

**MANTECA UNIFIED
SCHOOL DISTRICT**

USE OF SCHOOL FACILITIES

The Board of Education of the Manteca Unified School District recognizes that the physical facilities under its jurisdiction are among the community's most valuable resources. The District is, therefore, committed to the concept of encouraging the use of those facilities by community groups during those hours in which the regular school programs are not in session.

While it is the intention of the Board to provide the community the widest possible access to school facilities, practical economies dictate that the community use will not take place at the expense of the regular school program. The regulations which follow have been established with the intention that the facilities can be utilized most efficiently and in such a way as to encourage both the development of personal character and civic welfare.

Priority to competing requests will be granted according to the following order of descending priority except where pre-empted by contract.

1. Each school should have first call upon the use of all school grounds and facilities of that specific school. P.T.A.'s, booster clubs, parent clubs, community clubs, etc., shall be construed as part of the school.
2. As high school facilities are used by elementary schools, the elementary schools shall be second in priority for the use of these facilities.
3. As the Manteca Adult School uses all facilities within the boundaries of the Manteca Unified School District, Adult Education shall be third in priority on the use of school facilities.
4. Youth Organizations within our District (i.e., Boy Scouts, Girl Scouts, Brownies, Campfire Girls, 4-H, little leagues, youth softball, youth basketball, youth soccer, youth football) shall be next in priority for usage of all school grounds and facilities.
5. The Manteca, Lathrop, and Stockton Parks and Recreation Department areas lying within Manteca Unified School District boundaries shall be next in priority for usage of all school grounds and facilities.
6. The conduct of religious services for temporary periods by any church or religious organization which has no suitable meeting place for the conduct of services, shall be considered next in line for priority only if the church or religious organization has a current board authorized letter of approval for the current fiscal school year.
7. Requests from outside organizations shall be placed last in priority for the use of all school grounds and facilities within the Manteca Unified School District. We realize that schools are important to outside organizations; however, we feel that a priority must be established and activities directly connected to the school must be given top priority.

Facility Availability

As aligned with the MUSD *Athletic Fields Handbook*

The site administrator assigned to athletics is responsible for daily inspection of all District supported facility/fields and is authorized to close a field or partial field as appropriate to maintain safe playable conditions. District Grounds/Operations is authorized to close any District supported athletic field for regularly scheduled maintenance/repair or in an emergency situation.

Facility user's need to be advised, when a permit is approved there is an understanding that a specific facility/field is open for use, however this permit could be revoked due to field closures.

If restrictions are determined required upon daily inspections of facility or fields Director of Grounds should notify the Community Outreach Dept. as soon as that decision is made. Notification of which school sites are scheduled for maintenance and timeframe of job completion should be part of that weekly communication, so proper notification/arrangements can be made to the Facility User.

ADMINISTRATIVE REGULATION

NO. 1330(c)

MANTECA UNIFIED SCHOOL DISTRICT

Fee Schedules

Utility Charges:

Large Facilities (i.e., Lg. /Small Gym, Multipurpose Rm.)	\$11.24 per hour
Medium Facilities (i.e., Cafeteria, Dance Rm, District Office Rm.)	\$ 6.85 per hour
Small Facilities (i.e., Classroom, Restroom, Other)	\$ 0.86 per hour

Class I: Education of District Students

- 1A. Extra-Curricular school events, school fundraisers, and District parent information meetings where no money is charged and organizations charging admission, the net profit wherein is forwarded to the District or a District affiliated organization (i.e., Board of Trustees, booster clubs, parent/community clubs, student body) for the direct benefit of students of the District shall have all fees waived during normal hours when custodian is on duty, with the exception of 1B as noted. In the circumstance class 1A does not forward the net profit back to the District or District affiliated organization, class 1A will be reclassified for the specific event.
- 1B. 1. Organizations in direct support of District students where no money is charged (i.e., after school programs, Boys and Girls club, Girl/Boy Scouts, City of Manteca/Lathrop/Stockton).
2. High school teams extended season through an outside agency.
Outside sports agency for MUSD high school students approved by the site specific Athletic Director and Principal. Participants are limited to current MUSD 9-12 grade students. Organization must provide a roster of participants meeting a minimum requirement of 90% associating high school students.

