

## Community Relations

### USE OF SCHOOL FACILITIES

The Governing 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 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 under the Civic Center Act. Thereafter, the building administrator is authorized to determine priority of usage when more than one organization requests use of the facility at one time, subject to the guidelines set forth in the Administrative Regulations.

#### Charges for Use – Civic Center Act Organizations

The Board authorizes the use of school facilities without charge by nonprofit organizations, clubs or associations organized to promote or benefit youth and school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils.

Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.

#### Charges for Use – Other Organizations and Groups

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 receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 40043)

#### Legal Reference:

##### EDUCATION CODE

10900-10914.5 Community Recreation Programs

38130-38139 Civic Center Act: use of school property for public purposes

79 Ops.Cal.Atty.Gen 248 (1996)

ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

ACLU of So. Calif. v. Board of Education of San Diego, (1961) 55 Cal.2d 906

ACLU of So. Calif. v. Board of Education of Los Angeles, (1963) 59 Cal.2d 203

ACLU of So. Calif. v. Board of Education of San Diego, (1963) 59 Cal.2d 224

Connell v. Higgenbotham, (1971) 403 U.S. 207, 91S.Ct. 1772

Cole v. Richardson, (1972) 405 U.S. 676, 92 S.Ct. 1332

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 113 S.Ct. 2141

## **USE OF SCHOOL FACILITIES**

### **STATEMENT OF PURPOSE**

The Superintendent, or the duly authorized representative, shall grant the use of school property for public purpose whenever this use is consistent with the educational and financial welfare of the Glendora Unified School District. The nature and extent of such use must comply with the laws of the State of California, Board Policy 1330, and the following administrative regulations.

### **ORGANIZATIONS AUTHORIZED TO USE SCHOOL FACILITIES**

There are three types of organizations considered in these regulations:

1. Those which fall clearly under the provisions of the Civic Center Act of the Education Code (Sec. 38130-38139) and whose purpose is clearly defined to promote or benefit youth and school activities. These organizations would not normally be charged a facility use fee (See Priorities One and Two).
2. Those which fall clearly under the Civic Center Act of the Education Code, but whose purpose is not directly related to the promotion or benefit of youth and school activities. These organizations would normally be charged a facility use fee. (See Priority Three).
3. Those organizations not falling under the Civic Center Act of the Education Code. These organizations would normally be charged a facility use fee. (See Priority Four).

Specific restrictions are contained in the laws of the State against the use of school property by subversive groups (E.C. 40048), or if the purpose of the meeting is immoral, obnoxious or injurious. (E.C. 38135-38136).

No group, regardless of its character, may monopolize the use of school property or interfere with the educational program of the school district (E.C. 38133).

### **EXECUTIVE DIRECTION**

For purposes of adequate administration and control, the Superintendent shall designate the building administrator to perform the following functions regarding the use of buildings, grounds and equipment:

1. Determine the eligibility of the groups seeking such use of school property.
2. Secure required signatures, information and applications for use of properties from the applicant.

3. Issue permits to those who qualify, if the property is available.

### EXECUTIVE DIRECTIONS (continued)

4. Consult with the Assistant Superintendent of Business Services when charges for use of facilities are to be made.
5. Notify all parties and departments concerned when permits are issued, canceled or changed.
6. Keep adequate records of all uses of school property for public purposes.
7. Insist upon the proper observance of the policy of the Board of Education and the administrative regulations.
8. Recommend to the Assistant Superintendent of Business Services revocation or denial of use of school property to any group or individual when there is an occurrence of a serious violation of regulations.
9. Approve and forward to the Business Services Office a copy of all applications. The Business Services Office shall review all applications for compliance with the regulations for the use of school facilities.

### ELIGIBILITY FOR USE

The use of school buildings, grounds or equipment to individuals, groups, clubs or associations is predicated upon the adherence to the regulations and policy set forth by the Superintendent and the Board of Education. In general, the subject matter of civic center meetings shall pertain to the recreational, educational, political, economic, artistic or moral interests of the community.

### PRIORITY SYSTEM

The building administrator is authorized to determine priority when groups apply for use of the same facility at the same time. The following guide has been established:

1. First Priority (No Fee)

Activities and programs of the District which are directly related to the instructional and educational program of the District. Example: Classroom groups, student body activities, faculty-sponsored events, school athletic programs.

