

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Phone: 530-993-1660

PO Box 955, 109 Beckwith Road, Loyalton CA 96118

FAX: 530-993-0828

Facilities Use Statement

I, the undersigned, am duly authorized by _____ (name of organization) to act on its behalf in requesting the use of school facilities, including, but not limited to, executing any agreement or undertaking required by law and district policy and regulations governing the use of the facilities.

The organization shall comply with all restrictions placed on the use of the school facilities by law or district policy or regulations.

The organization recognizes that, in accordance with Education Code 38134, it is liable for any damage to the school facilities or for any injury to any person due to the organization's negligence in using the school facilities.

Signed

Date

Contact Person

Organization

Organization Address

Organization Phone Number

Email Address

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Exhibit 1330—Use of School Facilities
adopted: April 10, 2007
revised: October 8, 2013

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Facility Use Agreement

The following conditions must be met for any group or individual to be given permission to utilize or to continue to utilize school or District facilities:

1. Any group using school facilities shall provide verification of liability insurance prior to use with a minimum **\$1 million occurrence/\$2million aggregate limit**. A certificate of insurance shall be submitted with an **endorsement listing Sierra-Plumas Joint Unified School District as additional insured and specifically releasing Sierra-Plumas Joint Unified School District, its governing Board, the individual members thereof, and all district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.**
2. No more than two pre-approved adults over 21 years of age will be authorized to be in charge - the person who signed the request and one other named and approved responsible individual. Direct supervision is required at all times by at least one of the two approved individuals.
3. A definite schedule of use must be submitted to the site administrator, approved, and adhered to (no “open-ended” activities will be approved, and any existing “open ended” activities must cease.) Unscheduled use of any facility will be considered unauthorized and may result in the revocation of facility use authorization.
4. School scheduling and operational needs must be respected at all times.
5. Loss or breakage of school equipment, supplies, or facilities will be reimbursed by the approved user.
6. Unless otherwise arranged, the approved group will use its own equipment.
7. Prior approval of site administrator or designee is required to use materials, equipment or supplies in the school kitchen. **Access to the refrigerator and freezer is restricted.**
8. All arrangements are subject to regular review and may be modified by the site administrator. All modifications will be submitted in writing to the District Superintendent and facility user.
9. If the site administrator feels that any aspect of a use agreement is detrimental to the facility, equipment, custodial services, or other school needs and resources, the use agreement may be revoked.
10. No use of alcohol in any form, tobacco, or any other delivery system that mimics the use of tobacco, is allowed on school premises at any time. This includes inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.
11. No advertising on school facilities and grounds are allowed except as s permitted by district policy BP 1325. (<https://sierracountyofficeofeducation.org/scoe-spjUSD-policies/>)

12. Gym Use

- a. The playing surface must be dust-mopped after use and the floor debris placed in a trash can.
- b. All doors leading to the outside must be closed, locked and firmly latched upon leaving.
- c. Lights must be turned off and heaters turned down (where applicable) upon closing the gym.
- d. If doors are propped open during gym use, the heater must be turned off to eliminate waste of fuel.

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.

I, the undersigned, have read, understand and agree that any failure to follow requirements 1 through 12 will result in an automatic revocation of the agreement for use of facilities:

Signature of Facility User #1

Date

Print Name of Facility User #1

Phone

Email address

Signature of Facility User #2

Date

Print Name of Facility User #2

Phone

Email address

References:

BP 1330, AR 1330, E 1330, BP 1325 (<https://sierracountyofficeofeducation.org/scoe-spjUSD-policies/>)

S-PJUSD Resolution No. 13-010, Use of School Facility Fees

Business and Professions Code 22950.5; Education Code 48901

Health and Safety Code 104495

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Application and Permit for use of School Property

Request is hereby made by _____ for use of the following School Property _____:
(Name of organization or group) (Name of school site)

ACTIVITY DESCRIPTION: _____

☐ **For A Single Meeting on:**

_____, _____, _____ Hours: _____ to _____
(Day of the Week) (Month) (Date)

☐ **For A Series of Meetings:**

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday

Beginning _____ Ending _____ Hours: _____ to _____
(Date of first series) (Date of last series)

Check Facilities Needed:

- ☐ Multipurpose Room
- ☐ Classroom (How many? _____)
- ☐ Library
- ☐ Boys Shower and Locker Room
- ☐ Girls Shower and Locker Room
- ☐ Gym
- ☐ Playfield
- ☐ Football Field – Game Use
- ☐ Football Field – Other Use
- ☐ Baseball Field
- ☐ Track
- ☐ Kitchen (Access to the refrigerator and freezer is restricted.)
- ☐ Other: _____

Check Equipment Needed:

- ☐ Folding Chairs (number: _____)
- ☐ Tables
- ☐ Other: _____

Use Purpose

- ☐ Non-profit youth only activity
- ☐ School activity
- ☐ Other _____

Is the event opened to the public? Yes___ No___ Attendance Expected: _____ Will paid entertainers, speakers, callers, etc. be used? Yes___ No___

Will anything be offered for sale? Yes___ No___ Is an admission charge, donation, collection, dues or tuition fee required or solicited? Yes___ No___

A refundable security and key deposit is required for use of District facilities/equipment. Groups over 25 may be charged extra for additional actual costs.

