

Facility Use Permit Application and Procedure Manual

SECTION A: Procedures

INTRODUCTION

The Board of Trustees 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. (Ed Code 38131) This policy shall not apply to premises leased by any entity pursuant to a written agreement with the District. The use of Ross School District facilities for other than normal instructional purposes by the District is governed by Board Policy and Administration Regulation 1330.

The intent of this manual is to provide a uniform and consistent set of procedures and guidelines for the use and rental of school facilities by outside groups and organizations. The Ross School District acknowledges the public support shown by the passage of our two bond measures and the district intends to protect the communities' investment through an appropriate facility use process.

DEFINITIONS

“Facilities” – For the purposes of this manual, “facilities” includes any and all buildings and structures, parking lots and equipment of the Ross School District.

“School Activities” – Those functions, classes, activities, and events that are for and by the students, staff and administration of the district. School activities require a district employee who is responsible for the event.

“Outside Users” – Any group, including Ross Recreation, other than Ross School District students and staff that wishes to use or rent any Ross School District facility.

1.0 USER GROUPS

1.01 Group 1: District/School/Youth – Free Use

- Staff/Student Groups and Meetings of the District
- District performances, competitions, art exhibitions and athletic events
- Recognized District Clubs, PTA or Foundation meetings
- Recognized Employee Organizations
- Federal, State and Local elected officials meeting with constituents

1.02 Group 2: Non-Profit – Direct Cost

- Youth organized sports and groups providing access to children residing in the Ross School District
- Local non-profit organizations, clubs or associations organized specifically to support youth
- Religious organizations
- Charitable organizations
- Public agencies unless the District has entered into a written Joint-Powers Agreement

1.03 Group 3: Fair Rental Value

- For – Profit organizations
- For-Profit local youth recreational groups
- Business organizations
- For Profit adult recreation leagues
- Commercial film companies

1.1 PRIORITY OF USERS

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

1. The District’s elementary and middle school and student body activities, including student sports, student clubs, student performances, School Board meetings, parent/teacher association, and school advisory councils.
2. Ross Recreation
3. Non-profit youth organized sports and youth groups providing access to children residing in the Ross School District
4. Organized youth groups serving other than the Ross School community
5. Public agencies and public affairs groups.
6. **Adult** community recreational and cultural groups (nonprofit)
7. Nonprofit special interest groups
8. Private groups meeting for educational events, not related to the District
9. Profit-making or commercial events, out-of-town groups, etc.

1.2 SCHEDULING RESPONSIBILITY

Responsibility for the scheduling of Ross School District Facilities is shared between school administrators and the Chief Business Official in the District Office.

1.21 Scheduling use of the MPR or school facilities during normal school days/hours (Monday thru Friday, excluding holidays, from 7:00 a.m. 3:30 p.m.) is the responsibility and purview of the school administration. Administration will communicate and coordinate any support (equipment, moves, custodial, etc.) needed for activities with the school personnel.

1.22 Scheduling use of the MPR or school facilities outside normal school days/hours (After 3:30 p.m. Monday thru Friday) will be directed to the Chief Business Official for the processing of a Facilities Use Permit Application. This will include the gathering of all information, obtaining proper insurance binders, fee determination, etc. Any and all uses of school facilities will be coordinated with administration prior to submission to the Chief Business Official for approval.

The Chief Business Official can be reached at 415-457-2705 ext. 215.

SECTION B – Deposits, Insurance, Cancellations

1.0 Security Deposits

A 50% non-refundable deposit is required for all bookings. The District may require a damage/cleaning deposit, all or a portion of which may be required to be paid in advance of the event/use. Included in this charge may be costs of services above and beyond the District's normal capabilities such as excess trash containers/pickups, excess water or utilities use, extra or difficult cleanups, traffic control, added security measures, etc. Administration shall determine an appropriate deposit based on circumstances of the users request.

2.0 Insurance (Civic Center Act, Ed Code 38130)

Any group using school facilities shall be liable for any injuries resulting from negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. All groups shall sign a hold harmless agreement and shall be required to include the District as additional insured on their policies.

Applicant agrees to defend, indemnify and hold harmless the Ross School District against any and all claims arising out of injuries to persons or property arising out of the use herein provided. In this connection, the applicant will insure jointly the liability of said applicant and that of the District for death or injury to persons or damage to property, with an insurance company authorized by law to transact the business of such insurance. As evidence of such coverage, the applicant, shall furnish a certificate issued by the insurance carrier, to the District Office no later than two days prior to scheduled use, showing such policies to be in force for period of the permit. Such policies or certificates furnished shall contain the following endorsements:

- The District, it's elected officers, members of its Board and committees appointed by the Board, all agents and employees.
- The insurance provided by this policy shall be primary as respect to any other insurance available to the additional insured's.
- This insurance policy shall not be reduced or canceled while the applicant is using the Ross School District facilities under this permit.

2.11 Insurance Limits

\$2,000,000 Combined Single Limit (minimum):

- Athletic events
- Carnivals (no rides)
- Live animal shows
- Arts and crafts schools
- Fairs or bazaars
- Dances
- Auctions
- PTA's
- Youth Group Activities
- Lectures/meetings (no food); usually less than 50 people
- Homeowners Association Meetings

2.12 Short Term Insurance

For users/organizations without the appropriate insurance coverage, insurance can be purchased through a private provider. If information is needed regarding purchasing one time coverage, please contact the Chief Business Official.

3.0 Cancellations

A request by an organization to cancel an agreement should be received in the office of the Superintendent 48 hours prior to scheduled use. Failure to provide 48 hours advance notice, the organization will incur 100% of the rental fee.

