



Book	B. Administrative Regulations
Section	1000 Community Relations
Title	Use of School Facilities
Number	AR 1330
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AR 1330

Use of School Facilities

The Board authorizes the use of school facilities by district residents and community groups for purposes specified in accordance with Education Code 38133 et seq. (Civic Center Act), to the extent that such use does not interfere with school activities or other school-related uses. The District shall retain sole discretion to determine which of its facilities shall be made available for use.

Pending no conflict with school activities, outdoor space will be available Monday through Friday from 3:00 until 9:00 p.m., Saturday from 9:00 a.m. to 9:00 p.m. and Sunday from 9:00 a.m. to 7:00 p.m.

Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

Process for Obtaining Facility Request

Facilities requests can be obtained from the District’s website online at <http://www.elsegundousd.net/> under the Business Services tab. Facility use is decentralized and each school location requires an individual request be completed and submitted to the Administrative Designee.

When an application is filed and approved, it is considered to be in effect for the period stated on the Use Agreement. No Use Agreement shall be for a period more than one six month period.

Requests for Field Space

Fields are allocated to groups in six month periods. April 15 through May 31 is the established submission window for Summer/Fall season consideration and September 15 through October 31st is the established submission window for Winter/Spring season consideration. Groups should submit facility request forms to the Administrative Designee at each school site on or before May 31 (for Summer/Fall season consideration) or October 31 (for Winter/Spring season consideration). Facilities requests must be made by signing and submitting an Athletic Field/Facility Request Form, Proof of Insurance, and any applicable fees. Electronic submission to the Administrative Designee at the school site is preferred. Insurance must be included with the facility request to be considered for field allocation.

Completed applications submitted by the applicable deadline (May 31 or October 31) will be considered first. Any subsequent applications will be considered on a space available basis. Assignments of field space will take place within two weeks of the deadline and notification

to all groups will be distributed. Every effort will be made to accommodate user group's use of fields. Primary season sport and priority status of the organization will be a consideration in allocation of field space, but not necessarily the sole reason for allocation of fields.

Other Requests for Facility Use

Other requests for use of other school facilities will be considered outside of the window and the Administrative Designee will make every effort to respond to a request for use of the facility within one week of the request being made.

Facilities rental is subject to change at any time if school district, school or city event is scheduled.

Priority Order:

Where the District receives competing requests for the same school facilities or grounds, the Administrative Designee shall generally give priority based on the nature of the program/activity, residency status, and, for youth sports, the primary season, as stated below. Users consisting solely of a clearly identifiable local affiliate of a larger Non-Profit Organization will be considered for priority based on the status of the local affiliate.

Definitions

1. The term "District Residents" refers to persons currently residing in the City of El Segundo or enrolled in any District school. The District shall exercise its best judgment in determining percentages of District Residents of each user, and reserves the right to require supporting documentation, e.g. utility bills, government issued photo I.D., school records, certified rosters (when applicable to user group), etc., in order to verify District Resident status.

2. The term "youth" is defined as persons 18 years of age or under.

3. The term "Non-Profit Organization" refers to entities registered as a not-for-profit corporation with the State of California. Non-Profit Organizations must submit the following documentation to allow verification of Non-Profit Organization status.

- a. State Incorporation registration as a not-for-profit organization.
- b. Roster of Officers
- c. Name (s) of person authorized to make facility requests on organization's behalf – must be El Segundo resident.

4. The term "certified roster" is defined as a roster from an outside organization that maintains records for all club teams. For example, Cal South would be the party in charge of all club soccer teams. A certified roster would come from the registrar or District Commissioner who certifies each player's name, age and address of residency.

