



# Use of School Facilities Handbook

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# Use of School Facilities

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Thank you for your interest in using Sacramento City Unified School District (“SCUSD”) facilities. SCUSD works with hundreds of community organizations to make available school buildings/grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest.

The handbook is designed to help users of SCUSD facilities to determine if their event/program qualifies to use school facilities, how to submit a permit request, an overview of the fee structure, review of the insurance requirements and other important information. We encourage you to read the entire handbook before submitting your permit request.

We hope you find this information helpful in processing your permit request. If you have any suggestions for improvement, please email us at [CivicPermitOffice@scusd.edu](mailto:CivicPermitOffice@scusd.edu).

*This facilities handbook follows the applicable law as defined in the California Education Code sections 10900 through 10914.5 and sections [38130 through 38138](#), referred to as the “Civic Center Act”.*

The Governing Board has adopted a policy whereby its facilities and grounds may be used as a Civic Center in The Superintendent and/or designee will disapprove applications that do not conform to the provisions of the Civic Center Act of the Education Code and/or to District administrative regulations and liability restrictions. Board Policy and Admin Regulation number 1330 govern SCUSD’s policy for Civic Permit use and grants the Civic Permits Department as District Designee to review, approve, deny or otherwise support the Public’s use of District Facilities.

## Types of Facility and Grounds Use

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School facilities, subject to SCUSD policies and regulations, may be made available to citizens and community groups as a civic center for the following purposes (Education Code § 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 basis or renewal basis, by any church or religious organization.
4. Childcare 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. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans’ organization.
9. Other purposes deemed appropriate by the governing board.
10. State laws prohibit the use of school facilities and grounds for subversive, immoral, offensive, or harmful purposes. State laws also limit the use of the school facilities and grounds for denominational or sectarian activities. The use of the school facilities and grounds shall not be granted to persons, forums, corporations, groups, clubs, or associations which:
  - (a) May, by use, be reasonably expected to expose the property of SCUSD to damage through riot, mob action, or violence of any kind.
  - (b) Use the property in a manner which will be adverse to the best interest of SCUSD.

- (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 under the provisions of this policy shall be liable for any property damages caused by the activity. The District shall charge the amount necessary to repair the damages and may deny the group further use of the school facilities and grounds (Education Code § 38134).
- 12. Single Permits will only be granted for one type of event per Permit.

## Use of Facilities Permit Request Process

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To request the use of a SCUSD facility or grounds, an authorized representative of the requesting organization, agency, association, club, or group must create an account with SCUSD partner Facilitron.com. Once an account is created, an authorized representative must submit all dates, times and locations of use requested and upload the required insurance documents, written authorization from group (if applicable), and agree to all terms and conditions of the permitting process. If applicable, fees must be paid **BEFORE** the usage of our facilities is permitted. An ***APPROVED use permit must be available at all times during the event in either digital or physical form.***

The Facilities Department and Requested Site are responsible for processing the permits, scheduling site coverage, custodial support, nutrition service workers, and any SCUSD staff that may be required by the District to support the renter for needs deemed necessary by the District. The Facilitron website will calculate fees and create an invoice to be sent to the Renter. Facilitron.com is also in agreement with SCUSD to process collections and attempt to collect any debts associated with the use of SCUSD facilities.

When necessary, fees have been paid and the proper required documentation is received, the Facilities Department and the permitted site will approve the permit on Facilitron.com. The user must have access to a digital or physical copy of the permit at all times.

A potential user must submit their permit request through Facilitron.com online system at least fifteen (15) SCUSD business days prior to the event. If requests are turned in less than 15 SCUSD business days prior, there is no guarantee rental will be approved. Permit requests can only be made 5 months in advance. Special considerations for events requiring more than 5 months of planning will be made by Civic Permits Office in consultation with the requested site staff. If the event duration falls under 2 different categories, the group must fill out one permit per category. Permits approval times may be affected by District breaks and may require additional approval time during periods of extended office closures.

## Approval or Denial of a Use of Facilities Permit

### Approval of Permit

Permit requests are made via Facilitron.com. School staff will review and approve or deny the permit within 10 SCUSD working days of submission at which point Facilities will also review and approve or deny the permit.

Once all site staff have reviewed the permit request, it is processed through the Facilities Department for final approval.

- Insurance is checked
- Event eligibility is determined
- Invoice is created
- Approval is granted

### Denial of Permit

The Facilities Department cannot approve any requests if:

- The permit interferes with any school program requiring space otherwise used by the permit.
  - School Facility use and District Facility use always have priority over outside permit requests.