The Board or its designated representative reserves the right to cancel any agreement for the use of school facilities if it is found that facilities are needed for school purposes or if any emergency or safety issue arises. The school will make every effort to honor the agreement. If it becomes necessary to move or cancel a use agreement, notice will be given as early as possible. It is the responsibility of the site administrator to notify the Facilities Event Coordinator of any cancellation. The Facilities Event Coordinator will be responsible for communicating the cancellation to the User, Superintendent, Technology Department and Chief Business Official.

SECTION C Fees

FACILITY	GROUP 1	GROUP 2 (Non-Profit)	GROUP 3 (For-Profit)
Classroom/Library	No Charge	\$15/hour	\$30/hour
Conference Room	No Charge	\$15/hour	\$30/hour
Multi-Purpose Room/Stage/Gymnasium	No Charge	\$70/hour	\$200/hour
Kitchen	No Charge	\$50/hour	\$100/hour

Footnotes:

- * Additional charge of \$55/hour for Custodial services during non-school days/hours.
- * Additional charge of \$90/hour for Technology related audio/video needs.

2.0 Supervision Expectations

Coaches or the adult supervisor in charge are responsible for enforcing gymnasium rules and clean up after practices. During games or scrimmages when audiences are present there shall be one person NOT involved with the game to oversee enforcing gymnasium rules and clean up after practices as well as the no food/drink policy and compliance with all special instructions in Section D below.

The gym should be left in a condition where it is ready for School use the next day or the following Monday.

SECTION D – Special Instructions

It is the goal of the Ross School District and its staff to have all facilities safe, clean and usable for any and all events held by authorized facility users. Toward that end, there are a number of special instructions that apply to the general use of facilities on any campus, as well as some guidelines that are unique to specific facilities. Violation of these restrictions may be cause for voiding of the use permit, immediate shutdown of the event/use, and recommendation to the Board of Trustees that the user not be permitted facility use in the future.

1.0 General

1.01 Smoking, use of tobacco products, alcoholic beverages of any type, drugs, or narcotics are **not** permitted on District property at any time for any event. Posters, or any other medium advertising or promoting these prohibited items are also forbidden on District property.

1.02 Animals, other than those trained and/or registered as “assistance” for the elderly or disabled, are **not** allowed on school grounds and/or in District facilities unless specifically approved in the Use Permit.

1.03 All emergencies (fire, medical, police) must be reported to the local authorities. It is the responsibility of the user to learn the location of all working fire extinguishers and fire alarm pulls in the area. The emergency shall also be reported, as soon as possible, to the Ross School District administration and staff.

1.04 Unless specifically approved in the Use Permit, Carnival equipment, rides, dunk tanks, bounce houses or the like will **not** be permitted as part of any permit for facility use.

1.05 Facilities users are responsible to adhere to the use hours approved in their permit, and compliance with any and all Town of Ross noise restrictions.

1.06 No fires, torches, or open flames (other than permit-authorized gas BBQ’s in designated locations) are permitted on District property.

1.07 Facilities users are responsible for compliance with the Town of Ross parking and traffic ordinances and restrictions.

1.1 Equipment Use

District equipment (copiers, Fax machines, phones, TV’s, VCR’s media equipment, etc.) will not be used by any person other than District staff unless specifically authorized in the Use Permit. Lighting, sound systems, and all other technology will only be operated by District staff, unless otherwise specifically approved in the Use Permit.

1.2 Area Not Available for Use/Rent by Outside Groups:

In addition to areas under long-term lease to outside renters, the following unique facilities listed for each site are not available for use (no-cost Civic Center Act or rental) by non-District outside groups or users:

- **Ross School:** art and music rooms, technology office, school and district office areas, teacher's lounge, copy and work rooms, and storage rooms.

1.3 Ross School Special Instructions:

1.31 Ross Multi-purpose room/Stage/Gymnasium:

- No food or drink is allowed except water.
- Sound /light systems and stage controls shall only be operated by District staff.
- Use of the stage and Green Room shall only be permitted if included in the Use Permit.
- Footwear appropriate for the facility shall be worn at all times. Athletic shoes only when participating in sports. No hard-soled street shoes allowed on the gymnasium floor while participating in sporting events.
- Only approved tape may be used on the walls and other surfaces.
- Children will not be in the MPR/Gymnasium without adult supervision.
- Nothing may be hung, draped or suspended from the ceiling, or basketball nets/backboards unless approved in the Use Permit.
- No sitting on bleachers when retracted.
- Bouncing balls off the gymnasium walls is not allowed.
- Only indoor basketballs can be used.
- Indoor hockey, soccer, and baseball are not allowed.
- No adult Futsal; Futsal for grades K-8 only.
- Facility must be vacated at time specified in Use Permit.
- All garbage including water bottles, and clothing must be picked up before leaving.
- The stairs must be used to access the stage. Jumping from, climbing or sitting on the edge of the stage is not allowed.

1.32 Ross Kitchen:

- There will be no open flames in the kitchen
- Kitchen equipment will remain in the kitchen unless approved in the Use Permit
- Additional equipment will not be brought into the kitchen unless specifically approved in the Use Permit
- Users will maintain the highest of safety, health and cleanliness standards while in and using the kitchen
- Kitchen equipment will not be operated by children unless immediately and continually supervised by an adult
- Kitchen area will be thoroughly cleaned and all trash removed upon completion of use

1.4 Prohibited Items at School Site:

The following are not allowed at any time:

- Alcohol or tobacco (possession or use)
- Pets/Animals
- Vehicles
- Glass containers
- Golfing

- Bicycles, skateboards, rollerblades/roller skates, scooters, Rip Curls, Wheelies or anything that has wheels
- Metal spikes or cleats
- Fires, open flames, candles

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