APPLICATION APPROVAL

SITE LEVEL:

1. Site Calendar Clear Yes___ No___

2. This application is approved at the site level: Yes___ No___ Reason: _____

Administrator: _____ Date: _____

DISTRICT LEVEL:

1. Verification of current Certificate of Liability Insurance and endorsement with Sierra-Plumas Joint Unified School District listed as additional insured on file at the District Office: Yes___ No___ Pending ___

2. Facility use fee charged? No___ Yes___ (Amount) _____ Pd? _____

3. Security Deposit (\$100) Owed? No___ Yes___ Pd? _____

4. Key Deposit (\$100) Owed? No___ Yes___ Pd? _____

5. Total Fees Collected: \$_____ Due: _____ Verified: _____

SUPERINTENDENT:

1. This application is approved. Yes___ No___ Superintendent: _____ Date: _____

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Cost Development

Name of Organization: _____

Description of activities to be conducted: _____

Fee Exempt

Direct Cost/Non Profit

Fair Rental Value

**Attach 501 (c)(3) certificate if applicable

| Facility Location and Rooms/field | Hourly Rate | Total Hours | Fee |
|-----------------------------------|-------------|-------------|-----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Subtotal \$ _____

Security Deposit \$ _____

Key Deposit \$ _____

Total Cost \$ _____

Please make check payable to: **Sierra-Plumas Joint Unified School District**

Amount Paid \$ _____

Check # _____

Date _____

Balance Paid \$ _____

Check # _____

Date _____

USE OF SCHOOL FACILITIES FEES

NOW, THEREFORE, BE IT RESOLVED, that the S-PJUSD Governing Board hereby agrees to the fees for the use of school facilities as follows:

| Facilities | Ed Code 38134 non-profit groups Rate Per Hour | Ed Code 38134 (e) for profit Rate Per Hour |
|---|---|---|
| Gymnasiums (w/showers) | \$15.00 | \$40.00 |
| Gymnasiums (w/o showers) | \$12.00 | \$35.00 |
| Libraries | \$10.00 | \$30.00 |
| Multi-purpose Room (w/kitchen) | \$12.00 | \$35.00 |
| Multi-purpose Room (w/o kitchen) | \$11.00 | \$32.00 |
| Classrooms | \$10.00 | \$30.00 |
| Shops, Business/Computer Rooms | \$15.00 | \$40.00 |
| Playgrounds, Athletic Fields | \$ 9.00 | \$25.00 |
| Loyalton Community Center (Old Loyalton Middle School Gym) | \$20.00 up to 10 hrs per month Or \$10 per hour | \$20.00 up to 10 hrs per month Or \$10 per hour |

/S/
Sharon Dryden, Clerk

Sierra County/Sierra-Plumas Joint USD

Board Policy 1330—Use of School Facilities

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 facilities 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.

(cf. 1330.1 - Joint Use Agreements)

Fees

The Board shall adopt a comprehensive 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 authorizes the use of school facilities or grounds, without charge, by nonprofit organizations and by clubs or associations organized to promote youth and school activities, including, but not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, school-community advisory councils, and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request 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. (Education Code 38134)

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)

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)

Calculating Direct Costs

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect 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
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by 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

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

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)

SIERRA COUNTY OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy adopted: April 10, 2007

revised: August 12, 2008

revised: October 8, 2013

revised: September 11, 2018

Sierra County/Sierra-Plumas Joint USD Administrative Regulation 1330—Use of School Facilities Community Relations

Application for Use of Facilities

Any person applying for the use of any school facilities 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 facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities 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
(*cf. 5148 - Child Care and Development*)
(*cf. 5148.2 - Before/After School Programs*)
(*cf. 5148.3 - Preschool/Early Childhood Education*)
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 youth 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
(*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 *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

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 school facilities 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 drugs or any restricted substances, including tobacco
(*cf. 3513.3 - Tobacco-Free Schools*)
4. Any use which involves the possession, consumption, or sale of alcoholic beverages.

The district may exclude certain school facilities from nonschool use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage 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 or grounds. (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.

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