- The request is incomplete or has not met the conditions outlined in “Use of Facilities Permit Request Process” section of the manual;
- The request to reserve space contains a material misrepresentation or materially false statement;
- The request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location. In general, if the request is received at least twenty-one (21) business days prior to the proposed event, timing should not be a factor;
- Payment arrangements have not been made within 120 hours of the start of the event;
- Insurance has not been submitted in a timely manner;
- School activities require requested space either during school or outside of school hours;
- The event occurs during school hours and permit holders are not fingerprinted or otherwise approved by the District;
- The use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed as prohibited in this policy;
- The applicant has previously damaged facilities or grounds and has not paid for repair;
- The applicant has a previously committed significant or repeated violation of these policies;
- The use or activity would present an unreasonable health or safety danger;
- The request to use facilities or grounds conflicts with a preexisting reservation and no reasonable alternative time or place is available; or
- If the request is to hold birthdays, weddings, or funerals.

## User Group Classification

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The priorities for renting facilities and grounds will be determined by SCUSD for any Facilities Use requests other than SCUSD instructional and related activities based on the following classifications. Additional fees beyond rental fees may be required for all users. (See “Fee Table”.)

Understanding the meaning of recreation programs:

- Youth programs.
- Primary purpose is participation and having fun.
- All youth can play, it is not based on ability.
- Costs can be waived if the player cannot afford it.
- The program is within the district boundaries and has boundaries to participate.

Recreational seasons by sport:

REFER TO ATTACHED CALIFONIRA INTERSCHOLASTIC FEDERATION (CIF) CALENDAR

CLOSED SESSIONS DURING July 1- July 14

New CIF Restrictions place all CIF regulated sports on Black-Out period from July 1 - July 14. Due to this, SCUSD will close all High School and Middle School Athletic Facilities to all permit requests both internal and external. Facilities will return to operation upon the conclusion of the black-out period.

# Fee Tables

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## **Effective January 1, 2025**

### ***Classification "A" Free Facility Use***

Activities of District sponsored non-profit organizations, clubs, associations or other groups whose primary focus is the promotion of youth and school activities, including (but not limited to): curricular and extra-curricular student activities, District sponsored and organized after school programs, Associated Student Bodies (ASB), Parent Teacher Associations (PTA) or other recognized parent groups such as Parent Teacher Organizations (PTOs) and Parent Teacher Student Organizations (PTSOs), staff unions/groups, local recreation groups and leagues, scouting groups and 4-H where all youth reside in the District.

Use of a facility that occurs during off hours/weekends/holidays will be charged for district employees (custodians, cafeteria workers, etc.) per hour with a two-hour minimum during weekdays, four hour minimum during weekends and holidays.

Events occurring on weekends, holidays, or after custodial shifts become Class "B".

*Reference: Administrative Regulation AR1330 (May 2, 2013)*

Application Fee	\$10
Cafeteria/Multipurpose	No Charge
Classroom	No Charge
Gym	No Charge
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	No Charge
Kitchen	Food Service Asst - OT \$30.30/hr 4 hr min for weekends; Holiday \$40.40/hr 4 hr min
Library	No Charge
Locker Room(s)	No Charge
Parking Lot	No Charge
Rest Room(s)	\$1.00/hour
Performing Art Center (HS) (Rosemont & JFK)	No Charge
Serna	No Charge
Stadium	Lighting Charges, \$5.00/hour
Swimming Pool	No Charge: Energy and chemical surcharge may apply
Theater/Auditorium	No Charge
Unimproved Field	No Charge
Custodian	Overtime: Teamsters Salary Range 53 Step 5 (34.76) x 1.5 = \$52.14

## **Effective January 1, 2025**

### ***Classification "B" Discounted Facility Use***

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 participation, neighborhood 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 youth within the District Boundary.

*Reference: Administrative Regulation AR1330 (May 2, 2013)*

Application Fee	\$10
Cafeteria/Multipurpose	ES \$10/hr MS/HS \$20/hr
Classroom	No Charge
Gym	Small MS \$10/day Small HS \$20/day Large MS/HS \$20/day
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	ES/MS \$10/week HS \$10/week HS Track & Field (CKM, Hiram Johnson, JFK, Sacramento) \$100/day; \$25/hr for lights
Kitchen	ES \$2.50/hr MS/HS \$6/hr Food Service Asst - OT: SEIU Range 39 Step 5 (23.78) x 1.5 = \$35.67/hr; Holiday: SEIU Range 39 Step 5 x 2 = \$47.56/hr
Library	ES \$5/hr MS \$10/hr HS \$12.50/hr
Locker Room(s)	MS \$5/hr HS \$10/hr
Parking Lot	\$0.50/hr
Rest Room(s)	\$0.01/hr/person
Performing Art Center (HS) (Rosemont, CKM & JFK)	\$25/hr
Serna	Large Conference Room (Indiana OR Washington) \$5/hr Small Community Room (Michigan OR Minnesota) \$5/hr Large Community Room (Pennsylvania OR Tennessee) \$11/hr
Stadium	\$200/day; \$25/hr for lights
Swimming Pool	\$38/hr; Energy and chemical surcharge may apply
Theater/Auditorium (HS)	\$10/hr
Unimproved Field	\$25/month per school
Custodian	Regular Time: Teamsters Salary Range 53 Step 5 = \$34.76/hr Overtime: Teamsters Salary Range 53 Step 5 (34.76) x 1.5 = \$52.14 2 hour min weekdays, 4 hour minimum weekends Holiday: Teamsters Salary Range 53 step 5 (34.76) x 2 = \$69.52/hr

## **Effective January 1, 2025**

### ***Classification "C" Direct Cost Facility Use***

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 (including youth sports with skill based try-outs), non-profit supplemental educational services providers, and religious services.

