

USE OF SCHOOL FACILITIES

Permitted Use of School Facilities

1. School related groups shall be allowed to use school buildings and grounds. These groups shall include organizations of students, which are organized, sponsored, and supervised by personnel of the Vacaville Unified School District; organizations of parents and teachers serving the schools of the district, and organizations of both certificated and classified school employees. These organizations shall include personnel of the Vacaville Unified School District, but membership need not necessarily be limited to personnel of the school district. Classes conducted by teacher training institutions accredited by the California State Department of Education shall also be considered eligible for the purpose of training employees of the Vacaville Unified School District.

In the use of school facilities, school related groups shall receive priority second only to use of purposes of instruction. Priority within this category shall be as follows:

- a. Organizations of Students
 - b. Organizations of Parents and Teachers
 - c. Organizations of School Employees
 - d. Classes Operated by Colleges and Universities
2. Governmental agencies shall be allowed to use school facilities for purposes of holding examinations for the selection of personnel as provided for in the Education Code. Governmental agencies may also use school facilities for educational and recreational activities in accordance with agreement entered into between the Vacaville Unified School District Board of Education and the governing body of the respective agency.

Governmental agencies which have agreements with the Vacaville Unified School District Board of Education for the use of school buildings and grounds for educational and recreational activities shall have priority over all other users except the school district itself and school related groups.

3. Organizations, clubs, or associations organized for general character building or welfare purposes and serving the citizens of the Vacaville Unified School District shall be allowed to use school facilities without charge for operating except in the case of entertainment or meetings where admission fees are charged or contributions are solicited, and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the district or for charitable purposes.

USE OF SCHOOL FACILITIES (continued)

Organizations, clubs, and associations that have been determined to be character building or welfare in nature qualify under this section as follows:

- a. Boy Scouts of America
- b. Brownies
- c. Cub Scouts of America
- d. Explorer and Sea Scouts
- e. Camp Fire Girls, Inc.
- f. Girl Scouts of America
- g. 4-H
- i. Girls on the Run

Associations or clubs organized for cultural activities such as folk and square dancing

Welfare Organizations:

- a. American Junior Red Cross
 - b. American National Red Cross
 - c. March of Dimes
 - d. Senior Citizen Organizations
4. Use of school facilities as a civic center by community organizations. As provided for in the Education Code there is a center at every school building and grounds in the Vacaville Unified School District where the citizens, parent-teacher associations, Camp Fire Girls, Boy Scouts, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school district may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interest of the citizens of the community in which they reside.

USE OF SCHOOL FACILITIES (continued)

5. Use of school facilities by churches or religious organizations, as provided for in the Education Code. The Board of Education of the Vacaville Unified School District may grant the use of school buildings or grounds to any church or religious organization for the conduct of religious services for temporary periods where such church or organization has no suitable meeting place for the conduct of such services. In such cases, requests must be made to the Board of Education of the Vacaville Unified School District through the Superintendent. If usage is granted by the Board of Education, the church or religious organization shall be charged an amount at least sufficient to pay the costs to the district for supplies, utilities, and salaries paid school district employees necessitated by such use of said property.

Prohibited Uses of School Facilities

1. No use shall be inconsistent with the use of the buildings or grounds for school purposes, or interfere with the regular conduct of schoolwork.
2. No privilege of using the buildings or grounds shall be granted for a period exceeding one school year. The privilege is renewable and revocable at the discretion of the Board of Education at any time.
3. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
4. No use shall be granted to any individual, society, group, or organization for the commission of any act intended to further any program or movement, the purpose of which is to accomplish the overthrow of the Government of the United States or State by force, violence, or other unlawful means.
5. It shall be the policy of the Board of Education to prohibit the following on any property owned, operated, or maintained by the Vacaville Unified School District:
 - a. The climbing of buildings or fences;
 - b. The riding of horses, bicycles, or other motorized vehicles, except for parking facilities so provided for bicycles and motor vehicles;
 - c. The walking of dogs, loitering, and golf playing;
 - d. The use of profanity, loud, or abusive language;
 - e. The use of any intoxicating beverages;
 - f. The use of tobacco and/or illegal drugs;

USE OF SCHOOL FACILITIES (continued)

- g. Possession or use of weapons, replicas of weapons, or dangerous instruments of any kind.