<u>Class 1A & 1B</u>	
If custodian is not on duty and activities are outside normal business hours, prevailing overtime hourly rate for custodial services at \$33.46/hr., plus cost of necessary custodial supplies and other utilized direct costs will be charged.	
Night usage will require appropriate field light charges	
Users in this class will provide a certificate of insurance that meet current Risk Management requirements, and an endorsement letter naming MUSD as additionally insured including a statement to hold the District harmless and under indemnification.	
Class 1B: Utility charges-	Large Facilities \$ 11.24 per hour Medium Facilities \$ 6.85 per hour Small Facilities \$ 0.86 per hour
Class 1B- Permit Processing Fee of \$25.00 per semester. (nonrefundable)	

ADMINISTRATIVE REGULATION

NO. 1330(d)

MANTECA UNIFIED SCHOOL DISTRICT

Modified Class II: Indirect Support of District Students

Non-profit youth organizations charging either registrations or admissions, the net proceeds of which are not forwarded to the District or a District affiliated organization for the direct benefit of students of the District will be considered a Modified Class II:

<u>MODIFIED CLASS II</u>	Minimum Charge (2 hours)	Per Hour Charge for Each Additional Hour
\$25.00 Permit Processing Fee applies to all approved permits. (nonrefundable)		
Restrooms	\$4.50	\$2.25
Classrooms	\$22.50	\$11.25
Small Gymnasium/Multi-Purpose Room	\$37.50	\$18.75
Large Gymnasium	\$45.00	\$22.50
Cafeteria (no kitchen)	\$30.00	\$15.00
Cafeteria (w/kitchen)**	\$45.00	\$22.50
Lindbergh Auditorium	\$37.50	\$18.75
Speech Arts Auditorium	\$61.50	\$30.75
Swimming Pool and Rest Room (not heated)	\$120.00	\$60.00
Pool Heating	\$147.00/per day	
Stadium (Includes Track, Field, Snack Bar, Press Box)	\$147.00	\$73.50
Stadium Field Lights	\$48.82	\$24.41
Practice Field Lights	\$9.00	\$4.50
Baseball Diamond	\$28.50	\$14.25
Athletic Fields	\$22.50	\$11.25
Tennis Courts	\$22.50	\$11.25
Parking Lot	\$15.00	\$7.50
Security (if organization does not provide their own and Police Department requires security)	\$44.00	\$22.00
Other Facilities	TBD	TBD
Plus Utility charges-	Large Facilities	\$ 11.24 per hour
	Medium Facilities	\$ 6.85 per hour
	Small Facilities	\$ 0.86 per hour
Lathrop High School Facilities: \$20/hour sewer surcharge		
If custodian is not on duty, prevailing overtime hourly rate for custodial services at \$33.46/hr. plus cost of necessary custodial supplies will be charged.		
Night usage will require appropriate field light charges.		
Users in this class will provide a certificate of insurance that meet current Risk Management requirements, and an endorsement letter naming MUSD as additionally insured including a statement to hold the District harmless and under indemnification.		
Users in this class must provide proof of Non-Profit status.		