Nature of Program/Activity

The Administrative Designee shall give priority in the following order:

1. El Segundo Unified School District educational programs or activities (Clubs, class events, athletic teams, etc.)
2. Pursuant to Joint Use Agreement, the City of El Segundo, Recreation and Parks Department programs or leagues
3. School and District support groups (PTA, PTO, Booster support groups)
4. Non-Profit Organizations whose primary purpose is to serve youth and whose enrollment consists of youth who are at least 50% District Residents, and where no fee is charged, e.g. Boy Scouts, Girl Scouts.
5. Non-Profit Organizations whose primary purpose is to serve youth and whose enrollment consists of youth who are at least 75% District Residents. Such organizations must be organized and operated by parent/adult volunteers, must utilize volunteer coaches, must have volunteer board members, and must follow an "open enrollment" and "everybody plays" philosophy, e.g. Pop Warner, AYSO, Little League, ASA, etc.
In addition, when city field space is being used by such organizations and is found to be reserving a preponderance of fields and times within the city, they may be denied available space at the high school.
6. Non-Profit Organizations whose primary purpose is to serve youth and whose enrollment consists of youth who are at least 50% District

Residents. Such organizations may include selective enrollment, membership fees, paid coaches, or paid board members, e.g. club sports, travel ball, soccer clubs, all-star clubs, etc.

7. Non-Profit Organizations whose primary purpose is to serve youth and whose enrollment consists of youth who are less than 50% District Residents.

8. Other organizations (including organizations primarily serving adults and for-profit organizations). A separate fee schedule applies to these entities.

Where multiple users with the same priority seek limited space, the Administrative Designee may will first allocate space based on percentage of District Residents (e.g. allocating a greater percentage of space, or all space, to the user(s) with the greatest percentage of District Residents).

Appeal Process

Concerns regarding field allocation or facility use should be directed first to the Administrative Designee at the school facility responsible for filed allocation or approval of facility use requests. If the concern is unable to be resolved between site personnel and the user group, the user group may appeal to the school principal. The decision of the school principal will be final.

Priority Based On Primary Season

The Administrative Designee shall give priority to youth sports activities in their primary season, as follows:

Fall Season: Football/ Soccer/Volleyball

Winter Season: Basketball /Soccer

Spring Season: Soccer/Lacrosse/Track/Volleyball/Baseball

Custodial Services

Unless waived by the Superintendent or designee or unless specifically noted elsewhere, there shall be a charge for custodial service in accordance with the Statement of Use Charges. The assigned custodian, at the discretion of the site administrator shall be responsible for verifying the organization's authorization to use facility or grounds, making the necessary arrangements to accommodate the meeting, cleaning and returning the facility to proper condition for school use, reporting any deviations or departures from established rules, regulations and policies, and performing all services necessary for the intended use.

Cafeteria Services and Use of Kitchen Facilities

A supplemental application for cafeteria services or kitchen use shall be submitted with the Use of Facilities Application. The Superintendent or designee shall make the final determination approving or denying the requested use. Kitchen use applications shall be available in both the Child Nutrition Office and online at the El Segundo Unified School District website.

Kitchen facilities are available under limited circumstances by Organizations subject to the following conditions:

1. Applications shall be processed through the Assistant Superintendent-Chief Business Official not less than (3) weeks prior to the date of need.
2. The use shall cause no interference with the school child nutrition program.
3. All food and supplies shall be furnished by said Organization. No food or supplies shall be purchased from the cafeteria stock. Unless permission is granted by the Director of Child Nutrition or Designee, Organizations using kitchen facilities shall not use dishes, cooking and eating utensils, dish towels and cloths or other supplies owned by the District.
4. A cafeteria employee, assigned by the Superintendent or designee, shall be on duty at all times. The chargeable personnel costs associated with this personnel assignment shall be based on current daily/hourly rates, including fringe benefit costs and overtime rates shall apply.
5. The cafeteria employee assigned to the kitchen, shall be responsible for advising the Organization of the proper use of the cafeteria equipment, and shall see that District property is protected and that District supplies are not used.