2. Second Priority (No Fee)

Events or activities organized by non-profit organizations, clubs, or associations organized to promote or benefit youth and school activities. If donations are solicited or an admission or activity fee is charged, the proceeds are to be

expended for the welfare of pupils of the District or for other charitable purposes.  
Example: Parent-Teacher Association, YMCA, YWCA, Boy Scouts, Girl Scouts.

### PRIORITY SYSTEM (continued)

#### 3. Third Priority (Fee Required)

Events and activities organized by Civic Center Act community organizations other than those discussed in Priority Two (organizations, clubs, and associations formed for recreational, educational, political, economic, artistic or moral activities). Examples: Homeowners organizations, political meetings, civic organizations. A facility use fee equal to the District's direct costs will be charged.

#### 4. Fourth Priority (Fee Required)

Use by groups who do not qualify under the provisions of the Civic Center Act, but to whom the Board of Education may make facilities available on a commercial rental basis. Example: Organizations or businesses with the intent to make a profit. A facility use fee equal to the fair rental value of the property will be charged.

### CHURCHES AND OTHER RELIGIOUS ORGANIZATIONS

At the direction of the building administrator, and upon approval by the governing board of the District, school facilities may be rented to churches or other religious organizations on a one-time or renewable basis, as provided for in Education Code 38131. The church or religious denomination shall be charged an amount at least equal to the District's direct costs.

### FEE SCHEDULE

1. Fees for use of facilities shall be charged according to Education Code guidelines, Board policy, and these administrative regulations.
2. A fee schedule is presented as part of these administrative regulations. This fee schedule presents the District's "direct costs" related to the facilities. This fee schedule presents the base facilities use fee only. The Board of Education, District Superintendent, and building administrator reserve the right to assess and charge additional direct costs, or fees for additional services, as determined by the building administrator and mutually agreed upon, in advance, by the administrator and the applicant.
3. The building administrator shall notify the applicant of the amount of the fee and that fees must be paid in advance.
4. The applicant shall present the application and pay the fee at the District Business Services Office.

5. The Business Services Office shall notify the building administrator when the fee has been paid.

## SAFETY

1. A Civic Center permit does not necessarily authorize the use of certain school District equipment nor the use of any student body equipment. Arrangements for the supervision and operation of any special equipment shall be made with the building administrator issuing the permit.
2. No structures may be erected or assembled on school premises nor shall any extraordinary electrical, mechanical or other equipment be brought thereon, unless special approval has been obtained from the building administrator issuing the permit.
3. Any use of school facilities shall comply with all State and local fire, health and safety laws. Persons or groups to whom property is granted shall assume the responsibility to insure that all equipment and materials used, distributed, or placed upon school premises shall comply with State and local fire health and safety laws and regulations.

## APPLICATIONS

1. All applications from outside organizations or groups for the use of school premises shall be made on official forms provided by the Glendora Unified School District.
2. Any person applying for the use of school property on behalf of any group shall be a member of such applicant group, and unless an officer of such group, must present written authorization to represent the group.
3. After approval is given by the building administrator, the completed application is distributed as follows:
  - a. White copy – District Business Services Office
  - b. Yellow copy – School Principal
  - c. Pink copy – Applicant
  - d. The custodian shall be given a copy when use of buildings is requested.
  - e. The Director of Food Services shall be given a copy if kitchen facilities are required.
4. Applications shall be filed at least two weeks in advance of the date requested for use. Failure to do so may result in denial of use without cause.
5. All requests for the use of school premises shall be denied where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, obnoxious or injurious.

6. Any permit may be revoked without previous notice when conflicting dates have resulted or when a need of the property for public school purposes has subsequently developed. Permits may be revoked at any time upon reasonable notice.
7. Applications are valid only during the current school year in which the request for use is made.

