

USE OF SCHOOL FACILITIES

Application for Use of Facilities

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which:

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 consistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work. (Education Code 38133)

Any persons applying for the use of school property on behalf of any society, group or organization shall present written authorization from the group to make the application.

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. 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

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8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
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
4. Any use which involves the possession, consumption or sale of alcoholic beverages or any restricted substances on school property
5. According to state law, the use of tobacco products on school property
6. Any use that would substantially and adversely impact the adjacent neighborhood to the school

Reservation Of Facilities And Grounds

The Superintendent or designee administers the facilities rental program and schedules and/or authorizes the scheduling of all events for facilities and grounds. A calendar of activities scheduled for all school facilities and grounds is maintained at each school site and at the District. The purpose of the calendar is to provide meaningful information and to facilitate effective scheduling.

When not in use for school programs, or undergoing maintenance, school facilities and grounds will generally be reserved for community use on a first-come, first-served basis.

In order to reserve the use of district-owned facilities or grounds, application must be made in writing on the approved form. District may use a web-based system for the application process. Any persons applying for use of school property on behalf of any society, group or organization shall be either an officer or president of the Applicant organization or shall present a written authorization from the group to make the application.

USE OF SCHOOL FACILITIES**Application Procedure**

An Applicant may request the use of a facility by phone or in person at the school site. The District may use a web-based system for the application process. Individual who do not have Internet access can request assistance from the school office. The following procedure is observed when a request is made:

1. Determine eligibility of the Applicant under Board Policy and 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.
2. Determine the availability of the facility by checking the calendar of activities and reserving it for use.
3. Inquire of Applicant the services and equipment required with use.
4. Inform Applicant of charges, insurance requirements, or any special requirements needed and secure a completed application. An application will be considered complete when it has been signed (secure electronic signature are acceptable) by the Applicant or an authorized representative of an Applicant organization, a certificate of insurance is attached, and all fees have been collected.
5. Application will be forwarded to Business Office for consideration and permit authorization.
6. When permit is granted, a copy must be carried at all times by the user and presented upon demand. Failure to present a valid permit may result in immediate revocation of facility use privileges.

School groups are to utilize a school facility request form for scheduling the use of school facilities or grounds after regular school hours. This form, signed by the faculty sponsor or chaperon, is to be submitted to School Office who checks the school calendar of events to see if the facility is available.

Conflicts

Should there be any conflict of facility use between community organizations, every effort will be made to make alternative arrangements. If alternate accommodations are not possible, Superintendent or designee may use his/her discretion to resolve disputes. If each group has presented a complete application for facility use and is able to comply with the Use Fee Schedule and insurance requirements, the following additional factors may be taken into consideration:

1. Potential benefit to the school, the District, its students, or the community
2. The intended use of the facility and reasonable anticipated wear and tear

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3. Ability to provide adequate custodial, grounds, technical, or other staff to comply with the request
4. Each group's history of using the facility, including, but not limited to:
 - Compliance with or abuse of the District's policies, procedures, rules, and regulations concerning facility use
 - Wear and tear on the facility
 - Timely payment of fees
 - Consecutive years of use

Any permit may be revoked without previous notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.

Misuse, 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 and provide the district with evidence of liability insurance and include the district as an additional insured on its liability policy.

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

The following are other reasonable regulations that shall ensure the appropriate use of facilities and protect the district facilities, furnishings and equipment.

1. The use of district-owned computer technology equipment shall not be authorized to individuals and/or groups requesting the use of facilities.
2. Authorization for the use of any equipment and furniture will be made on a case by case basis by the Superintendent or designee.
3. It will be the responsibility of the user of facilities to restore the facility to the status prior to the use.

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4. Facilities where confidential personnel and student information is stored such as administrative and special education spaces, will not be available for use.
5. The instructional setting of classrooms or other facilities shall be preserved by the user. Materials, white boards and other aspects of the instructional setting shall not be changed or altered.
6. School keys must remain in the possession of authorized school district employees or identified school representatives. Buildings will be opened, attended and closed by an authorized employee or representative of the district.
7. An approved application may be revoked with reasonable notice when school facilities are needed for school and/or district purposes.
8. The site administration is responsible for assigning facilities to be used and may wish to restrict the use of classrooms if such use may negatively impact ongoing classroom or student projects and activities. The site administration may also restrict usage if it is determined that a classroom or facility is unsuitable for use by an outside organization.
9. The use of outdoor facilities, such as athletic fields, during inclement weather, may be restricted because of substantial wear and tear on the facility.
10. Restrictions on use may be imposed for non-profit oriented organizations serving youth if the organization does not intend to serve the youth of the local community (scheduling, wear on facilities and other factors regarding impacts will be considered).