*Reference: Administrative Regulation AR1330 (May 2, 2013)*

Application Fee	\$20
Cafeteria/Multipurpose	ES \$25/hr; MS \$40/hr HS \$50/hr
Classroom	\$7/hr
Gym	Small MS \$40/hr Small HS Large MS \$50/hr Comprehensive HS \$70/hr
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	ES/MS \$25/hr HS \$35/hr HS Track & Field \$90/hr \$5/hr for lights
Kitchen	ES/MS \$6/hr HS \$15/hr Food Service Asst - OT: SEIU Range 39 Step 5 (23.78) x 1.5 = \$35.67/hr; Holiday: SEIU Range 39 Step 5 x 2 = \$47.56/hr
Library	ES \$12/hr MS \$16/hr HS \$38/hr
Locker Room(s)	MS \$20/hr HS \$35/hr
Parking Lot	\$3/hr
Rest Room(s)	\$2/hr
Performing Art Center (HS) (Rosemont, CKM & JFK)	\$90/hr
Serna	Large Conference Room (Indiana OR Washington) \$12/hr Small Community Room (Michigan OR Minnesota) \$14/hr Large Community Room (Pennsylvania OR Tennessee) \$18/hr
Stadium	\$100/hr; \$5/hr for lights
Swimming Pool	\$70/hr; Energy and chemical surcharge may apply
Theater/Auditorium (HS)	\$50/hr
Unimproved Field	\$10/hr
Custodian	Regular Time: Teamsters Salary Range 53 Step 5 = \$34.76/hr Overtime: Teamsters Salary Range 53 Step 5 (34.76) x 1.5 = \$52.14 2 hour min weekdays, 4 hour minimum weekends Holiday: Teamsters Salary Range 53 step 5 (34.76) x 2 = \$69.52/hr



## Effective January 1, 2025

### *Classification “D” - Private and Commercial Fair Market Facility Use*

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.

*Reference: Administrative Regulation AR1330 (May 2, 2013)*

Application Fee	\$25
Cafeteria/Multipurpose	ES \$30/hr MS/HS \$60/hr
Classroom	\$15/hr
Gym	Small MS \$50 Small HS \$75 Large MS/HS \$136
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	ES/MS \$30/hr HS \$40/hr HS Track & Field (CKM, Hiram Johnson, JFK, Sacramento) \$100/hr; \$5/hr for lights
Kitchen	ES/MS \$15/hr HS \$20/hr Food Service Asst - OT: SEIU Range 39 Step 5 (23.78) x 1.5 = \$35.67/hr; Holiday: SEIU Range 39 Step 5 x 2 = \$47.56/hr
Library	ES \$25/hr MS \$37/hr HS \$62/hr
Locker Room(s)	MS \$25/hr HS \$40/hr
Parking Lot	\$10/hr
Rest Room(s)	\$5/hr
Performing Art Center (HS) (Rosemont, CKM & JFK)	\$200/hr
Serna	Large Conference Room (Indiana OR Washington) \$15/hr Small Community Room (Michigan OR Minnesota) \$20/hr Large Community Room (Pennsylvania OR Tennessee) \$30/hr
Stadium	\$150/hr; \$5/hr for lights
Swimming Pool	\$100/hr; Energy and chemical surcharge may apply
Theater/Auditorium (HS)	\$75/hr
Unimproved Field	\$16/hr
Custodian	Regular Time: Teamsters Salary Range 53 Step 5 = \$34.76/hr Overtime: Teamsters Salary Range 53 Step 5 (34.76) x 1.5 = \$52.14 2 hour min weekdays, 4 hour minimum weekends Holiday: Teamsters Salary Range 53 step 5 (34.76) x 2 = \$69.52/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 may be charged after an event ends if Permit holder stays beyond their permitted time.

### Custodial Fee

All Permits are subject to a minimum of 1 hour Overtime to allow scheduled staff to complete assigned duties and provide basic support for permitted access. Additional OT may be charged prior to, or after the event if additional OT charges are required to support a permit. This could include travel time for custodial staff to pick up and return a key, additional setup and strike time required by a permit holder's needs, or other items as deemed necessary by Civic Permits Department. See Custodial Coverage section for additional information.