### RULES AND REGULATIONS

1. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not used or damaged and the premises are vacated as scheduled.
2. All functions shall close by 10:00 p.m. If facilities are used beyond 10:00 p.m., an hourly fee will be charged in accordance with the schedule of fees except when free use has been authorized by the building administrator.
3. Use of buildings on Sundays and holidays shall be prohibited unless specifically granted by the Superintendent or the duly authorized representative.
4. School equipment will not be used unless specifically authorized, in advance, by the building administrator. The District may charge a fee for the use of equipment.
5. Any group using the swimming pool shall provide a Red Cross certified lifeguard with CPR and first aid training.
6. Literature shall not be advertised or offered for sale on school premises at any meeting unless it has been approved by the Superintendent or the designated representative.
7. No preparation of any type shall be used on school floors by groups using the facility for dancing.
8. All juvenile organizations or groups seeking use of school facilities must have adult sponsorship. Enforcement of rules is the responsibility of the adult in charge, who must be present during the entire period of use.
9. Intoxicants or narcotics shall not be permitted, nor shall profane language, quarreling, fighting or gambling be permitted. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of the school facilities to the organization.
10. Smoking is not permitted in any District facility or District-owned property.
11. All debris must be disposed of properly and the school facilities must be restored to the previous condition of cleanliness.

12. Under no circumstances shall a room be used to accommodate a group in excess of the legal posted or specified maximum seating capacity for that room.
13. If free use is granted, as provided in the Civic Center Act, the meeting shall be non-exclusive and open to the public.

#### RULES AND REGULATIONS (continued)

14. Lessee shall offer no gratuities to school personnel and school personnel shall not accept gratuities from the lessee.
15. If an organization requests the use of facilities by more than one group or team, the requesting organization shall provide the building administrator a schedule showing the names of the groups or teams, days of use, time of use and the names, addresses and telephone numbers of the person in charge of each group or team.

#### SMOG EPISODE RESTRICTIONS

1. During a Stage I smog episode, all school facilities will be closed to groups whose activities unmistakably increase the respiration rate of participants.
2. During a second or third stage smog episode, all school facilities shall be closed to use by all outside groups.
3. Violations of restrictions 1 and 2 may result in cancellation of the right to use school facilities.
4. Outside groups are advised to have a plan of notifying participants should a smog episode be declared.
5. Whenever, and as soon as possible, the building administrator or his designee shall inform outside groups using facilities of a declared smog episode.

#### FOOD SERVICES

1. Kitchen facilities, except for regular meetings of the PTA or other school affiliated groups or school functions, must be rented at the regularly established fee.
2. Use of kitchen facilities for cooking food must be authorized by the Director of Food Services. If kitchen facilities are used, a District food service employee must be present to oversee the use of the kitchen equipment. The cost of the employee's wages and benefits will be charged to the applicant.
3. Use of coffee urns or other kitchen utensils, without charge, may be authorized by the Director of Food Services.
4. Use of serving areas in school cafeteriums may be permitted by the building administrator.

## LIABILITY

1. Any individual, group or organization using school property for Civic Center or other purposes shall hold the District, Board of Education, and employees free and harmless from any loss, damage, liability, cost or expense that may arise or be caused in any way by such use or occupancy of school property.

## LIABILITY (continued)

2. Whenever proposed use of the school grounds or buildings is of such a nature as to make it appropriate, in the opinion of the Superintendent or the authorized representative, an applicant for such use of school property, under the Civic Center Act, shall be required to file certificates of insurance with the District naming the District as co-insured as evidence that it has and will continue to have during the period of use such public liability and property damage insurance as shall protect the applicant and the Glendora Unified School District, its officers and employees from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the activities or use of the facilities by the applicant, in the amounts of: Public Liability and Property Damage Insurance (combined occurrence) \$1,000,000; Public Liability and Property Damage Insurance (combined aggregate) \$1,000,000. These insurance coverage requirements may be increased in the event an activity is considered by the Superintendent, or the duly authorized representative, to be of such a hazardous or potentially hazardous nature as to make such increases appropriate.
3. The person or group receiving the permit shall be financially responsible in case of loss of or damage to school property as a result of its use.
4. The Glendora Unified School District assumes no responsibility for personal belongings for anyone using the facilities.

