

# **Sacramento City USD**

## **Administrative Regulation**

### **Use Of School Facilities**

AR 1330

#### **Community Relations**

The priority of use for district facilities is as follows:

#### **CLASSIFICATION I**

Free: School-sponsored programs, including student body activities and meetings for PTA, Parent Booster Clubs, School Employee organizations, and School Advisory Councils, City of Sacramento, Cordova and Southgate Parks and Recreation Districts (as per Joint Use Agreement), youth groups such as Camp Fire, Scout Troops, and Police Departments, etc.

These would be free with the exception of opening and closing the facilities, if no school employee would otherwise be available to perform that function as part of his/her normal duties; the cost of a school employee's presence during the organization's use of the facility if that employee would not otherwise be present as part of his/her normal duties; and the cost of the service if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties.

#### **CLASSIFICATION II**

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 II fee category (but not limited to):

1. Civic and services groups (Lions, Rotary, etc.);
2. Organizations, clubs or associations 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.);
3. Fund-raising entertainments or meetings where admission fees are charged or contributions solicited are expended for the welfare of the pupils of the district;
4. Any group or agency composed of local citizens which sponsor a program, performance or exhibition where admission charges are made, but the net proceeds are used solely to cover expenses;
5. A promoter is used to help a school-related group earn funds which 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;

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 performers or instructors. This includes any club or organization having a part-time/full-time paid program administrator.

### CLASSIFICATION III

**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 fees schedule.

**Religious Use:** Churches and religious organizations may use school facilities for the conducting of religious services only during temporary periods during which they do not have a suitable meeting place and supported by evidence of building construction or sudden loss of a church building. Such temporary use shall not exceed one (1) year and shall be subject to use fees and the cost of extra labor.

### Fee Schedule

Wages for district employees (custodians, cafeteria workers, etc.) will be charged for Classification I (Free) Users if use of a facility occurs during off hours/weekends/holidays. The rate charged will be \$18.90 an hour per custodian; \$16.64 an hour per elementary food service employee; and \$18.00 an hour per secondary food service employee with a two-hour minimum during weekdays, four hour minimum during weekends and holidays.

Facility Use fees for Classification II (Non-Profit) and Classification III (Commercial/Religious) Users are listed on the attached schedule.

### Application for Use of Facilities

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 40042)

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 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.

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.

#### 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 38131, 38132)

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. 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 is discriminatory in the legal sense.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

4. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property.

#### Fair Rental Value

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)

The district shall charge fair rental value for the temporary use of school facilities for conducting religious services when no other suitable facility exists.

#### Damage and Liability

Groups or persons using school facilities 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.

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.

Groups other than those that promote youth and school activities shall be required to include the district as additional insured on their liability policies.

The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

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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 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, 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.

Regulation      SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
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