

## USE OF SCHOOL FACILITIES

The Board of Trustees believes that school facilities and grounds are a vital community resource that should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by District residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

District employees, members of the District’s Board of Trustees (the “Board”), and all other District residents and community users are subject to the terms and conditions set forth in this policy and all other District policies and regulations related to the use of District facilities, grounds, and equipment.

No one-time or ongoing waivers of any District policy or regulation governing the use of District facilities, grounds, and equipment shall be granted without the prior approval of the Board.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. [6145.5](#) - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations (Education Code [38133](#))

1. Aid, 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, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which District schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

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There shall be no advertising on school facilities and grounds except as allowed by District policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the District and the community.

(cf. 1330.1 - Joint Use Agreements)

### **Compliance with Public Health Orders**

For the duration of the COVID-19 pandemic or any other public health emergency, all users must comply with all federal, state, and local public health orders, including orders of the Monterey County Health Department, at all times while using school facilities and grounds, including but not limited to those orders regarding the maximum numbers of participants, social distancing, and the use of face coverings. The Superintendent or designee is further authorized to establish procedures and regulations for this purpose and is authorized to specify any partial or complete restrictions on the use of any District facilities and grounds during the COVID-19 pandemic or other public health emergency.

### **Fees**

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of District schools. All other groups requesting the use of school facilities or grounds under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Additionally, when any use of school facilities or grounds is for religious services, the District shall charge an amount at least equal to the District's direct costs. (Education Code 38134)

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All groups and organizations 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 38134)

### **Calculating Direct Costs**

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated, in accordance with 5 CCR 14038, and may reflect the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space, school facilities or grounds.

Capital direct costs shall not be charged to organizations retained by the District or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of District employees and/or contracted workers, and salaries and benefits paid to District employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

### **Expending Funds Collected as Capital Direct Costs**

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

### **Use of School Facility as Polling Place**

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its

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use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

Fee Schedule		
<u>(Direct Costs–Priority Groups 2-5)</u>		
Facility	Hourly/Monthly Rate	Full Day/Seasonal Rate (not to exceed)
Performing Arts Center	\$50.00/hour	\$750.00
Aquatic Center	\$50.00/hour	\$500.00
Multi Purpose Room		\$75.00
Snack Huts & Kitchen		\$70.00
Auditorium		\$150.00
Little Theater		\$60.00
Stadiums	\$50.00/hour	\$500.00
Stadiums w/Lights	\$80.00/hour	\$750.00
Locker Rooms		\$70.00
Gymnasiums	\$50.00/hour	\$150.00
Small Gymnasium	\$50.00/hour	\$75.00
Softball Field	\$25.00/month	100.00/4 mos. season
Baseball Field	\$25.00/month	100.00/4 mos. season
Soccer/Football Field - Youth	\$25.00/month	100.00/4 mos. season
Soccer/Football Field - Adult	\$25.00/month	200.00/4 mos. season
Swimming Pools		\$120.00

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Classrooms	\$27.00 the first hour and \$10.00 each consecutive hour	
Parking Lots		\$5.00
Tracks		\$100.00
<u>(Fair Rental Value–Last Priority Group)</u>		
Facility	Hourly Rate	Full Day
Performing Arts Center		\$1,200.00
Aquatic Center		\$1,500.00
Multi Purpose Room		\$250.00
Snack Huts & Kitchen		\$170.00
Auditorium		\$1,020.00
Little Theater		\$200.00
Stadiums		\$1,500.00
Stadiums w/Lights		\$1,750.00
Locker Rooms		\$100.00
Gymnasiums		\$500.00
Small Gymnasium		\$300.00
Softball Field		\$40.00
Baseball Field		\$40.00
Soccer/Football Field - Youth		\$40.00
Soccer/Football Field - Adult		\$40.00
Swimming Pools		\$600.00
Classrooms	\$27.00 the first hour and \$10.00 each consecutive hour	
Parking Lots		\$27.00
Tracks		\$200.00

**Legal References:**

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

ELECTIONS CODE

12283 Polling places: schools

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

## **USE OF SCHOOL FACILITIES**

### MILITARY AND VETERANS CODE

1800 Definitions

### CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

### UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

### COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

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

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

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

Ellis v. Board of Education, (1945) 27 Cal.2d 322

### ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

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

### Management Resources:

#### CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

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