USE OF SCHOOL FACILITIES  
SEATING AND DINING CAPACITY

<u>MULTI-PURPOSE ROOMS</u>	AUDIENCE SEATING CAPACITY	DINING CAPACITY
Cullen	376	176
La Fetra	257	120
Sellers	450	300
Stanton	287	134
Sutherland	377	176
Williams	321	150
Goddard	398	186
Sandburg	398	186
 <u>BOARD ROOM</u>		
District Educational Center	150	50
 <u>GYMNASIUMS</u>		
Glendora High School	2,400	
Goddard	700	
Sandburg	700	

USE OF FACILITIES

AR 1330

FEE SCHEDULE

Multi-Purpose Room

For three (3) hours (minimum) .....\$75  
(Custodian on duty) \$25 per hour thereafter

Custodian not on regular duty ..... \$30 per hour in addition to  
the room rental rate

Classroom

For three (3) hours (minimum) .....\$35  
(Custodian on duty) \$10 per hour thereafter

Custodian not on regular duty ..... \$30 per hour in addition to  
The room rental rate

Gymnasium

For three (3) hours (minimum) ..... \$190  
(Two custodians on duty) \$65 per hour thereafter

(Includes shower and locker facility)

Custodians not on regular duty ..... \$60 per hour in addition to  
the room rental rate

Athletic Field/Playground

For three (3) hours ..... \$ 50  
(Custodian on duty) \$15 per hour thereafter

Custodian not on regular duty ..... \$30 per hour in addition to  
Use fee

Lights on field ..... \$30 per hour

Swimming Pool ..... \$100 per hour

Kitchen .....\$30 for first hour  
\$15 per hour thereafter  
+ cost of Food Service  
worker

Parking Lot ..... \$25 for three (3) hours  
(minimum)

The above rates include preparation, clean-up and services of District employee(s).  
Additional charges may be made for the following:

- Fees for equipment use
- Additional fees for extra services
- Additional fees which may be assessed after the facility use is concluding, including, but not limited to charges for property damage, equipment damage or loss, additional custodial services, or restocking of supplies.

**GLENDORA UNIFIED SCHOOL DISTRICT**  
**500 North Loraine Avenue**  
**Glendora, California 91741**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Date of Application \_\_\_\_\_ Site \_\_\_\_\_

Priority Use (Check one) 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ Church \_\_\_\_\_

Organization \_\_\_\_\_

Person in Charge \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Person in Charge \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

The purpose of this meeting is: \_\_\_\_\_

\_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Date \_\_\_\_\_ Time: From-To \_\_\_\_\_

Date \_\_\_\_\_ Time: From-To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facility Requested (Room #, Cafetorium, Field, etc.): \_\_\_\_\_

Number of Persons Using Facility: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

\_\_\_\_\_

By signing below, the applicant agrees to the "Stipulations" outlined on the reverse of this agreement.

\_\_\_\_\_  
Signature of Authorized Group Representative

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Building Administrator

Fee: \_\_\_\_\_ Received District Office Date \_\_\_\_\_  
By: \_\_\_\_\_

**Stipulations:**

By signing the application for Use of School Facilities, the authorized group representative agrees to the following:

1. Group members will abide by Glendora Unified School District Board policy and Administrative Regulations pertaining to facilities use, as well as any additional rules and regulations outlined by the building administrator.
2. To the best of his or her knowledge, the school property for use of which this application is made will not be used for the commission of any action prohibited by law.
3. To the best of his or her knowledge, the school property for use of which this application is made will not be used 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 by force, violence or other unlawful means.
4. That the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States.
5. The organization, its officers, members, and guests using the facility agree to indemnify and hold harmless the Glendora Unified School District, its officers, agents and employees against any and all loss, damage, and/or liability that may be suffered or incurred by the School District, its officers, agents, and employees, and against any and all claims, demands and causes of action that may be brought against the School District, its officers agents and employees, caused by, arising out of, or in any way connected with the use by the above-signed of the Glendora Unified School District facility or the exercise of the privilege herein granted.
6. It is the right of the District to require a Certificate of Insurance from the user, at the District's discretion. Limits of liability will be determined by the District.

7. User agrees to pay all required fees, including:
  - Base fees as outlined in the Fee Schedule
  - Fees for equipment use
  - Additional fees for extra services
  - Additional fees which may be assessed after the facility use is concluded, including but not limited to, charges for property damage, equipment damage or loss, additional custodial services, or restocking of supplies.
8. This statement is made under penalty of perjury.

Glendora Unified School District  
500 North Loraine Avenue  
Glendora, California 91741  
(626) 963-1611

### **APPLICATION FOR USE OF SCHOOL FACILITIES – INSTRUCTIONS**

School building administrators, under the authority of the Superintendent and Board of Education, may grant the use of their school’s facilities to appropriate organizations and groups. If your group is interested in using a room, building, field, or other facility at a District site, please complete the following steps:

1. Complete the Application for Use of School Facilities.
2. Determine your organization’s priority classification.

#### **First Priority** (No Fee)

Activities and programs of the District which are directly related to the instructional and educational program of the District. Example: Classroom groups, student body activities, faculty-sponsored events, school athletic programs.