Class II: Nonprofit Use of Facilities

ADMINISTRATIVE REGULATION

NO. 1330(e)

MANTECA UNIFIED SCHOOL DISTRICT

All other nonprofit organizations not charging admission fees and activities which are not directly for the benefit of youth will be charged Direct Costs as listed below: (i.e., adult recreation, religious organizations, universities)

<u>CLASS II</u>	Minimum Charge (2 hours)	Per Hour Charge for Each Additional Hour
\$25.00 Permit Processing Fee applies to all approved permits. (nonrefundable)		
Rest Room	\$8.50	\$4.25
Classrooms	\$30.00	\$15.00
Small Gymnasium/Multi-Purpose Room.	\$50.00	\$25.00
Large Gymnasium	\$60.00	\$30.00
Cafeteria (no kitchen)	\$40.00	\$20.00
Cafeteria (w/kitchen)**	\$60.00	\$30.00
Lindbergh Auditorium	\$50.00	\$25.00
Speech Arts Auditorium	\$82.00	\$41.00
Swimming Pool and Restroom (not heated)	\$160.00	\$80.00
Pool Heating	\$147.00/per day	
Stadium (Includes Track, Field, Snack Bar, Press Box)	\$196.00	\$98.00
Stadium Field Lights	\$48.82	\$24.41
Practice Field Lights	\$9.00	\$4.50
Baseball Diamond	\$38.00	\$19.00
Athletic Field	\$30.00	\$15.00
Tennis Courts	\$30.00	\$15.00
Parking Lot	\$20.00	\$10.00
Security (if organization does not provide their own and police department requires security)	\$44.00	\$22.00
Other Facilities	TBD	TBD
Plus utility charges-	Large Facilities	\$ 11.24 per hour
	Medium Facilities	\$ 6.85 per hour
	Small Facilities	\$ 0.86 per hour
Lathrop High School Facilities: \$20/hour sewer surcharge.		
If custodian is not on duty, prevailing overtime hourly rate for custodial services at \$33.46/hr. plus cost of necessary custodial supplies will be charged.		
Night usage will require appropriate field light charges.		
Users in this class will provide a certificate of insurance that meet current Risk Management requirements, and an endorsement letter naming MUSD as additionally insured including a statement to hold the District harmless and under indemnification.		
Users in this class must provide proof of Non-Profit status.		

ADMINISTRATIVE REGULATION

NO. 1330(f)

MANTECA UNIFIED SCHOOL DISTRICT

Class III: Fair Rental Value

Includes all other groups not specifically identified as Class I or Class II and not in conflict with Board Policy. For profit organizations or not for profit organizations scheduling activities in which a participation admission, or entry fee is charged.

As per Education Code 38134 (e), entertainment, functions or meetings where admission fees are charged or contributions are solicited and where the net receipts are not expended for the welfare of the pupils of the District, or for charitable purposes, a charge shall be levied for the use of school facilities or grounds which shall be equal to fair rental value.

<u>CLASS III</u>	Minimum Charge (2 hours)	Per Hour Charge for Each Additional Hour
\$25.00 Permit Processing Fee applies to all approved permits. (nonrefundable)		
Rest Room (non-school day)	\$15.00	\$7.50
Classrooms	\$130.00	\$65.00
Small Gymnasium/Multi-purpose Room	\$150.00	\$75.00
Large Gymnasium	\$160.00	\$80.00
Cafeteria (no kitchen)	\$140.00	\$70.00
Cafeteria (w/kitchen)**	\$160.00	\$80.00
Lindbergh Auditorium	\$150.00	\$75.00
Speech Arts Auditorium	\$182.00	\$91.00
Swimming Pool and Rest Room (not heated)	\$260.00	\$130.00
Pool Heating	\$147.00/per day	
Stadium (Includes Track, Field, Snack Bar, Press Box)	\$296.00	\$148.00
Stadium Field Lights	\$48.82	\$24.41
Practice Field Lights	\$9.00	\$4.50
Baseball Diamond	\$138.00	\$69.00
Athletic Fields	\$130.00	\$65.00
Tennis Courts	\$130.00	\$65.00
Parking Lot	\$120.00	\$60.00
Security (if organization does not provide their Own and Police Department requires security)	\$44.00	\$22.00
Other Facilities	TBD	TBD
Plus Utility charges-	Large Facilities	\$ 11.24 per hour
	Medium Facilities	\$ 6.85 per hour
	Small Facilities	\$ 0.86 per hour
Lathrop High School Facilities: \$20/hour sewer surcharge.		
If custodian is not on duty, prevailing overtime hourly rate for custodial services at \$33.46/hr. plus cost of necessary custodial supplies will be charged.		
Night usage will require appropriate field light charge.		
Users in this class will provide a certificate of insurance that meet current Risk Management requirements, and an endorsement letter naming MUSD as additionally insured including a statement to hold the District harmless and indemnification.		