Kitchen Use

When any cooking facilities are requested, the Business Office will be notified in order that appropriate personnel may be assigned to open the kitchen and supervise the use of the equipment. Commercial caterers are not allowed the use of kitchen facilities. Any breakage, damage or loss of equipment shall be paid for by the organization using the kitchen facilities. Cost shall be established, and the organization invoiced by the Business Office. No children shall be allowed in the kitchen area unless the kitchen is being used for instructional purposes with appropriate supervision.

Payment For Use

Charges shall be determined from the Use Fee Schedule at the time the permit is issued. Fees must be paid 10 working days after the application has been approved unless other arrangements have been made.

USE OF SCHOOL FACILITIES**Use Fee Schedule**

The Use Fee Schedule shall apply to groups for which charges are applicable for the use of District facilities and grounds as provided by Board Policy. Use of all district facilities and grounds are subject to a 1-hour minimum reservation, except where otherwise noted.

1. The use of school facilities is granted without charge for school-sponsored activities and to student clubs whose activities are directly related to or for the benefit of District schools. School-sponsored activities are those that are organized/advised and supervised by District staff who are being paid by the District for organizing/advising and supervising the activity.
2. The District recognizes and appreciates the fundraising activities conducted by School-Connected Organizations on behalf of District schools. Use of school facilities is granted without charge to School Connected Organizations for their official activities.
 - a. School-Connected Organizations are the official, recognized parent groups and educational foundations organized and operating under District oversight. School-Connected Organizations exist solely for the benefit of District schools. The official School-Connected Organizations include:
 - Associated Student Body (ASB) organizations, school clubs, or groups as defined by Board policy
 - Fund-raising events or meetings for which admission fees charged or contributions solicited are expended for the welfare of District's pupils
 - Parent-Teacher Organization
 - Menlo Park-Atherton Education Foundation
 - School community advisory councils
 - Regular business meetings of employee-related organizations, such as:
 - Administrators Association
 - California Teachers Association
 - California School Employees Association
 - Other employee organizations approved by the District
 - b. School-Connected Organization activities are those, which are organized, supervised, and insured by the organization, and its employees, contractors, and volunteers with any revenue from the activity collected by the organization's representatives and deposited in its private bank accounts.
 - c. Girl Scouts and Boy Scouts with 80% of participants being District students and only M-F during operational school days.
3. Activities sponsored by groups and organizations other than the District, its student clubs, or official School-Connected Organizations are considered to be outside activities and subject to the charges identified below, even if the organizer is employed by the District in another capacity.

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4. All groups granted facility use under the Civic Center Act shall be charged for the District's Direct Costs. If the group granted facility use will charge an admission or solicit contributions and the net receipts are not to be expended for charitable purposes or for the welfare of the District's students, then it shall be charged Fair Rent Use as defined below. As used in this section, "Direct Costs" include those costs of supplies, utilities, custodial services, capital replacement, services of any other District employees, and salaries paid District employees necessitated by the organization's use of school facilities and grounds.
5. In order for a group to be considered for Direct Cost Recovery category, the group must adhere to the following terms:
 - a. Proof of 501(c)(3) status, IRS documentation, or Official Determinations Letter of other non-profit status must be supplied at time of application.
 - b. Facility must be reserved under the non-profit organization's name.
 - c. Payment for the facility rental will be issued from the non-profit organization renting facility.
 - d. Any fees or registrations paid by any participants must be paid directly to the non-profit organization.
 - e. Direct Cost Recovery groups include:
 - Civic and Service Groups, such as:
 - Kiwanis, Rotary, Lions, etc.
 - Chamber of Commerce
 - League of Women's Voters
 - Religious Organizations. Conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization which has no suitable meeting place for the conduct of services while meeting
 - Supervised recreational activities including, but not limited to, sports league activities for youths that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious beliefs or denomination
 - Civic organizations, community councils, civic associations, and neighborhood awareness groups for discussion of community governance issues, community development and redevelopment, governmental services issues, and community recreational issues
 - Organizations whose sole purpose is providing free educational programs to all District students and parents
 - School partners with an approved partnership agreement when the activity is non-commercial, does not advertise the business, and is free to the participants
 - Community youth centers for athletic, recreational, music and art, and core curriculum educational activities

