

The School District reserves the right to require police protection at the user's expense for meetings held on school property when it deems such protection desirable. The user group must make such arrangements if requested.

Organizations granted the use of School District buildings or grounds may be permitted, at the discretion of the Maintenance & Operations Department, to use School District equipment which needs an operator, such as public address systems, etc., provided the user agrees to pay all costs, including labor, to which the District may be subjected by reason of such use.

School District premises shall not be used by any person or group as its political campaign headquarters.

In most instances, it is assumed that a School District employee will be on duty during the time of usage. However, it is understood that the School District reserves the right to determine whether or not a School District employee shall be assigned during any or part of the use period.

It shall be the responsibility of the School District employee on duty to see that these rules and regulations are enforced and to report any violations or attempted violations to the Maintenance & Operations Department and school principal. Whenever the School District determines that these rules and regulations have been violated, the School District shall revoke the permit in question and shall not issue future permits to the organization. This decision may be appealed to the Board of Trustees.

Opening the buildings for use shall be dependent upon the showing of an approved use permit application to the School District employee in charge.

OUESD programs and activities shall be free from discrimination, including harassment, with respect to a person's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation. Furthermore, any programs or activities taking place on the properties of the OUESD pursuant this Application and Permit for Use of School Property shall similarly be free from such discrimination.

BOARD POLICY

Community Relations – Use of School Facilities

The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

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

Fees

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. Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.

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)

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

Military and Veterans Code

1800 Definitions

United States Code, Title 20

7905 Equal access to public school facilities

Management Resources:

CDE Legal Advisories

1101.89 School District Liability and "Hold Harmless"
Agreements, LO: 4-89

Web Sites

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

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

ADOPTION DATE: 6-18-86

REVISION DATES: 2-17-88
5-15-91
6-16-93
1-16-2002
12-17-2008

OAKLEY UNION ELEMENTARY SCHOOL DISTRICT

1330

ADMINISTRATIVE REGULATION

Community Relations – Use of Facilities

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

Persons or organizations applying for the use of school facilities or grounds 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.

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
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars,

Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization 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

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

Restrictions

School facilities or grounds 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 which is inconsistent with the use of the school facility 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, including tobacco use

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 Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.

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. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

ADOPTION DATE: 9-21-88

REVISION DATES: 12-16-98
1-16-2002
12-17-2008

CANCELLATION OF APPLICATION AND PERMIT FOR USE OF SCHOOL PROPERTY

To avoid facility use fees and custodial charges, this form must be received by the Maintenance & Operations Department 48 hours prior to the start of the event.

1. Date: _____
2. School Requested: _____
3. Application Number (located in upper right corner of Application): _____
4. Name of Organization: _____
5. Date(s) and Time(s) to be Cancelled: _____

Name (print) Signature Title or Office Held

Mailing Address Day and Evening Phone Numbers

FOR DISTRICT USE ONLY

Date Cancellation Received: _____ Signature: _____

Rental and Custodial Fee to be Charged? Yes No

Rental Fee \$ _____ Custodial Fee \$ _____