**MANTECA UNIFIED
SCHOOL DISTRICT**

Procedure for Reserving Use of Facilities

It is the applicant's responsibility to provide the following forms and information. Please allow a minimum of 20 working days to process the application, prior to the event date, or the request may be denied.

1. Visit www.musd.civicpermits.com, Manteca Unified School District's on-line permit process. Register with Civic Permits and complete the email activation process to activate your account.
2. Applicant will apply for a facility use permit by selecting a school, the facility desired at that school, and the dates and times needed. Each permit is specific to a single school site, and permits must contain no more than 30 calendar days. Only one designee per organization is the agent authorized to submit a permit on behalf of the organization and is responsible for all fees associated. Principal approval does not authorize usage approval.
3. Insurance documentation that meet current Risk Management requirements is needed from the applicant before the District will approve the request. Facility users must not submit a certificate of insurance within 30 days of expiration/renewal of said certificate.
4. Once the school site approves the availability of the site, and the required insurance documentation has been submitted, the Civic permits system will transfer the permit request to the Community Outreach Dept. where the permit will be further reviewed by the Director. Upon approval, payment in full is required one week prior to use, before a permit may be released. It is mandatory for a facility user to possess the permit before any facility access may be honored.
5. No facility use is allowed until permit is final approved by MUSD.
6. No printing of location promoting activity in User flyer/publication/social media account until permit has been final approved by MUSD.
7. The applicant will receive automated notification updates via email, through the Civic Permits system, with the registered email address, when any activity occurs on the permit. This includes but is not limited to: Site approvals, denials, invoicing, payment required, and release of permit.

MANTECA UNIFIED SCHOOL DISTRICT

Rules and Regulations

The rules and regulations governing the use of District facilities are provided on the Civic Permits website, also described below, and available upon request. The applicant is required to select the acceptance field that reads 'I agree to the facility use terms and conditions', before the permit is able to be submitted. Failure to observe these provisions is sufficient cause to revoke permission to use school facilities and to deny the group such use in the future.

Use of MUSD facilities by outside organizations will not take place at the expense of the regular school programs.

Manteca Unified School District reserves the right to cancel all activities due to inclement weather or other emergencies. The Board and/or its agents reserve the right to suspend or prohibit any use of facilities at any time.

1. Responsibility

Facility Users shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws, city ordinances, District regulations, by-laws, and policy conditions. The organization shall never leave a rented building or stadium unattended and will be held financially responsible in the event of loss or damage to MUSD property.

It is the applicant's responsibility to provide all required forms and information prior to the event. Please allow a minimum of 20 working days for processing the application. All insurance requirements must be met, and payments made at least 1 week prior to the event before an application can be approved.

School property must not be used for the commission of any act prohibited by law, or which is inconsistent with their use for school purposes, or which interferes with the regular conduct of school or school work. In addition, any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances on school property shall not be permitted. Any individual who submits the agreement will be financially responsible.

Buildings will be opened (only when given evidence of approved permit), attended and closed by an authorized employee of the District.

**MANTECA UNIFIED
SCHOOL DISTRICT**

2. Custodial

Custodial fees do apply outside of normal business hours. A custodian must be present for the entire duration of use plus an additional 2 hours. MUSD will not refund custodial discrepancies within one hour of time reserved vs. actual time used.