General Rules and Regulations Applying to Use of School Facilities

1. The use of any public schoolhouse and grounds for any meeting is subject to such reasonable rules and regulations as the Board of Education of the Vacaville Unified School District prescribes and shall in no way interfere with the use and occupancy of the public schoolhouse and grounds as is required for the purpose of the public school of the district.
2. All permits for use are for specific parts of the buildings, and it is the organization's responsibility to see that unauthorized portions of the building are not used.
3. The Superintendent shall have the right to substitute and equate facilities where personnel are on duty, if such facilities are satisfactory for the intended use. Unnecessary and unreasonable costs to the district resulting from special or overtime assignments of personnel or by the use of unnecessarily large facilities shall be avoided.
4. Ordinary and usual school furniture normally assigned to a teaching station for general use shall be available for use when the room is used for public purposes.
5. Approval for special arrangements of furniture and equipment, or for the addition of furniture and equipment, may be given by the Superintendent if in his/her judgment such approval would not necessitate additional personnel or involve use of equipment by individuals not qualified to operate such equipment. The use of such equipment for public purposes shall in no way interfere with use of the room for school purposes.
6. Use of highly specialized equipment such as projectors, stage lights, sound equipment, laboratory and athletic equipment, etc., shall not be approved unless trained school personnel have been assigned to supervise its operation.
7. School property must be protected from damage and mistreatment and ordinary precautions for cleanliness maintained during public use of school facilities. Groups and organizations are responsible for the condition in which they leave the building. In cases where school property is damaged or abused beyond normal wear, the same shall be paid for by the group or organization involved, which shall be fully responsible and liable and shall assume such liability before being issued a permit to use school facilities. A use permit shall not be granted if in the opinion of the Board of Education there is a possibility of damage or injury to school property. Use of school equipment by outside organizations will be at the discretion of the school administration. If the school administration agrees to the use of the school's equipment, a fee for wear and tear will be charged by the school for use of its equipment.

USE OF SCHOOL FACILITIES (continued)

8. Any person applying for the use of school property on behalf of any group or organization shall be an authorized representative of such applicant group or organization.
9. No person shall disturb any meeting or gathering held on school property in accordance with the provisions of these regulations; such disturbance is a misdemeanor and violators may be prosecuted. The direct supervision of the activity is the responsibility of the persons or organizations sponsoring the activity.
10. No alcoholic beverage shall be consumed, sold, given away, possessed, or delivered to any person on the property of the school district.
11. Any person under the influence of intoxicating liquors shall be denied participation in any manner in the activity being conducted on school property and may be barred from having or receiving any further privilege of the use of school property under the provisions of these rules and regulations. The use of narcotics on school property is prohibited. Tobacco may be used in designated areas only.
12. In the case of use by youth groups, the using organization shall have an adult supervisor present at all times. Organizations sponsoring dances, large group programs, or games shall provide deputy police or authorized school personnel to assist in maintaining order.
13. There shall always be a school custodian or other authorized employee of the school district on duty whenever the school premises are being used by outside groups. If an authorized employee of the school district is used in lieu of a custodian, the employee shall have the responsibility for the care and cleanliness of the facility. If the facility is not left in a satisfactory condition, the authorized district employee will be charged a fee for custodial services for cleaning. He will see that the classrooms requested are opened. In any emergency occurring during use of the school, he should be contacted immediately. If necessary, he will call other school officials. As the authorized representative of the district, it shall be the duty of this person to see that district rules and regulations are enforced and to report any violations or attempted violation to the building principal.
14. Persons wishing to reserve the use of school facilities including buildings, classrooms, or fields, should initiate the request on the District website following the Facility Use and Rental quick link at least ten (10) days before the beginning of the reservation. All approvals, applicable fees and insurance requirements will be facilitated by the facility use reservation system.