## Accepted Payment Types:

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Payment is made via the Facilitron website. Card payments are accepted directly on the Facilitron Website and check and money order payment options can be selected and made payable to Facilitron. Payment is due in full 5 days prior to the event, and approval of a permit may be contingent on payment arrangements being made if not paid in full at the time of the permit request.

## Insurance Requirements

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SCUSD requires a certificate of insurance showing the policy is written on a per occurrence basis without aggregate limits. Sacramento City Unified School District must be listed as the certificate holder and as the additional insured with a copy of the endorsement attached. A copy of the certificate and endorsement must be uploaded to our Use of Facilities online system before a permit is approved. All organizations providing hosting services are required to submit insurance documentation, even if that organization is not the primary provider. **All Food vendors require insurance too, to be uploaded to Facilitron.com under the associated Permit.** User shall indemnify, defend, and hold harmless the District, its officers, employees, agents and volunteers, from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsel's fees and costs of litigation ("claims"), arising out of the User's performance of its obligations under this agreement or out of the operations conducted by User, except for such loss or damage arising from the sole negligence or willful misconduct of the District. In the event the district is made a party to any action, lawsuit, or other adversarial proceeding arising from User's performance of this agreement, the User shall provide a defense to the District, or at the District's option, reimburse the District for its costs of defense, including reasonable legal counsel's fees, incurred in defense of such claims. All Insurance forms are reviewed and approved by Facilitron using their automated COI review program. In the event that Facilitron denies an insurance form, please comment on the Facilitron Permit and SCUSD and Facilitron will work to see if approval is possible. SEE ATTACHMENT XXX FOR A SAMPLE INSURANCE FORM (THIS FORM IS SAVED IN THE FOLDER WITH THIS DRAFT).

Each Occurrence	\$2,000,000
Damage to Rented Premises/Fire Damage	\$2,000,000
Medical Expenses	Any coverage
Personal & Adv. Injury	\$2,000,000
General Aggregate	\$4,000,000
Products Comp/Op Aggregate	\$2,000,000

## Custodial Coverage

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Custodial coverage is required for all permits that require the unlocking of any District Facility, site, location, or restroom. At minimum, 1 custodian will be required for each 250 people expected to be in attendance for an event. For permits that include multiple types of facilities, or a large facility footprint, additional custodians may be added at the cost of the permit holder at the District's discretion. These changes and charges will be communicated to the permit holder upon pre-approval of the permit at the site level, but last minute changes to a permit could require last minute changes to custodial staffing levels and costs. Civic Permits may work with school sites to provide Campus Monitors in lieu of security services if more than 2 custodians are needed for an event. Campus Monitors may support the oversight and security of an event, but will not provide custodial cleaning services. Campus Monitors fees are equal to Custodial Fees. At least 1 hour of overtime may be added to every permit placed, regardless of time, size, or location. Supporting a permit necessarily requires additional working hours for SCUSD staff and this added charge ensures that scheduled staff are able to provide the necessary support to a permit and complete their regularly scheduled duties. A minimum of 4 hours of Overtime will be offered to all staff that are scheduled to work a permit that occurs on a weekend. Weekdays after school staff is no longer scheduled to work their regular shifts require a minimum of 2 hours of OT. For events occurring on District holidays, scheduled or observed, OT rates increase from Overtime rates to Holiday rates. Holidays where the District is closed may require additional staff support beyond custodial coverage resulting in higher fees or multiple OT or holiday charges.

A Custodian will arrive 30 minutes prior to a permit beginning and allow the permit holder to enter the facility at the beginning of the permitted time. The Custodian will return to the permitted location to support the event end and escort the permit holder off the premises. The Custodian will stay a minimum of 30 minutes after the event has ended, resulting in at least 1 hour of OT charged beyond the expected permitted time. Due to the nature and cleanliness of an event, custodial staff may be required to stay longer than the planned 30 minutes, which will result in after-the-fact chargers being added to a permit upon the receipt of OT forms by Civic Permits Office.

Permits that require more extensive attention and cleaning support will require a custodian to make more frequent cleaning passes through a permitted area and may also require additional support staff.

## Food Handling Requirements in Concession Stands/Snack Bar

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Concession Stands and Snack Bar usage will be limited to the sale and disbursal of pre-packaged foods only. If a Permit Holder would like to use open flame or heated cooking techniques the Permit must request use of a site kitchen, Food Service Staff must be on site, and the Permit Holder must be invoiced and pay for any OT associated with the employee's presence. See Fee Table p. 5 for details. Concession Stands are made available only with direct approval from Site Administrator staff.

