



USE OF SCHOOL FACILITIES

MANUAL | REV. 5

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Facilities Use Support:
[Facilities Department](#)

Chico Unified School District (CUSD)

Use of School Facilities Manual

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USE OF SCHOOL FACILITIES AND GROUNDS GUIDELINES

The Board of Trustees recognizes that District facilities and grounds are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities and grounds by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. All school-related activities (clubs, class events, etc.) shall be given priority in the use of facilities and grounds under the Civic Center Act. Civic Center Use may be either free, subject to a charge not to exceed "direct costs," or subject to an amount determined to be "fair rental value". Ref. The Civic Center Act, Ed. Code Sec. 38130-38139 and CUSD Board Policy 1330.

School facilities shall not be available for public use under conditions or at times when use would interfere with the regular school programs inclusive of the CUSD after school programs, or when the public use would be inconsistent with the purposes of public education.

In order to provide facilities to the community in an organized manner, and prevent scheduling conflicts, the reservation of school facilities and grounds is **required**. All school affiliated organizations and others who use the facilities and grounds, outside of normal school hours, must have obtained pre-approval from the Facilities Department.

FACILITY AND GROUNDS USE PRIORITY	
1st PRIORITY	Chico Unified Schools Use for instructional and other purposes, including: <i>***For safety reasons, facilities and grounds may not be available due to necessary repairs or maintenance at the discretion of the District.***</i> <ol style="list-style-type: none">1. Student body groups officially recognized by CUSD2. School employee groups officially recognized by CUSD3. School related groups (e.g. Boosters, Education Foundation)
2nd PRIORITY	Chico Area Recreation District (CARD) per the Memorandum of Understanding. Other public schools in the Butte County area, including non-district Charter schools and Community use: non-profit schools and youth groups that are non-profit entities such as Scouts, Little League, AAU, club sports, senior groups, etc. on a first come, first served basis.
3rd PRIORITY	Community use: for-profit including public presentations, performances, or individual use.

APPLICATION PROCESS

- A. **Online Request:** The Facilities Use Reservation request is available the Chico Unified School Website (www.chicousd.org) under Departments – Business Services – Facilities & Construction – Facilities Use – General Facilities Use Requests.
- i. The request shall be completed by a responsible adult. In the case of an organization, the party shall be an officer, or a person duly appointed by the organization to make such an application. This manual, when signed and approved, constitutes a contract.
- B. **Request Notice:** Applicants who wish to use a site for a school quarter, semester, or annual basis (or multi-facility and/or high participation events) shall submit their requests at least thirty (30) days prior to the intended use. All other requests **must** be made at least fourteen (14) days in advance.

In order for school sites to calendar their seasonal sports event, requests for sports complexes, including: gyms, playing fields and stadiums, will not be processed until May 30th (for the fall season) and October 21st (for the spring season). In the event of NSCIF play-offs and championship matches, applicants will be notified of conflict(s).

All requests shall be limited to maximum duration of one (1) school year.

- C. **Proof of Eligibility:** Proof of Eligibility is required. In determining eligibility for use by a requesting individual, organization, or agency and in determining the appropriate Use of Facilities category A, B, or C (see pages 5-7 for definitions) documentation may be required in the form of the organization's bylaws, the agency's charter, a listing of membership, and its financial statement.
- D. **Fee Determination:** Fees for facilities use will be determined by category and fee schedule. Regardless of category, all groups will be expected to reimburse the district for the cost of employees hired to accommodate the use of the facility when those employees are scheduled to work outside of their normal work hours.

FACILITIES USE APPROVAL PROCESS

Facility availability confirmation begins at the site level by the administrator or designee, with final use approval granted by the Facilities Department.

