

# **Frequently Asked Questions**

## **USE OF FACILITIES**

### **1. What are the policies governing the use of school facilities and fields by community groups?**

Board Policy 1330 governs the use of school facilities and fields by community groups. The School Board recognizes that district facilities are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups whose purpose and objectives contribute to the development and welfare of the community when such use does not interfere with school work or activities.

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act. Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net proceeds are not benefiting the welfare of the District's students.

All facilities users are required to complete an online application subject to the approval by the Executive Director of Maintenance and Operations or designee. The completed online application is forwarded to the school site and multiple departments for review to ensure that the requested facilities use is in compliance with the terms and conditions, and that the facilities are well supplied, maintained and staffed.

### **2. What are the applicable charges of using school facilities and fields?**

Fees for the use of school facilities and grounds shall be charged in accordance with the following classifications:

- A. Free Use: The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations or non-profit school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts and school-community advisory councils. Other groups including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of school facilities under the Civic Center Act, shall be charged at least direct costs.
  - Should any free-use group use school facilities at a time when custodial services are not normally available, the District shall charge a fee equal to the cost of those services.

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- B. Direct-Costs Fee: Activities other than those specified for free use or fair rental value shall be charged a fee not to exceed direct costs to the District.

The following activities shall be charged direct costs:

1. Services conducted by religious groups.
2. Charitable fundraising activities which are not beneficial to youth or public school activities of the District, as determined by the Board.
3. Events sponsored by religious or community groups, except those which qualify for free use.
4. Public agencies.
5. Activities not previously identified which do not fall within free-use or fair-rental value classifications.

The current fee schedule can be found online at:

[https://smusd.org/departments/maintenance\\_and\\_operations\\_department](https://smusd.org/departments/maintenance_and_operations_department)

Look for the Schedule of fees for Use of School Facilities link on the left hand side of the page.

Please note: any outstanding invoices not paid within 72 hours of the time of your event will result in your permit being cancelled.

### **3. Who is required to complete a use of facilities application?**

All non-school organizations requesting the use of facilities and/or fields must complete an online Use of Facilities application through Facilitron. This includes PTA's, PTO's, Boosters, etc.

All internal users requesting the use of facilities after normal school hours, must complete an online application through Facilitron. All District internal users will be reviewed to ensure there are no conflicts with any JUA.

Non-profit organizations must file proof of "Not For Profit" or "501(c)(3)" status to Facilitron when completing the online application.

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#### **4. What are the legal requirements of the use of facilities/fields?**

##### Insurance Requirements

The SMUSD and the individual members of the Governing Board thereof shall be held free and harmless from any loss, damage, liability, cost and expense that may exist or arise during the use of District premises contracting party or parties from any cause whatsoever. Toward this end, all applicants must agree to the District's Hold Harmless Agreement and submit insurance with minimum coverage of \$1,000,000 naming SMUSD as Certificate Holder and Additional Insured. The insurance coverage period must include all dates requested on the application.

##### Terms and Conditions

The terms and conditions for use of Facilities must be agreed to when submitting the application in Facilitron. Upon submitting the application, the applicant agrees to the stated terms and conditions of use. Facilities not identified on the approved online application shall not be used. Any unauthorized use of facilities will be subject to charges identified in the Schedule of Fees. All facilities must be vacated by 11:00 p.m. except upon special permission.

#### **5. What details/supporting documents need to be included with the reservation request?**

With every request entered into Facilitron, the more details that are provided the better. Reservations can be held up in the approval process if specific details have not been provided. Advertisement flyers for events must be attached to your application.

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#### **6. How do I get started?**

Online applications must be submitted through Facilitron no later than 10 calendar days prior to the date of the event. You can find all of the SMUSD facilities at [www.facilitron.com/smusd92069](http://www.facilitron.com/smusd92069). This link can also be found on the district's Maintenance & Operations website.

The site administrator shall pre-approve or deny the request based on availability, current usage and impact to the site. Upon approval, the online application will be routed to the Maintenance & Operations department for final approval. The site's approval of the use does not guarantee final approval from the District.

#### **7. Who do I contact for more information?**

Please contact the Maintenance & Operations department at (760) 290-2643 if you have any questions regarding "Use of Facilities".