# Important Facility and Grounds Use Information

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## Facilities Available for Community Use

Auditoriums, multi-use rooms, eating areas of school lunchrooms, little theaters, gymnasiums, cafeteria kitchens, ball/playing fields and grounds, etc. shall be available for use by groups designated in Board Policy Sections 1330. Use is confined to the area(s) named in the approved application, with appropriate corridor and restroom facilities. School Principals retain the right to move users to other similar spaces, if necessary. The District may exclude certain school facilities from non-school use for safety or security reasons.

## Access

Entry for the rental group on the day and time of scheduled use requires the presence of the user group or a designated and approved representative.

- A representative of the user group, approved by both the user group and the Facilities Department, must be present throughout the user group's entire use of the facility or grounds.
- The user group may not enter the facility or grounds before the rental is scheduled to begin. This includes but is not limited to the following purposes: catering, set-up, loading equipment or scenery, dressing room and restroom use.
  - Additional setup time is subject to longer permitted times and increased Overtime fees. District staff shall arrive 30 minutes prior to a permit, and may stay until the site is returned to its previous condition, locked and secured. This additional time is subject to fees that may be invoiced to the permit holder before OR after the event has occurred. SCUSD staff will endeavor to notify a permit holder 120 hours prior to an event date of possible additional charges, but may be unable to do so depending on the unexpected nature of cleaning times resulting from an event. Depending on the end time of an event and the cleaning required because of it, it is possible that overtime charges occur on the days following an event. These post event OT fees will be added to the permit charges as soon as is reasonably possible. Failure to pay these added fees may result in the cancelation of pending or future permits.
- If the user group must have equipment delivered or picked-up at times other than their scheduled use, arrangements must be made in advance with the Facilities Department. The user group may be billed for the time involved in the delivery/pick-up as well as for storage time. All extended storage requests must be approved by the Site and Civic Permits department. Delivery vehicles should make deliveries to the loading dock area.

## Advertising (non-school affiliated organizations)

Signage and advertising is allowed to be placed on publicly available sign boards and kiosks. No signage, posters, flyers, or advertisements for any event may be posted in or on other facilities or grounds without the prior approval of the Facilities Department. If permission is granted, the user group is responsible for installing and removing the promotional materials. This approval must be noted on the approved permit.

## Animals

Animals are prohibited on all District facilities and grounds except as provided below:

- Service animals accompanying a disabled person (or service animals in training) are uniformly and automatically exempted from this policy in accordance with the Americans with Disabilities Act, 28 CFR Part 35 et seq., and applicable state law.
- It is the express intention of SCUSD that this policy meets requirements of the California Vehicle Code § 21113.

## Appeals Process

This process will allow the user to request a change in event category. An appeal may be submitted to the Facilities Department via [Facilitron.com](https://Facilitron.com) for review. The request shall be made via the [Facilitron.com](https://Facilitron.com)

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 employee must be assigned to ensure sanitation, safety, and proper operation of equipment.** This employee will act in a supervisory capacity only. The user group is responsible for preparation and cleanup. Nutrition Services staff support results in fees associated with the schedule day. (See Fee Table p. 5)

### **Cancellations**

Please notify the Facilities Department via Facilitron.com of an event cancelation one week prior to the event. Failure to notify may result in forfeit of fees associated with the event/use.

### **Complaints**

Any complaints regarding a permitted user's event that are directly in violation of any of the articles of the Use of School Facilities Handbook, Board Policy 1330, or Administrative Regulation 1330, may result in suspension revocation of use.

### **Compliments/Comments**

Any compliments, comments, or concerns regarding your event may be submitted via email or telephonically to our Facilities Department.

### **Concession Stands**

Concession stands will be made available with the approval of the site admin for that permit. Food Handling certificates are required for any hot food preparation and must be attached to the permit at least 96 hours prior to the event. A concession stand permit will be canceled if proper documentation is not submitted 96 hours in advance. Prepackaged food may still be sold with approval from the site admin 48 hours prior to the event. Unsanctioned use of concessions stands may result in future permit request denials.

## 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 may also be required on observed holidays to ensure safety and security when all District staff is off duty. This can result in holiday pay charges at 2x rate for multiple employees to staff a single event. Events with custodial coverage OT on weekends or holiday require a minimum of 4 hours of permitted OT time regardless of expected event time. Weekday permits require a two-hour minimum. Unscheduled no-shows are still subject to the OT minimums.