USE OF SCHOOL FACILITIES (continued)**Use of Cafeterias and Kitchens**

1. All applications requesting the service of the school cafeteria for the planning, purchasing, and preparation of food should be submitted at least two (2) weeks in advance to the Director of Child Nutrition.
2. The school cafeteria kitchens may be used by any of the organizations permitted to use school facilities; however, the district does not sanction commercial use in any way in competition with local businesses.
3. Because of the necessity of maintaining a high standard in school cafeterias, and because intricate equipment which is in the kitchens can only be operated by properly trained personnel, no use of the kitchens will be permitted unless a school employee with a current food server permit is on duty to assist and supervise.

Educational Services Center Board/Staff Development Rooms

1. This building is the central administrative office for the district. As such, district administrative, meeting and staff training meetings operated by ESC staff and departments have first priority for use of rooms in this building.
2. School staff in the District are required to utilize their own or other school site facilities for meetings, ceremonies and any other use, unless authorized by the business Department or delegate.
3. The Board Room/Staff Development Rooms (two halves of the Board Room) may be made available for use by outside groups from 5:00 p.m. to 11:00 p.m. during regular school district operating days at the discretion and determination of the District Business Department. The room(s) are not available during regular working hours (8:00 a.m. – 5:00 p.m.). Weekend use and holiday use are not permitted. This room is available for group trainings, government agency and private organization meetings, and district wide functions, but is generally not available for school-based groups and functions which would normally be held at school sites.
4. Use of technology, including projection screens, computers, audio-visual and lighting systems require that a qualified school district employee (as determined and authorized by the District Business Department) be present during the entire use. A charge of \$40 per hour (two hour minimum) will apply. Groups should allow at least ½ hour for set-up prior to the event, and ½ hour for closing after the event, which are charged at the same rate as the event.
5. Use of the A/V Broadcasting room and televising requires that an authorized technician as determined by the District, be present during the entire use with set-up at least one

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hour prior to the event and shut-down at least 1 hour after the end of the event. A charge of \$40 per hour with a four-hour minimum will apply. A representative from the outside group may be required to walk through the room and discuss technology needs.

6. Custodial fees will apply at a rate of \$41 per hour with a one-hour minimum. The custodian will provide the chair/table set-up and take-down.
7. Users should dispose of all trash and recycling into appropriate containers.
8. Kitchenette facilities with a refrigerator, microwave and sink, adjacent to the Board Room are also available for use. All trash/garbage must be disposed of into receptacles. There is no extra charge for use of the kitchenette facility.

Educational Services Center (ESC) conference rooms

1. Conference rooms at the ESC may be made available for use by outside groups at the determination of the Business Department. Hours of availability are from 5:00 p.m. to 11:00 p.m. during regular school district operating days at the discretion and determination of the District Business Department. The rooms are not available during regular working hours (8:00 a.m. – 5:00 p.m.). Weekend use and holiday use are not permitted. These rooms are available for group trainings, government agency and private organization meetings, and districtwide functions, but is generally not available for school-based groups and functions which would normally use school-site meeting rooms.
2. There are seven conference rooms available for use. Capacities range from 6 to 16 persons seated around a conference table. Some rooms have flat-screen monitors for projection of digital content from a laptop or other input. Please contact the Facilities Department at (707) 453-6138 for detailed information.
 - a. If the flat-screen projection technology is requested, a technician is required to set up and close the room. A charge of \$40 per hour (two hour minimum) will apply. Groups should allow at least ½ hour for set-up prior to the event, and ½ hour for closing after the event, which are charged at the same rate as the event.
3. Custodial fees will apply at a rate of \$41 per hour with a one-hour minimum.

The fee schedule is divided into Group I (Free Facility Use), Cost Group II (Cost Use), and Cost Group III (Commercial – market rate).

Use of School Buses for Other than School Use

The use of school buses may not be permitted for recreational or other uses not connected with the schools. An opinion from the County Counsel of Solano County states that "...there is no

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authority for the use of school buses for recreational purposes which are not under the supervision of some governmental organization or agency" (unless under contract with Vacaville Community Services Department).