1. The Principal or designee shall either grant or deny preliminary approval based on site availability.

2. All applications will be reviewed for completeness and feasibility by the Facilities Department to determine if the activity fits appropriately with the District Wide Calendar and supporting services.
3. Approved requests will be provided to the following (if applicable):
 - a. **Maintenance & Operations**: assigns custodial services, provides access to the requested Facility and programs the Energy Management System (heating and cooling) settings
 - b. **Nutrition Services**: After the online request is approved and issued to Nutrition Services, kitchen personnel will be assigned with a checklist for kitchen use procedures.
4. Applicants will receive notification by the Facilities Department once the application is approved or denied.
 - a. The Facilities Department will review all services needed. If additional services (not provided by CUSD) are needed, it will be the responsibility of the applicant organization to contract and pay those services directly with vendors/contractors. Services and deliveries must be coordinated within the Facilities Department.
 - i. Student Body Organizations: the contract will be established between the district and the vendor only after the Associated Student Body (ASB) has approved a Purchase Order authorizing a donation to the District to cover costs.
 - b. Permission granted to any group or organization for the use of school facilities does not imply approval of the objectives or the assumption of any responsibility for action of the group or organization on part of the Board of Education.
 - c. CUSD may require a district employee to be present and represent the interests of the district when school facilities are used.
 - d. The Facilities Use privilege is renewable and revocable at the discretion of the Board at any time, and by the school administrators for non-compliance with rules and regulations.
 - e. Denied requests for "Use of School Facilities" may be appealed to the Superintendent or designee.

LIMITATIONS OF USE

The use of school facilities **shall NOT be granted** to any individual, society, group, or organization if:

1. The requesting party commits to further any program or movement whose purpose is the overthrow of the government of the United States or the State of California by force, violence or other unlawful means (per California Ed. Code, section 38135).
2. The request is inconsistent with the use of school facilities or grounds for school purposes or interferes with regular conduct of school.
3. The requesting party is involved with or promotes discriminatory practices.
4. The activity is likely to cause damage to district property.
5. All activities involving ticket sales must be coordinated with the Facilities Department to assure that facilities are not over booked for capacity.
6. The activity is ill advised by the District's insurance carrier. Use of Inflatable Devices (e.g. Bounce houses), Ropes activities of more than eight (8) feet, paintball firearms, fireworks, and rodeos/mechanical bulls are examples of restricted activities.
7. The activity includes student participants at any elementary site prior to 5:00 p.m. on school days.
8. The school district may require a district employee to be present and represent the interests of the district when school facilities are used.
9. Individuals and/or organizations are directly responsible, as determined by a California Interscholastic Federation investigation and/or the CUSD Director of Secondary Education or Designee, for the ineligibility of any CUSD student-athlete.

Permission granted to any group or organization for the use of school facilities does not imply approval of the objectives or the assumption of any responsibility for action of the group or organization on part of the Board of Education. The privilege is renewable and revocable at the discretion of the Board at any time, and by the school administrators for non-compliance with rules and regulations.

LIABILITY AND INSURANCE

Concurrent with the execution of the Use of Facilities approval, user shall provide the Chico Unified School District with a Certificate of Liability Insurance and Endorsement Page naming the district as additional insured and which meets the following minimum insurance requirements:

\$1,000,000 Bodily Liability/Property Liability Combined Single Limit.

It is the responsibility of the requestor that all third parties involved in the activity will have the appropriate insurance policy and will have the District and the Board of Education named as an additional insured.

The General Aggregate limit must be a minimum of two million dollars (\$2,000,000) to provide Chico Unified School District with proper insurance coverage.

User further agrees to indemnify, defend and hold harmless Chico Unified School District, its officers, agents, and employees against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from user's use of district facilities.

Regardless of insurance coverage, CUSD does not allow activities to be performed that would cause an individual to exceed eight (8) foot of vertical height (measured from the bottom of the individuals foot above the floor/ground) California Interscholastic Federation (CIF) sanctioned athletics are an exception to this restriction.

CATEGORIES OF USE

Categories are based on an organization's legal status and the specific activity for which they are renting the facility.

Any Non CUSD application requesting a door fee or donations may be required to give a 50% deposit, unless a bonded and approved ticketing agency is contracted under discretion of the Facilities Department.

CATEGORY A:

School Affiliated Organizations and Joint Use Agreements

The following groups/activities will not incur rental and/or personnel fees for facility use:

1. Instructional Use during defined school hours. (Shared facilities including the CFA, conference rooms, etc. between CUSD sites)
2. Chico Unified School District sponsored meetings or other activities organized by and for employees of the district such as School Board meetings, staff development, employee wellness clinics, and advisory councils organized by the school or district.
3. Groups whose usage and fees are defined by Joint Use Agreements, which include but are not limited to, Charter School Facility Use Agreements, Head Start Agreement, Butte County Office of Education, and approved

community sporting organizations.