Custodial coverage is required for the entire length of a permit and staff will not allow a Permit holder to enter a locked facility until the permitted time slot has begun. At the conclusion of a permit, all permitted parties are required to exit the locked, permitted area. Custodial staff may arrive up to 30 minutes prior to a permitted event to ensure the facility is prepared for the event. This staff time is subject to standard OT fees and any charges may be passed on to the Permit holder. Custodial coverage may also be required at the conclusion of an event, and OT charges of up to 30 minutes may be added to an event end, totaling 1 hour of non-permitted OT time being charged. These before and after event charges may be added to a permit invoice after an event has occurred and are due to Facilitron and SCUSD as a condition of the permit approval. Additional custodial coverage is required as event attendance (either expected or real) increases and is dependent on the type of event, location of event, scope of event, and necessary staff support for an event. Staffing decisions are the discretion of the District but will be relayed to the Permit holder at the time of permit approval, however the District reserves the right to increase custodial coverage at least 96 hours prior to an event, excepting adjustments made during or after an event has occurred. Billing for OT will occur after the event has been completed, at which point a follow-up invoice may be generated. The larger the event attendance and scope, the larger the necessary staffing requirements become. Staffing decisions will be made by Civic Permits in consultation with Site staff and Operations Management.

Operations Staff are expected to arrive 30 minutes prior to an event. Operation Staff will prepare the grounds and facility for outside use, ensure safe ingress and egress, unlock the facility at the permitted time, clean the facility as needed, lock the facility at the end of an event, and return the facility to its previous state after an event has occurred. An event that requires additional staff management may be subject to additional staffing charges and will be relayed 96 hours prior to an event.

## Damages

Applicant will be financially liable for any damage or loss of equipment during facilities or grounds usage as deemed by District. All labor needed to fix or reverse damage will be charged to the user group at cost plus 15%.

## Decorations

Any decorating, covering up, or changes to the facility or grounds shall be approved prior to the event. Installation and removal of decorations shall be the sole responsibility of the user.

- All decorations must be flameproof or fire retardant and may not be hung from light fixtures, ceilings, heat detectors, emergency lights, exit signs, acoustical ceiling tiles or applied to the floor.
- The use of cellophane, all tapes, nails, staples, screws, and similar materials is not allowed on walls, ceilings, theater seats, furniture, or floors. Insufficient removal of any items will result in additional cleaning charges.
- All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floors, tables, or block fire exits.
- Rice, birdseed, confetti, hay bales, glitter, and similar items are not permitted on any SCUSD facilities or grounds, or surrounding sidewalks and parking lots.

## **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 will be required to pay for the use of restroom facilities or portable toilets.
- If choosing to use SCUSD restroom facilities, custodial staff must be added to a permit and the necessary OT charges would apply.
- If the user group chooses to rent Portable toilets, the user group assumes full responsibility for said portable toilets.
- Portable Toilet locations must be approved by District Staff.
- The user group must show proof of Portable toilets rental to the site administrator and Facilities Department at least one working day prior to the event.
- The user group must also inform custodial of the delivery and removal dates for the Portable toilets.
- The user group must secure the Portable toilets to the greatest extent possible. This includes adding a padlock and chaining to the fence to avoid tipping.
- If a permit is not required to add toileting facilities to a permit, but District staff determines that toilet facilities have been needed during the permitted time, SCUSD and Civic Permits reserves the right to require toilet facilities be included in future dates for said permit and organization as needed.

## **Fireworks**

Fireworks sales, displays or use are strictly prohibited on school grounds.

## **Fire Safety**

At no time may the maximum occupancy of a rented space be exceeded. The use of smoke machines, fog, haze, etc. is not allowed on any facility since the use of such items interferes with the building's fire detection system. All scenery, props and draperies must be flame-proofed before installation. The use of any pyrotechnics or open flame at any time is strictly prohibited on SCUSD properties. All grills or similar items must be at least 20 feet away from any structure. Items are not allowed to be hung on exterior doors to prevent fire code violations.



## **Fog Machines**

Fog Machines are not permitted for use during an indoor event.

## **Gambling**

Gambling on the premises is prohibited. Gambling shall be defined as any game of skill, chance, or raffle played with cards or any other device for money or any other representative item of value.

## **HVAC, Outdoor Lighting, and Audio Visual Support**

If an event requires HVAC, field lighting or Audio Visual settings at a site that is not remotely controlled, OT and staffing charges may apply as listed on the rate sheets starting on page 5.

## **Key Control**

Key control is mandatory. Under no circumstances is a non-SCUSD individual or a student authorized to be in **possession** of keys to SCUSD facilities or grounds unless authorized. Control of keys shall remain in sole care, custody and control of approved individuals. Grand master keys must be secured to the greatest extent possible and never loaned to students or non-SCUSD individuals. If keys on loan are lost, it is the user group's responsibility to pay to re-key the entire facility (\$10,000.00). District Staff with access to keys must abide by all key control rules. Possession of keys by District Staff does not grant District Staff access to facilities that would otherwise require Facilitron Permits. Failing to complete a Facilitron Permit could result in revocation of key control outside of District events. Gate Keys can be checked out at the Facilities office for a period determined by Facilities for events that do not require District staff coverage.

If an event that requires custodial coverage requires Civic Permits to find a substitute custodian to work that event, Civic Permits will charge one (1) additional hour of Overtime to that permit to allow for substitute staff to retrieve and return a key to access the permitted site.