Charges for Use of Building and Grounds

1. When school facilities usage falls under the optional charge classification as defined in the California Education Code, the Administrative Office, when letting contracts for the usage of school facilities, shall levy a charge in accordance with the rate adopted by the Board of Education.
2. There shall be no rental fee charged any organizations, clubs, or associations that have been determined to be character building or welfare in nature.
3. In all cases of entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not entirely expended for the welfare of the students of the Vacaville Unified School District or for charitable purposes, a charge according to the approved schedule of fees shall be requested.
4. Charges, if any, will be determined by the Business Department.

Special Events

School Athletic Camps/Tournaments (must meet following requirements)

- a. Fund-raising in purpose
- b. Limited to time (length and frequency)
- c. Involving students of Vacaville Unified School District
- d. Finances handled through site student bodies
- e. Coordination of said events will be under school administration

FEE: None

NOTE: Outdoor facility usage will be limited for preservation of facilities and for coordination of schedules.

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Schedule of Fees

*Group I - Free Use**

All school-related groups including only:

- Student Government
- Student Advisory Groups
- Parent Advisory Groups
- School Clubs
- Senior Citizen Groups or Clubs
- Boy Scouts/Girl Scouts
- Bluebirds
- Brownies/Cub Scouts
- Campfire Girls
- Girls on the Run
- 4-H Clubs
- Booster Clubs
- Employee Associations or Unions
- County Office of Education-sponsored Groups
- Superintendent or Board Advisory Groups or Committees
- School Athletic Teams
- Government Election Activities

*Group II - Cost Use**

Organizations, groups, and/or individuals shall pay cost use rates for uses of school facilities and grounds where admission or other fees are charged to members or participants, or contributions are solicited. Non-profits shall show proof of non-profit status from the California Secretary of State in order to obtain this rate instead of paying commercial rate below:

- Non-profit Groups promoting or supporting youth
- Other Non-profit Groups
- Churches and Church-sponsored Groups or Activities
- Club Athletic Teams
- Bobby Sox
- Little League
- Pop Warner
- Adult Athletic Practice Groups
- Sponsoring Language Classes
- Landowners/Homeowners Associations
- College/University sponsored Activities/Groups
- Special Interest Organizations/Clubs Associations
- Swim/Water Polo Clubs/Associations/Groups
- Weight Reduction Groups
- Local Government Agencies

USE OF SCHOOL FACILITIES (continued)*Group III - Commercial Rate**

Organizations, groups, and/or individuals shall pay commercial rates when the proceeds of the use are for-profit or for entertainment events, individual activities or any other use not mentioned in Group I or Group II above.

Vacaville Unified School District
Facility Use Rate Schedule
2 hours Minimum Use required per day

FACILITY/PERSONNEL	COST USE (GROUP II)	COMMERCIAL (GROUP III)
Custodian-Applies to all groups	\$41 per hour	\$41 per hour
Additional Supervision-Applies to all groups	\$27 per hour	\$27 per hour
Kitchen Staff-Applies to all groups	\$27 per hour	\$27 per hour
Technician (required if using technology) (2 hour minimum) -Applies to all groups	\$42 per hour	\$42 per hour
EDUCATIONAL SERVICES CENTER		
Board Room (either one half or entire room)	\$105 per hour	\$210 per hour
Custodian (1 hour minimum)	\$42 per hour	\$42 per hour
AV/Broadcasting (2 hour minimum) Applies to all groups	\$42 per hour	\$42 per hour
Conference Rooms	\$53 per hour	\$105 per hour
INDOOR FACILITIES		
School Classroom/Conference Room	\$16 per hour	\$32 per hour
Exercise Room of Gym	\$27 per hour	\$53 per hour
Gymnasium (middle or high school)	\$53 per hour	\$105 per hour
Kitchen	\$32 per hour plus supervisory costs	\$105 per hour plus supervisory costs
Locker Rooms	\$32 per hour	\$63 per hour
Multi-Purpose Room (elementary or middle)	\$27 per hour	\$53 per hour
High School Theatre/Multi-Purpose Room	\$32 per hour	\$63 per hour
Library	\$21 per hour	\$42 per hour
OUTDOOR FACILITIES/GROUNDS		
Zunino Stadium Complex	\$79 per hour	\$105 per hour
Field Lights	\$32 per hour	\$42 per hour
Elementary Grass Playfield (4 hour minimum)	\$11 per hour	\$21 per hour
Middle/Elementary Play/Athletic Field	\$21 per hour	\$42 per hour
Swimming Pool *See notes below	City: \$210 per day \$69 per hour/ 2 hour minimum	City: \$210 per day \$69 per hour/ 2 hour minimum
Parking Lot	\$21 per hour	\$42 per hour
Tennis Courts	\$42 per hour	\$84 per hour
Will C. Wood Stadium	\$150 per hour	\$250 per hour