6. Cafeteria personnel shall not assume responsibility for the preparation or serving of food or any of the cleaning duties.
7. Regulations set by the Los Angeles County Health Department and the California Health and Safety Code and the Restaurant Act of California shall govern food handlers when using school facilities.
8. Use of kitchen facilities shall be confined to adults.
9. Kitchen facilities shall be left in a clean and orderly condition. Failure to do so is sufficient cause for denying future use to that Organization and the Organization shall be charged for the labor involved in returning the kitchen to District standards.

Special Equipment Use

Special equipment used by the District shall be used by Organizations on the following conditions:

1. Permission is secured from the person who has jurisdiction over the equipment.
2. The Organization assumes the responsibility for such equipment supplied and agrees to repair or replace any equipment which might be damaged, lost or stolen while under its jurisdiction.
3. The Organization requesting the use of the equipment certifies that a qualified person shall operate it. Operation of projectors must be by a qualified person, subject to approval of the site administrator.
4. Computer laboratories shall not be available for use under the Civic Center Act.

Furniture and Equipment

No electrical, mechanical, or other equipment shall be brought on to a school site without the prior approval of the administration. In the event equipment is allowed to be brought onto District facilities, the District shall not be liable for any damage to the equipment or to the facilities by use of such equipment.

District owned equipment and furniture shall be used by Organizations on the following conditions:

1. Requests for use of furniture and equipment shall be included on the Application and Agreement for Use of School Facilities.
2. The person who has jurisdiction over the equipment shall review all applications requesting use and shall recommend approval or denial of the requested use.
3. Use of equipment and furniture constitutes a direct cost to the District. Organization shall pay for personnel needed to set up furniture and equipment.
4. The Organization assumes the responsibility for such equipment supplied and agrees to repair or replace any equipment which might be damaged, lost or stolen while under the control of the Organization.
5. The Organization requesting the use of equipment certifies that a qualified person shall operate it. Operation of projectors must be by a qualified person, subject to approval of the site administrator. The District shall require the Organization to pay for personnel needed to operate certain specialized equipment.
6. Organizations using facilities which include a stage shall not remove or displace any furniture, pianos, or other stage equipment or make changes in curtains, lights, ceiling pieces, backdrops or other props without prior approval, and then, only under the direct supervision of the school employee in charge.
7. Furniture and equipment available for use shall be only that which is already available at the site requested. School furniture and/or equipment is not available for use off District sites.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings

2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
(cf. 5148 - Child Care and Development) (cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center (cf. 1020 - Youth Services)
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization
A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)
10. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco, including e-cigarettes
(cf. 3513.3 - Tobacco-Free Schools)

However, the Superintendent or designee may approve the use of district facilities for special events that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and will occur at a time when students are generally not on the school grounds. (Business and Professions Code 25608)

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from non-school use for safety or security reasons.

While the District encourages widespread use of all District facilities by the community, the District desires to limit usage during those periods when the facilities are not used for school purposes in order to realize energy cost savings and facilitate facility cleaning and maintenance. School facility use shall be limited during summer, spring, vacation periods, and maintenance periods to ensure proper care and restoration of the campus occurs.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The

district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134) User group shall secure and maintain throughout the period of facility use agreement, general liability insurance with policy limits on not less than \$1,000,000 per occurrence. The El Segundo Unified School District, and school site location, shall be named as additional insured.

As permitted, the Superintendent or Administrative Designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Adequate Supervision of Youth Organizations

Youth organizations must have adequate adult sponsorship and supervision. Adequate supervision shall be not less than one adult per 20 children during the facility use period.

Care of Field and Facility:

Each school location has the right to impose site specific rules and regulations in order to ensure care of the field and facility. These rules will be provided to the user group in writing prior to use. Please leave school immediately after games and practices safely and quietly, especially after late games. For the benefit of our community, please practice being good neighbors in residential neighborhoods. Be respectful and park your vehicle in designated areas only. No vehicles are allowed on District fields or property without written permission noted on the permit issued by the Administrative Designee.