The following groups/activities will be charged actual costs for facilities used after 4:00pm during regular school days, as determined by the Facilities Department: *(Ref. The Civic Center Act, Ed. Code Sec. 38130-38139 and CUSD Board Policy 1330. BP1330 attachment included) See fee schedule on page 8.*

1. Co-Curricular Activities including student clubs and organizations.
2. Use by employee organizations. (CSEA, CUTA, CUMA)
3. Meetings of recognized school parent organizations and booster clubs. (PTA, PTO, PTSO)

CATEGORY B:

Non-Profit Groups

The Board shall charge direct costs for the use of school facilities or grounds under its control for activities of non-profit organizations, clubs or associations, which promote youth or educational activities. Fees are to partially offset costs for supplies, utilities, and CUSD personnel services. Staff sponsored / supervised fee may be waved based on approval of Facilities Department.

All non-profit groups must provide a copy of IRS Form 501c (Certificate of Exempt Status) and copies of the group's constitution and by-laws. These groups include, but are not limited to:

1. Charter schools
2. Youth and civic organizations
3. Senior Citizen Organizations
4. Community Service Organizations such as Rotary, American Legion, Lions, Kiwanis, Civil Defense or political discussion groups.
5. Nonprofit organizations that provide for social and cultural activities
6. Community advisory councils not sponsored by the Chico Unified School District or its school sites but whose purpose promotes public welfare.
7. Religious organization or Church

Groups below will be charged custodial fees for high-impact events that are held on weekends and/or holidays. *(Ref. The Civic Center Act, Ed. Code Sec. 38130-38139 and CUSD Board Policy 1330.) See fee schedule on page 8.*

1. Youth groups such as Boy/Girl Scouts, YMCA, Campfire, Little League, 4-H, Junior High Club Sports and Good News Club.

Additional fees will be charged for opening and closing the facilities, if no school employee would otherwise be available to perform that function as part of their normal duties.

CATEGORY C:

Commercial and For Profit

Commercial and for-profit activities shall be charged fair rental value.

The following are examples of users that fall into the Category C:

1. Any organizations or groups where admission fees are charged or contributions are solicited and the net receipts **are not** expended for the welfare of the pupils of the district or charitable purposes shall be charged fair rental value, regardless of its status as a 501(c) Exempt status.
2. Commercial use shall apply to those organizations or **individuals** requesting to use school facilities for advertising, selling any product or service, or conducting any other type of commercial business or function. It shall be considered commercial if the publicity and/or advertising would benefit a particular person or promote any business commercially.

Additional fees will be charged for opening and closing the facilities, if no school employee would otherwise be available to perform that function as part of their normal duties.

FEES AND CHARGES

The Chico Unified School District Board of Trustees has considered the following when determining the amount of the fees (if any) to charge for use of school facilities and grounds by community organizations, clubs and associations.

1. The financial responsibility to our students and the potential financial impact to the district.
2. The benefits provided to the community organizations who may be district students, parents, citizens, or future students.
3. The use of school facilities and grounds by community organizations increases opportunities for strengthening community connections, encourages investment in our schools, and is a model for good citizenship that promotes good will.

FEE SCHEDULE – Board approved XXXXX

Facility	Group A/B per hour	Group C per hour
Regular Classroom	\$24.00	\$60.00
MPR - Elementary	\$48.00	\$120.00
MPR – Jr. High	\$60.00	\$150.00
MPR – High School	\$90.00	\$180.00
Elementary Library	\$60.00	\$120.00
Secondary Library	\$90.00	\$150.00
Kitchen	\$60.00	\$120.00
Laboratory (class I) Auto-shop, Business, Computer, Woodshop	\$60.00	\$150.00
Laboratory (class II) Art-room, chemistry, foods, welding shop, Music room, dance room, weight room	\$90.00	\$180.00
***Gyms	Group A/B per hour	Group C per hour
Low impact (practices AAU, clubs)	\$50.00	\$120.00
High impact (games, tournaments)	\$120.00	\$180.00
Athletic Fields/Courts/Rooms	Group A/B per hour	Group C per hour
Baseball Field	\$120.00	\$180.00
Softball Field	\$30.00	\$60.00
Grass Fields	\$30.00	\$60.00
Tennis Courts	\$30.00	\$60.00
Locker Rooms/concessions	\$30.00	\$60.00
Athletic Stadiums – Chico High, Pleasant Valley	Per Day	Group C per hour
*Low Impact	\$300 day (will be charged by hourly rate if use is under 6 hours)	\$60.00 hour
**High Impact	\$600 day	\$120.00 hour
Track (only)	\$50.00 hour	\$60.00 hour
*Stadium Low Impact: No scoreboard, No concessions, No ticket booth. Under 250 people. **Stadium High Impact: Over 250 people, score board, concessions, ticket booth and field dressing. *** CUSD has the right to limit the amount of facility requests allowed at all athletic facilities.		
*Personnel Services based on attendees w/3-hour min. fee	Minimum cost	Additional Information
1-250	\$125.00	*Services include custodial, kitchen, and maintenance staff as deemed necessary by CUSD with a <u>3-hour</u> Minimum of \$125 regardless of # attending. *Holidays or call outs (overtime) – 6-hour Minimum of \$200 regardless of attendance
251-1000	\$200.00	
1001-3000	\$350.00	

