



Use of School Facilities Handbook

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(c) Use of facilities and grounds for a purpose not consistent with the Civic Center Act and/or adopted Board Policies.

11. Groups or persons using school facilities and grounds

ClassificationA

ClassificationA

Classification B

Activities of non-profit organization residing in the District whose primary focus is the promotion of youth groups having a residency requirement, local senior citizen groups, non-district sponsored recreation groups and leagues that do not require try-outs for

Classification C

Activities of non-profit organization whose primary focus is serving the general public including (but not limited to) civic and service groups (Kiwanis, Rotary, Elks, Moose, Lion, etc.), chambers of commerce, youth organizations without a residency requirement

Classification D

Commercial use shall apply to those organizations or individuals requesting to use school facilities for conducting any type of commercial business or function including for profit businesses, for profit organizations, and for profit supplemental educational services providers. 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 youth of the District or for charitable purposes, a charge shall be made for the use of school facilities or grounds, in accordance with the fees schedule.

Item	Current Fee	Proposed Fee	Change
Application Fee	\$25.00	\$25.00	\$0.00
Cafeteria/Multipurpose	ES \$25/hr MS/HS \$50/hr	ES \$30/hr MS/HS \$60/hr	\$5/hr \$10/hr
Classroom	\$10/hr	\$15/hr	\$5/hr
Gym	Small MS \$33 Small HS \$77 Large MS/HS \$136	Small MS \$50 Small HS \$75 Large MS/HS \$136	\$17/hr (\$2/hr) \$0.00
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	ES/MS \$16/hr HS \$30/hr HS Track & Field (CKM, Hiram Johnson, JFK, Sacramento) \$98/hr; \$25/hr for lights	ES/MS \$30/hr HS \$40/hr HS Track & Field (CKM, Hiram Johnson, JFK, Sacramento) \$100/hr; \$5/hr for lights	\$14/hr \$10/hr \$2/hr lights (\$20/hr)
Kitchen	ES/MS \$11/hr HS \$30/hr Food Service Assistant - Range 5 x 2	ES/MS \$15/hr HS \$20/hr Variable, currently \$7.14/hr \$25/hr	\$4/hr (\$10/hr)
Library	MS \$37/hr HS \$62/hr	MS \$37/hr HS \$62/hr	\$0.00 \$0.00
Locker Room(s)	MS \$40/hr HS \$83/hr	MS \$25/hr HS \$40/hr	(\$15/hr) (\$43/hr)
Parking Lot	\$9/hr	\$10/hr	\$1/hr
Rest Room(s)	\$0.00	\$5/hr	\$5/hr
Performing Art Center (HS) (Rosemont, CKM & JFK)	\$100/hr	\$200/hr	\$100/hr
Serna	Large Conference Room (Indiana OR Washington) \$12/hr Small Community Room (Michigan OR Minnesota) \$12/hr Large Community Room (Pennsylvania OR Tennessee) \$28/hr	Large Conference Room (Indiana OR Washington) \$15/hr Small Community Room (Michigan OR Minnesota) \$20/hr Large Community Room (Pennsylvania OR Tennessee) \$30/hr	\$3/hr \$8/hr \$2/hr
Stadium	\$102/hr; \$25/hr for lights	\$150/hr; \$5/hr for lights	\$28/hr lights (\$20/hr)
Swimming Pool	\$95/hr; Energy and chemical surcharge may apply	\$100/hr; Energy and chemical surcharge may apply	\$5/hr
Theater/Auditorium (HS)	\$50/hr	\$75/hr	\$25/hr
Unimproved Field	\$16/hr	\$16/hr	\$0.00
Custodian	Regular \$27.21/hr Overtime \$40.81/hr; 2 hr minimum for weekdays 4 hr min for weekends Holiday \$54.41/hr; 4 hr min	Regular Time: Teamsters Salary Range 53 Overtime: Teamsters Salary Range 53 x 1.5, 2 hr min weekdays 4 hr min weekends Holiday: Teamsters Salary Range 53 x 2	Variable, \$7.55/hr Variable, \$11.33/hr Variable, \$15.11/hr

Late Fee

Late payment is subject to a late fee of 10% of the total permit.

Cancellation Fee

A cancellation fee of 10% of the permitted cancellations will be imposed if the cancellation is given less than 5 business days prior to the canceled days.