## **Live Music**

Live music must comply with all City and County noise regulations. If an event is to feature outdoor, amplified music a noise permit is required and must be uploaded to Facilitron.com. The physical permit must be present at all times during the event. Evening volume curfews must also be followed. Indoor music must not be played at a volume that would require a noise permit.

## **Permit Must Be On-Hand During Event**

If approved, the user must have access to their digital Permit or have a printed copy on hand at all times during the event.

## **Pool Use**

A certified Lifeguard is required and must be added to our Use of Facilities online permit system prior to usage. And that Lifeguard must be present for the entirety of the permitted event. Pool use outside of traditional pool use seasons may require pool heating charges. (See Fee Table)

## **Priority**

SCUSD reserves the right to change requested dates/times at any time when that use will interfere with regular school programs/activities. District Maintenance Department is also able to change or cancel requests due to expected or unexpected service maintenance and will notify Permit holders at least 5 business days in advance. SCUSD will work with Permit holders to find alternative facilities. SCUSD reserves the right to cancel any



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 movement whose purpose is the overthrow of the government of the United States or of the state by force, violence or other unlawful means. (Education Code 38135)
- b) Advertising on school grounds or in a school building by a permit holder;
- c) The operation of any motor driven vehicle on school premises for purposes other than parking. This includes small powered carts, minibikes, and motorbikes;
- d) Gas powered model airplanes or powered rockets;
- e) Hitting golf balls on school premises;
- f) Hardball baseball shall be authorized only on those school grounds where regulation baseball diamonds are provided;
- g) Horseback riding on school premises;
- h) Overnight usage of any district facilities for any purpose;
- i) Yard sales (other than PTA and Boosters);
- j) Bingo, raffles, or games of chance (except as permitted by board policy or special board action);

### Repairs

For repairs, email what isn't working or needs repair to [CivicPermitOffice@scusd.edu](mailto:CivicPermitOffice@scusd.edu), in the message include site, location, and pictures if you have them.

If any Facility is broken damaged during a permit, repair costs may be invoiced to the permit holder.

### Revocation of Permit

Any violations of law, SCUSD policy and/or procedure will result in the immediate revocation of the use permit and removal of the user group from SCUSD property.

- Applications will also be denied if history of use by an organization has resulted in: Violation of Board Policy, consistent lack of supervision, Inconvenience for school use, adverse behavior, damage to property, non-payment of fees.
- District Staff will document any violations and will periodically review an organization's rental history prior to approving permits. This documentation is shared throughout the entire Facilitron network and organizations flagged by Facilitron partners may be subject to revocation or cancelation of permits based on this documentation. The user group shall be responsible for the orderly conduct of all persons using the facility or grounds during the event. SCUSD reserves the right to remove, or have removed, any person behaving in an unlawful, disrespectful, or objectionable manner. Fights, vandalism, or destructive behavior on the part of any member of a user group or its audience will be grounds for immediate cancelation of the event and all future events by the user group. In this case, all fees will be forfeited.
- Glass Bottles are not permitted for consumption
- Smoking or vaping of tobacco or cannabis products, consumption of alcoholic beverages, sale or illegal use of drugs, and use of weapons, including knives, firearms, or explosives are not permitted on District property.
  - However, when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and will occur at a time when students are generally not on the 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 be required for any event Facilities determines might require it. Security can be provided by the Permit holder, but a Permit holder can request District staff be used as security at standard OT rates upon availability. Additional security can and will be required as event attendance increases and is subject to District mandates. Billing for OT will occur after the event has been completed but staffing numbers and expected overtime costs will be communicated with the permit holder at least 96 hours prior to an event.

Security for large events must be licensed by the State of California. That license must be provided by Permit Holder via the Facilitron Website prior to an event.

## **Use of SCUSD Operated Stadiums**

All stadium events are subject to SCUSD’s approval. Potential user groups may use the track when such use does not impair the condition for student use, does not conflict with use by schools of SCUSD and is consistent with SCUSD’s stadium guidelines outlined in Administrative Regulation 3513. Vehicles of all types, except authorized vehicles, are prohibited from using the track at any time.

## **Waiver of Rental Fees**

Rental Fees can only be waived by the Facilities Department. Site Supervisor, Custodial, Nutrition Service, and utilities fees still apply.

# **Performing Arts and Gym Rental Policies and Procedures**

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## **Theater and Gym Rental Rates:**

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 issues except in the case of an emergency. This role requires minimal technical expertise, which allows for anyone in our district to be appointed to AV Oversight. These staff members are required to go to trainings where they learn basic AV Oversight information, such as how to properly turn equipment on/off and ensure that everything is running smoothly. This position exists to protect our equipment from being mishandled- not as a technician who operates equipment at a high level.

