

USE OF SCHOOL FACILITIES

Application for Uses 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 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. (Education Code 38133)

Civic Center Use

Subject to District Policies and Regulations, school facilities and grounds shall be available to residents and community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities (Education Code 38131, 38132).

Fees for Use of School Facilities

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

1. **Free Use:** When an alternative location is not available, the Board shall not charge any fees for the use of school facilities or grounds by nonprofit organizations and clubs/associations which promote youth and school activities.

The Superintendent or designee may require free-use groups to certify to the District that an alternative location is unavailable for their activity. If an alternative location is available, the District may grant the use of school facilities and charge direct costs for such use. The principal or designee shall first ensure the availability of other times when the facility could be provided without charge, and this availability shall be pointed out to the free-use group.

2. **Direct Costs Use:** 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 (see Fee Schedule for specific rates and terms).

The following activities shall be charged direct costs:

- a. Services conducted by religious groups on a temporary basis.

USE OF SCHOOL FACILITIES (continued)

- b. Charitable fund-raising activities which do not benefit youth or the public school activities of the District, as determined by the Board.
 - c. Events sponsored by religious or community groups, except those which qualify for free use.
 - d. Public agencies: In lieu of direct costs, the District may enter into a written joint-powers agreement with local public agencies.
 - e. Activities not previously identified which do not fall within the free-use or fair-rental-value classifications and which are included here through subsequent Board action.
- 3. Fair Rental Value Use:** Groups shall be charged fair rental value when using school facilities or grounds for entertainment, commercial purposes 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 includes direct costs plus the amortized costs of the facilities or grounds used for the duration of the activity (see Fee Schedule for specific rates and terms).
- 4. Janitorial Fees:** Should any of the above described groups prefer to use school facilities at a time when custodial services are not normally available, the District may charge a fee equal to the cost of those services. If any use of the school facilities requires more than minimal janitorial set-up time then the hourly janitorial rate will be charged on a pro-rata basis to the nearest half hour. The hourly janitorial rate is \$30.00/hour for Free Use and Direct Cost groups and \$50.00/hour for Fair Rental Value (Commercial) groups with a two hour minimum required for providing access when a janitor is not regularly scheduled. The District may deny use if a custodian is required for either set-up or access but none is available.
- 5. Lost Key Fee:** Users will be responsible for any key(s) issued as a part of a facility use. User shall not loan keys to any unauthorized person, make any copies, or use keys for any unauthorized purpose. There will be a minimum \$50.00 charge for any lost key and additional charges reflective of the actual expense of any necessary re-keying of facility.
- 6. False Alarm Fee:** Should any use lead to a false alarm user will be required to pay a \$150.00 False Alarm Fee to the District.

Organizations or public agencies that hold annual or long-term leases or agreements for the use of school sites are expected, to the extent allowable by law or contract, to adhere to the policies and provisions contained herein.

USE OF SCHOOL FACILITIES (continued)

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. (Education Code 38134)

Any group using school facilities shall be liable for any injuries resulting from its use. The group shall insure itself against this risk, defend itself against claims arising from this risk and hold the District harmless against any and all claims arising from their use of District facilities. Users shall be required to include the District as additional insured on their liability policies and to submit a Certificate of Insurance showing coverage in the amount of \$1,000,000 combined single limit bodily injury and property damage prior to any use. The Superintendent or designee may require additional coverage for certain uses at Superintendent's discretion.

Application Procedure for Use of Facilities

Any person 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.

Persons or organizations applying for the use of school facilities shall submit a statement of information indicating that the organization upholds the State and Federal constitutions and does not intend to use school premises to commit unlawful acts.

All requests for use of school facilities must be on the District Application Form. These forms may be obtained from the Larkspur School District Office. Completed forms shall be returned to the proper school. A copy will be mailed to applicant after action has been taken on the request. Applications should be filed at least ten days in advance of the time the use of the premises is desired.

Priority of Use

Applications for use of school facilities shall be given preference in the following order:

1. The District's regular school, summer school and student body activities, including school board meetings and district employee organization meetings, student clubs, parent-teacher association, and school advisory councils.
2. School-connected groups (e.g.: PTAs, Dads' Clubs, Parents' Clubs).
3. Parks and Recreation District sponsored groups.
4. Uses contracted with the district.
5. Public nonprofit youth groups.
6. Public nonprofit senior citizen groups.

USE OF SCHOOL FACILITIES (continued)

7. Community recreational and cultural groups (nonprofit) and other nonprofit groups.
8. Nonprofit special interest groups (Audubon Society, etc.) and private youth groups.
9. For profit entities.

VI. Supervision of School-Age Children

The ratio of adults to children should be at least sufficient to ensure the safety of students. These ratios should not normally exceed those that the District requires for teachers to students, i.e., 1:30 for elementary age children. Middle school ratios shall fall within the parameters of physical education ratios that are established by the District.

The District Application Form shall include a statement by the user of the expected adult/child ratio.

VII. Prohibited Activities

1. 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.
2. Activities promulgating any theory or doctrine subversive to the laws of the United States.
3. Any use by an individual or group for the commission of any crime or any act prohibited by law.
4. Any activity that may violate the canon of good morals, manners or taste or be injurious to the buildings, grounds or equipment.
5. Any use which involves the possession, use or sale alcoholic beverages, tobacco or any restricted substance on school property.
6. Commercial Advertising
7. Fundraising campaigns, except as permitted by Board Policy or special action of the Board.
8. Any use which is discriminatory in the legal sense.

The Superintendent is authorized to make reasonable interpretations of Board Policy 1330 and Administrative Regulation 1330 in regard to issues and circumstances not covered by either.