Fees are for each full hour or fraction thereof.

USE OF SCHOOL FACILITIES (continued)**Notes – These items apply to all three Use Groups:**

1. A deposit of the calculated cost of 2 hours facility use and personnel costs must be made to secure a Facility use reservation. This deposit will be fully refunded if the reservation is cancelled prior to 10 days of the scheduled event.
2. Special equipment in, but not excluded to, theatre, music, athletic and other areas require prior written approval by the school site and Facilities Department and may cause incurrence of fees.
3. Swimming pool applicant must provide Liability Insurance coverage.
4. * All cost groups will incur custodial costs if the requested use is outside normal working hours. All cost groups may also incur other additional costs to be determined by school site principal and Business Department if it is determined that additional personnel are needed. Custodial rates are charged during normally non-working hours are requested, at a minimum of 4 hours. Prior arrangements may be made to use other authorized district employee. Either a district custodian or other authorized employee shall be on site during entire time of use of facility by outside group.
5. There is a total moratorium on use, other than school-related use, of all fields, during each month of December and January and could be longer in duration, as determined by the maintenance Department.
6. At least one field per year will lay fallow for one year, to be determined by the Maintenance Department.
7. Vacaville Unified School District - Swimming Pool Insurance Requirements

The Facility Use applicant must provide Certificate of Insurance Documentation.

A. INDEMNIFICATION:

The facility user applicant shall indemnify, defend with counsel acceptable to the DISTRICT, and hold harmless to the full extent permitted by law, the DISTRICT, and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, “Liability”) of every nature arising out of or in connection with the facility user applicant’s acts or omissions during all phases of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way

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by any limitation on the amount or type of damages or compensation payable to or for facility user applicant or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity obligation shall survive termination or expiration of this Agreement with respect to any Liability which arose while the agreement was still in effect. Facility user applicant shall be liable to the DISTRICT, for any loss or damage to the DISTRICT, or their property, arising from or in connection with facility user applicant's use of such property.

(Strategic Plan Reference: Mission)

B. INSURANCE:

Commercial general liability insurance with a combined single limit of liability of five million (\$5,000,000) dollars per occurrence for bodily injury or property damage, insurance against liability of facility user applicant and its authorized agents, employees and/or representative arising out of and in connection with facility user applicant's use and occupancy of the premises.

Sexual misconduct coverage with limits no less than two million (\$2,000,000) dollars.

Workers' compensation insurance with statutory limits for any employees of facility user applicant). (This would only apply if the organization has actual employees).

The facility user applicant shall provide the DISTRICT, with a certificate of Insurance and an endorsement naming the DISTRICT, its officers, employees and agents as an additional insured with regard to the facility user applicant's activities carried out under the terms of this agreement.

Legal Reference:

EDUCATION CODE

10900-10914.5 Community Recreation Programs

38130-38138 Civic Center Act: use of School Property for Public Purposes

Legal Reference:

EDUCATION CODE

10900-10914.5 Community Recreation Programs

38130-38138 Civic Center Act: Use of School Property for Public Purposes

Regulation

VACAVILLE UNIFIED SCHOOL DISTRICT

Approved: June 12, 2008

Vacaville, California

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November 21, 2019