**\* 3-Hour Minimum Required, Per Day**

**Performing Arts Center Support Staff**

Events that require the use of highly technical AV equipment may require a trained professional to support that event. This oversight may be provided by site staff, trained district staff, or contracted third parties. All support staff charges are the responsibility of the permit holder. Contracting with third parties to provide support must be done by the permit holder, though Civic Permits may be able to provide a list of names for availability. Inability to schedule PAC Support Staff will result in either the cancelation of a permit, or restrictions on equipment use.

**Equipment Rental:**

When available the District will provide a reasonable number of tables and chairs. Table and chair setup could result in increased Custodial OT fees.

	Classification A and B	Classification C and D
Chairs - Per Item, Per Day	\$0.25	\$1.00
Tables - Per Item, Per Day	\$2.00	\$5.00

Available AV items include PA system with up to 4 microphones, projector, and screen and are subject to availability.

# Theater and Gym Rules

**IMPORTANT INFORMATION**

It is the responsibility of the user to ensure a safe environment by following and enforcing SCUSD theater rules. These facilities are used as learning centers, equipment is used as a tool for learning and the theater is used throughout the year for student education.

**General Safety**

- No running is permitted in the theater or the theater lobby.
- No feet are permitted on the theater chairs.
- No sitting on tables or counters.
- No leaning against or standing on handrails.

**Fire Safety**

- At no time may the maximum seating occupancy in any District space be exceeded. See attached Seating Capacity Numbers
- The user group will not obstruct or restrict the use of any doors, exits, hallways or aisles in the facility.

## Facility Use

- Food and beverages are not permitted in Theaters or Gyms. No food or beverage is permitted in the audience seating area or on the stage. Bottled water is allowed at the school's discretion.
- Receptions involving the serving of food and drink prior to or following events require approval from the Facilities Department and must be arranged in advance. Additional charges will apply if additional cleaning is required. Food and Drinks are not allowed in the gym, theater, or reception and lobby areas.
- Balloons or signs are not allowed in the seating area.
- Glitter, confetti, fog machines, or similar items are not permitted in Performing Arts Centers, theaters, or auditoriums. Site staff has the discretion to limit or exclude the use of items not listed at their discretion.
- SCUSD retains the right to all concessions within its facilities and grounds. If a user group is granted permission to sell concessions or merchandise the following rules and restrictions will apply:

## Coordination

- The user group or its designated representative must coordinate the needs of all aspects of the user group's event with the Facilities Department.
- To ensure protection of all in-house equipment and the professional presentation of events, all user groups are required to utilize the theater technical staff for their events, at the rates outlined in the Theater Rental Rates. Only District staff, or assigned personnel, are authorized to access technical equipment.
- No changes or modifications to the fixed equipment or facilities may be made, nor may any equipment be removed from the theater or altered. Any structural or electrical changes may be made only by theater staff with the Facilities Department's approval and only by qualified staff or licensed contractors. All labor needed to make such changes and reverse them will be charged to the user group at the technical staff rate or, in the case of an outside contractor, cost plus 15%.
- All scenic units, props, and electrical equipment, etc. provided by the user group are subject to a safety inspection by the Facilities Department or its designated representative. SCUSD reserves the right to prohibit the use of any scenery, property, or equipment that is deemed to be unsafe. Equipment judged to be unsafe must be brought up to minimum standards or be removed from the premises.
- The theater facility will not be used for long-term storage of sets, props or costumes. Run-of-event storage will be provided as available and by prior arrangement with the Facilities Department. Items left in the facility after the rental becomes the property of SCUSD unless previous arrangements have been made with the Facilities Department. SCUSD assumes no responsibility for stored or abandoned property or materials at any time. The user group will be responsible for any costs associated with the removal and/or disposal of abandoned property or materials.
- No user group or member is permitted in the theater control booth without the permission of theater staff.
- For reasons of safety, no one with the user group under the age of 18 years may be onstage without adult supervision. User groups with large numbers of children must maintain a minimum ratio of one adult for every ten children on the stage. If a minor's presence is not immediately required on the stage for rehearsal or performance, they should be waiting in the green room or dressing rooms and not on the stage.

## Important Reminders

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It is the responsibility of the facility or grounds user to be familiar with board policy and administrative regulation for facility use and the articles of this handbook. SCUSD sites may not allow use of their facilities or

grounds without an APPROVED permit. User groups are not authorized to use the facilities or grounds without an APPROVED permit. All use requests must be processed through SCUSD's Facilitron Civic Permits website. [www.facilitron.com](http://www.facilitron.com). Facilities cannot be reserved via school site.

If you have any questions or need clarification, please contact the Facilities Department at 916-395-3970 or email @ [CivicPermitOffice@scusd.edu](mailto:CivicPermitOffice@scusd.edu)

**Review of the Use of Facilities Policy**

The Use of School Facilities and Grounds handbook is reviewed periodically by SCUSD Facilities Staff.