Permit Ending After Scheduled Time

Overtime fees for staffing and Facility rentals

comment system within the relevant Permit and state why you feel your category should be changed. You will be notified within ten (10) business days of SCUSD's decision.

Availability

Facilities not available for public use or rental use include, but are not limited to, computer labs and weight rooms. Events scheduled on District holidays are subject to holiday pay rates as shown on the page 5 pay schedule tables. Holiday events are not guaranteed to be approved, subject to staffing and scheduling. Cancelled Holiday events will be charged at the full rate if not canceled 7 calendar days prior to the event date. District Kitchen spaces are only available if a Central Kitchen Staff member is also present, requiring the additional charge for staff member overtime as listed on the Fee Schedules.

AV Oversight for Performing Arts Centers

AV Oversight may be required for permits in Performing Arts Centers or Auditoriums. If a Third Party contractor is being used to provide AV services, that information must be shared with the District via Facilitron. All Third Party contractors should be approved by the District and trained on the dos and don'ts with district equipment. An AV Oversight Person may be required at the permit holder's expense, if the user group wants to use District AV equipment. Oversight personnel must comply with Requested Site's recommendations for staffing.

Cafeteria Use

Use of school kitchens may be granted to eligible groups when such use will not interfere with the regular school nutrition services program. When the kitchen area is used, a nutrition services e0 Tw 46(o)-820n821 esstnmeTw 46(o)-820n821
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Custodial and Operations Staffing

Custodial Coverage is required for any permit that requires access to a locked or closed District facility. Overtime is charged for weekend permits or permits that occur before or after custodial shifts at 1.5 times normal pay. District holidays are subject to holiday pay, which is 2 times the normal rate. This rate may also be charged when the Permitted date in question is an "observed" holiday as defined by the District Calendar. Additional staffing

Emergency (district 24-hour phone number)

In the event of an active fire, intruder, or similar emergency dial 911. In the event of a facilities related emergency The District has a 24-hour security phone number: 916-643-7444.

Employees

Individuals not working in their capacity as a SCUSD employee who wish to rent SCUSD facilities must go through the normal use permit process. The Fee Table is applicable to the potential user requesting the facility and classification is based on the organization the employee represents, and is not impacted by their employment with SCUSD.

Equipment

No structures may be erected (including tents) or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon. Renters are not able to leave, for extended periods, props, structures, wardrobe, or other large, theatrical equipment in or around the permitted area.

Field Use

User groups who use outside facilities or grounds shall have the option of using SCUSD restroom facilities or renting portable toilets if and only if the field is otherwise accessible, open, and unlocked for public use.

- If rental is for a period in excess of three hours, the user group

permit due to emergency maintenance at any time and cannot necessarily provide alternative venues under these circumstances. A full refund will be provided under these events.

Prohibited Activities

- a) Any use by any individual, society, group, or organization for the commission of any act intended to further any program or move4 (m)-4.3 (rm)-4.3 (ugrBDC -0. 0.003 Tc 9EMC E7.2 (r)tifact0 g-0.003 Tc 0.003 Tw 9.96

school grounds, the Superintendent or designee may approve the use of district facilities that are not currently utilized for public school instruction for special events that may involve the acquisition, possession, use, or consumption of alcoholic beverages. (Business and Professions Code 25608.) A copy of the event permit shall be provided to the District prior to the event.

School Equipment

A use permit does not authorize the use of SCUSD, or student body equipment. Arrangements for supervision and operation of any equipment shall be made by the applicant with the school administrator. SCUSD recommends "checking in and out" equipment with the site representative to ensure equipment is in working order before and after the event. Certain equipment may be available through the Facilities Department and the costs associated with that equipment rental will be available at the time the permit is placed.

SCUSD Representative

SCUSD personnel shall be assigned to a user group commensurate with the type of permit category, hours of operation and use of District facilities and grounds.

Supplies

Bathroom, kitchen, and other facilities may have associated costs for supply usage such as toiletries. These costs will be added to the permit at the time of the permit request and is subject to change depending on the permitted space and event participation.

Pre-Event Setup

All setup prior to an event must be covered by the permitted time and are subject to all applicable fees.

Security

Security or additional oversight may required for any event Facilities determines might require it. Security

See Fee Table p. 5

IMPORTANT NOTE:

The AV Oversight Person is not allowed to touch/alter equipment or assist the renting group with any technical P