#### **Second Priority** (No Fee)

Events or activities organized by non-profit organizations, clubs, or associations organized to promote or benefit youth and school activities. If donations are solicited or an admission or activity fee is charged, the proceeds are to be expended for the welfare of pupils of the District or for other charitable purposes. Example: Parent-Teacher Association, YMCA, YWCA, Boy Scouts, Girl Scouts.

#### **Third Priority** (Fee Required)

Events and activities organized by Civic Center Act community organizations other than those discussed in Priority Two (organizations, clubs, and associations formed for recreational, educational, political, economic, artistic or moral activities). Examples: Homeowners organizations, political meetings, civic

organizations. A facility use fee equal to the District's direct costs will be charged.

Fourth Priority (Fee Required)

Use by groups who do not qualify under the provisions of the Civic Center Act, but to whom the Board of Education may make facilities available on a commercial rental basis. Example: Organizations or businesses with the intent to make a profit. A facility use fee equal to the fair rental value of the property will be charged.

3. Submit your application to the Building Administrator (in most cases, this is the school principal). Applications should be filed two weeks in advance of the date requested for use.
4. After verifying your priority classification, the principal will calculate your building use fee (if any). Pay the fee directly to the District at the Business Services Office (address listed above).
5. Depending on your activity, you may be required to obtain public liability and property damage insurance. If so, you will need to file certificates of insurance with the District. The Assistant Superintendent, Business Services, can provide you with further information regarding insurance coverage.
6. The following rules and regulations must be followed by all school facility users:
  - a. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not used or damaged and the premises are vacated as scheduled.
  - b. All functions shall close by 10:00 p.m. If facilities are used beyond 10:00 p.m., an hourly fee will be charged in accordance with the schedule of fees except when free use has been authorized by the building administrator.
  - c. Use of buildings on Sundays and holidays shall be prohibited unless specifically granted by the Superintendent or the duly authorized representative.
  - d. School equipment will not be used unless specifically authorized, in advance, by the building administrator. The District may charge a fee for the use of equipment.
  - e. Any group using the swimming pool shall provide a qualified lifeguard.
  - f. Literature shall not be advertised or offered for sale on school premises at any meeting unless it has been approved by the Superintendent or the designated representative.
  - g. No preparation of any type shall be used on school floors by groups using the facility for dancing.

- h. All juvenile organizations or groups seeking use of school facilities must have adult sponsorship. Enforcement of rules is the responsibility of the adult in charge, who must be present during the entire period of use.
- i. Intoxicants or narcotics shall not be permitted, nor shall profane language, quarreling, fighting or gambling be permitted. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of the school facilities to the organization.
- j. Smoking is not permitted in any District facility or District-owned property.
- k. All debris must be disposed of properly and the school facilities must be restored to the previous condition of cleanliness.
- l. Under no circumstances shall a room be used to accommodate a group in excess of the legal posted or specified maximum seating capacity for that room.
- m. If free use is granted, as provided in the Civic Center Act, the meeting shall be non-exclusive and open to the public.
- n. Lessee shall offer no gratuities to school personnel and school personnel shall not accept gratuities from the lessee.
- o. If an organization requests the use of facilities by more than one group or team, the requesting organization shall provide the building administrator a schedule showing the names of the groups or teams, days of use, time of use and the names, addresses and telephone numbers of the person in charge of each group or team.

Any questions regarding school facilities use should be directed to the site administrator or the Assistant Superintendent, Business Services, at (626) 963-1611.

Cullen Elementary School  
(626) 852-4593

La Fetra Elementary School  
(626) 852-4566

Sellers Elementary School  
(626) 852-4574

Stanton Elementary School  
(626) 852-4604

Sutherland Elementary School  
(626) 852-4614

Williams Elementary School  
(626) 852-4586

Goddard Middle School  
(626) 852-4500

Sandburg Middle School  
(626) 852-4530

Glendora High School  
(626) 963-5731

Whitcomb High School  
(626) 852-4550