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- Girl Scouts, Boy Scouts, Camp Fire Inc., and similar youth groups (when not covered in section 2. C.)
 - Other educational-related non-profit groups
6. Groups granted facility use under the Civic Center Act 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. Fair Rental Value shall include the Direct Costs as defined above, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.
- a. Fair Rental Value groups include:
 - Non-profit organizations where organizers, supervisors, coaches, etc., draw a salary from the activity or organization, and participation fees are received from students or adults.
 - Rentals where admission or participation fees are charged, or contributions are solicited and the net receipts are not expended for the welfare of the District, its students, or for charitable purpose.
 - Rentals which are not directly beneficial to youth activities of the District, or general welfare of the community.
7. Any group, corporation, or organization not entitled to use under the Civic Center Act may be charged for Commercial Use when use of school facilities or grounds is granted.
- a. Commercial Use groups include:
 - Meetings conducted by commercial businesses
 - Entertainment events for which admission is charged and whose proceeds do not benefit students of the District
 - Activities of private individuals or companies without tax-exempt certificates, and other similar uses
8. A change fee of \$25 per requested schedule change shall be applied to all invoiced events.

USE OF SCHOOL FACILITIES**Schedule of Rates for Use of District Facilities**

Facility Rental Spaces	Hourly Rate		
	Direct Cost	Fair Rental Rate (Non Profit)	Commercial Rate (For Profit)
Classroom	\$15.00	\$25.00	\$35.00
Large Multi-purpose*	\$25.00	\$50.00	\$80.00
Laurel Multi-purpose*	\$20.00	\$30.00	\$50.00
Small Multi-purpose	\$20.00	\$30.00	\$50.00
Hillview Gym	\$30.00	\$60.00	\$90.00
Hillview Dance Room	\$20.00	\$30.00	\$40.00
Kitchenette	\$15.00	\$25.00	\$35.00
Library	\$20.00	\$30.00	\$40.00
TERC Training Room	\$20.00	\$30.00	\$40.00
Hillview PAC (Simple AV)*	\$45.00	\$70.00	\$120.00
Hillview PAC (with Sound Room)**	\$75.00	\$85.00	\$150.00
Hillview Drama Room	\$20.00	\$30.00	\$40.00
Field	\$20.00	\$30.00	\$40.00
Track	\$10.00	\$15.00	\$25.00
Blacktop	\$10.00	\$15.00	\$25.00

Facility Rental Spaces	Daily Rate 6+ hours		
	Direct Cost	Fair Rental Rate (Non Profit)	Commercial Rate (For Profit)
Classroom	\$96.00	\$160.00	\$224.00
Large Multi-purpose*	\$160.00	\$320.00	\$512.00
Laurel Multi-purpose*	\$128.00	\$192.00	\$320.00
Small Multi-purpose	\$128.00	\$192.00	\$320.00
Hillview Gym	\$192.00	\$384.00	\$576.00
Hillview Dance Room	\$128.00	\$192.00	\$256.00
Kitchenette	\$96.00	\$160.00	\$224.00
Library	\$128.00	\$192.00	\$256.00
TERC Training Room	\$128.00	\$192.00	\$256.00
Hillview PAC (Simple AV)*	\$288.00	\$448.00	\$768.00
Hillview PAC (with Sound Room)**	\$480.00	\$544.00	\$960.00
Hillview Drama Room	\$128.00	\$192.00	\$256.00
Field	\$128.00	\$192.00	\$256.00
Track	\$64.00	\$96.00	\$160.00
Blacktop	\$64.00	\$96.00	\$160.00

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Additional cost for supervision and custodial may be assessed if the facility is not open and requires facility to be opened or requires custodial services. School facilities are generally not open on Saturdays, Sundays, and School Holidays. The additional custodial charges will be determined at the time of the request and communicated to the vendor.

* Use of room's AV system requires training and deposit of \$100.00

** Use of sound room requires vendor to use AV professional (district approved) and \$300 deposit.

Fees for Commercial Use "for profit" businesses will be reduced to the Fair Rental "non-profit" rate if the business provides scholarships for students identified by the District as "low income" at the level which is stipulated by the sponsoring School Parent-Teacher Organization or the District.

The Superintendent or designee may reduce fees for the use of the multi-purpose rooms or fields to direct cost fee in the event the number of participants is small and the impact on the facility is deemed less than significant.

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*Menlo Park City School District
Atherton, CA*