**Fees cover utilities, restroom supplies, and supporting services. Rates are subject to change at any time.*

ACCESS TO FACILITIES

When access to school buildings is required for the purpose of public use, a district authorized individual shall be held responsible to open and secure/lock the facilities.

Keys: All Chico Unified School District keys shall remain in the possession of the authorized individuals. Keys shall not be turned over to other individuals, organizations, clubs, associations, etc. in the implementation of activities related to use of school facilities.

USE OF SCHOOL PROPERTY AND EQUIPMENT

1. Property

Groups must restore the condition of the facility to prior condition. If facilities are left littered, and damaged the using organization will be invoiced for the extra costs necessary to clean and make repairs to the facility. School property shall be protected from any damage or mistreatment.

District personnel will inspect all facilities the next business day following the activity to document any loss or damage, and to evaluate the cleanliness of the property. Any breakage, damage, or loss of district property shall be paid for by the organization requesting the use of facility even though such loss was caused by a person, or persons, not officially belonging to the group. Costs shall be established by the District and an invoice shall be submitted to the responsible organization. Failure to pay promptly for obligations will result in grounds for refusal of future use.

2. Equipment

- a. School equipment may be used, on the school premises, at the discretion of the site administration.
- b. The use of installed or portable equipment such as scoreboards, public address systems, theater, stage and shop equipment is limited to qualified operators/approved vendors.
- c. Cooking or kitchen use is not allowed unless Nutrition Services employees are supervising the use and care of the equipment.
- d. The telephone is available only for emergencies.
- e. School equipment shall not be loaned or rented to any group for off campus use.

CONDUCT OF FACILITY/FIELD USERS

1. Supervision

Youth organizations, including those activities sponsored by the Chico Area Parks and Recreation District, shall have adequate supervision when using school facilities at a ratio of not less than one (1) adult per twenty (20) minors. Supervisors of such groups must, at all times, exercise control and maintain high standard of conduct with all participants of the group.

2. Parking

Only District vehicles are allowed on campus/grounds in areas outside of the parking lots. All other vehicles must be in a designated parking space.

3. Maximum Attendance

The number of people present, at any activity, shall not exceed the posted occupancy for the room(s) used or determined by local fire and safety personnel. This is a FIRE REGULATION.

All activities involving ticket sales must be coordinated with the Facilities Department to assure that facilities are not over booked for capacity.

REVOCATION

The Facilities Department may revoke a Use of Facilities application as described in the Limitations of Use section on page 3.

Applications may be revoked for any of the following circumstances:

1. Unreasonable conduct of any participant shall be subject to immediate cancellation of facility use. Any conduct at an activity that is deemed to be offensive, indecent, inflammatory, or contrary to the best interests of the community is classified as unreasonable. The following are examples of unreasonable conduct:
 - a. Vulgar language
 - b. Quarreling
 - c. Fighting
 - d. Lewd acts or displays
 - e. Other offensive acts
2. There shall be no use or possession of intoxicants, controlled substances, alcohol, or tobacco (including smokeless) at any school district facility.
3. Infraction of any city or county ordinance, or other district or school rule may be cause for termination of facilities use.
4. Golf carts shall not be operated by students.

5. Any revocation may be appealed through the Office of the Superintendent or designee.

I received a copy of the Use of Facilities Handbook for the Chico Unified School District and agree to comply with all policies and procedures outlined in the handbook. Failure to comply with the policies and procedures outlined in the handbook, shall be grounds for refusal of future use.

_____ User Name	_____ Signature	_____ Date
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