El Segundo Unified School District asks all user groups to institute a field clean up policy that will be enforced for both games and practices. It is each user group's responsibility that the following is met:

- Following a game or practice, teams are responsible for picking up all trash and debris at or around the field or practice site. This applies whether the trash was there before the game or practice commenced. In such cases please document with pictures and letter to facility manager.
- Each Coach/manager is responsible for making sure this policy is strictly enforced and adhered to by coaching staff and players. District or site personnel will monitor games /practice and facilities to ensure policy is being followed. Violations will be documented and sent to facility manager.

Failure to Care for Field or Facility:

Failure for user groups to take proper care of field or facility will result in a violation of the user agreement. Violations will be applied when rules and regulations of this policy are violated by User Groups. The school district reserves the right to cancel or suspend facility permits for all uses (games/practice) based on violations of the allocation policy. Field or facility use permit forfeiture shall be enforced up to a six month period.

1st Violation: Verbal warning to organization in violation of user group allocation.

2nd Violation: Written warning via letter/email of violation of user group allocation.

3rd Violation: Second written letter /email of violation of user group allocation and possible suspension of permit.

4th Violation: Suspension of permit allocation, meeting with school designee to discuss violation of user group allocation

5th Violation: Forfeiture of permit allocation

[Use of Facilities Fee Schedule.pdf \(67 KB\)](#)



Book	A. Board Policies
Section	1000 Community Relations
Title	Use of School Facilities
Number	BP 1330
Status	Active
Legal	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 beverages on school premises GOVERNMENT CODE 54950-54963 the Ralph M. Brown Act 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. Higginbotham, (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)
Cross References	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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The Governing Board recognizes that school facilities and grounds are a vital community resource which 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 accordance with Education Code 38133 et seq. (Civic Center Act), to the extent that such use does not interfere with school activities or other school-related uses. The District shall allow the use of its facilities in accordance with other provisions of the law as well. The District shall retain sole discretion to determine which of its facilities shall be made available for use.

(cf. 6145.5 - Student Organizations and Equal Access)

The purpose of this policy is to provide a framework that the site administrator/designee at all district facilities will follow in order to ensure consistent application of the policy and regulation. For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities 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)

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. Such joint agreements have been reached between the City of El Segundo and the school district.

(cf. 1330.1 - Joint Use Agreements)

The Superintendent shall adopt an administrative regulation specifying priority order where competing requests are received for the same school facilities or grounds. Site facility requests are decentralized and field allocation **or** facility use requests are processed and assigned by the Administrative Designee at each school site location.

FEES:

The Board believes that the use of school facilities or grounds should not result in costs to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

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)

Fee schedule may vary based upon site specific features which contribute to additional direct costs. All costs associated with the use of the facility will be embedded into a single hourly rate of usage.

(cf. 9320 - Meetings and Notices)

CATEGORY 1:

Free Use Groups

When an alternative location is not available, the Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. As specified in Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, El Segundo Education Foundation, American Youth Soccer, parent-teacher associations, and school-community advisory councils. However, free use groups will be charged for direct costs for salaries of employees for any request that requires services beyond the normal duties of the employees or the standard hours of operation for the site. The District retains the right to designate or specify free use groups in its sole discretion, consistent with the Civic Center Act and any other applicable law. (\$10.00 per participant and direct charges for each six month field allocation period)

CATEGORY 2:

Direct Cost Groups

The Board authorizes the use of school facilities or grounds at a cost not to exceed direct costs by other groups, including nonprofit groups not organized to promote youth and school activities or for-profit groups that request the use of the school facilities under the Civic Center Act. 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) (See Fee Schedule)

CATEGORY 3:

Fair Rental Value Groups

The Board shall grant the use of school facilities or grounds at fair rental value by groups 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)
(See Fee Schedule)

CATEGORY 4:

Internal School-Related Organizations

The Board shall grant 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.

Direct Costs

In determining direct costs to be charged for community use of each, or each type of, school facility or grounds, the Superintendent or designee shall calculate, in accordance with 5 CCR 14038, 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

However, 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)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

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)