Custodial Services are provided only for access, chair/table setup, heating, lighting, ventilations and basic cleanup of a building. These services do not include the erecting or dismantling of scenery, equipment or other apparatuses. Custodians are not required to perform tasks or errands for the party using the facilities prior to, during, or following an event. The holder of the permit must furnish all the help necessary to arrange and run the programs, including, but not limited to, such as stagehands, ushers, ticket collectors, booth operators, etc.

3. Payment

Payment for Use of Facilities will be collected upon approval from the District Office, Community Outreach and Innovative Programs Dept. Fees will be determined by classification and will include rental, staffing and energy costs. Full payment shall be received no later than one week prior to event; if payment is not received the permit will be denied immediately.

Every Permit will include a \$25.00 processing fee, with the exception of Class 1A.

4. Cancellations

All cancellations must be submitted in writing to the District Office Community Outreach and Innovative Programs Department at facilityuse@musd.net no later than one week prior to the event in order to be eligible for a refund. A permit processing fee of \$25.00 will be retained. Any changes in reservations must be submitted in writing two weeks prior, in order to receive a refund of the difference, otherwise the facility user will pay for each reservation reflected on the permit.

5. Changes in Reservation

Any changes in reservations must be submitted in writing two weeks prior, in order to receive a refund of the difference, otherwise the facility user will pay for each reservation displayed on the permit.

If there are any discrepancies pertaining to the actual use of facilities, the facility user must submit the discrepancy within 48 hours post use to the Community Outreach and Innovative Programs Dept. at facilityuse@musd.net, in order to be eligible for a refund.

**MANTECA UNIFIED
SCHOOL DISTRICT**

6. Liability Insurance

Users in all classes will provide a certificate of insurance that meet current Risk Management requirements, and an endorsement letter naming MUSD as additionally insured including a statement to hold the district harmless and under indemnification. This includes users that operate with a Memorandum of Understanding.

When, in the opinion of the District, the requested use of facilities could present potential additional risk, the District reserves the option to increase minimum insurance requirements based upon the recommendation of the District's insurance representatives.

7. Bond and/or Security Deposit

When, in the opinion of the District, the requested use of facilities could involve unusual/abnormal wear and tear or damage to District property, the District reserves the option to require a bond or security deposit.

8. Actions

The facility user must give written notice to the District within 8 hours of any incident in which emergency responders were required to respond to life threatening or loss of limb incidents or where a person's safety was severely compromised. Notice must be communicated to the Community Outreach and Innovative Programs Department at facilityuse@musd.net, who will then notify the appropriate MUSD departments including the school site administrator of the incident

9. Damage to School Property

Groups or persons using school facilities under the provisions of this policy shall be liable for any damages to property caused by the activity. The Board shall charge the amount necessary to repair any damages. Further use of school facilities may be denied the responsible party.

10. Hold Harmless Agreement

The above-named Organization and its members shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by the Organization's occupancy of the facilities or premises, and for which the District might be held liable. The Organization shall protect and indemnify Manteca Unified School District, its Governing Board, its Officers, its Agents, its Employees and its Volunteers and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of the occupancy of the facilities or premises, regardless of responsibility or negligence. The applicant agrees to furnish such liability or other insurance for the protection of the public and the District as the District may require.

**MANTECA UNIFIED
SCHOOL DISTRICT**

11. Use of Facilities

Open & Close Time-

- a. Arrive at time indicated on the permit
- b. Facility User must submit accurate opening and closing time. Events scheduled must terminate with sufficient time to permit cleaning the facilities.
- c. Custodian does not have authorization to open facilities earlier than permitted.

Special permission must be obtained for decorating, installing scenery, moving items/furniture or installing any apparatus. All such material must be flameproof or fire-retardant and must be removed from the building promptly after the performance so that there will be no interference with school activities.

District owned equipment is not available to Facility Users. There must be a District employee present to operate equipment for a facility use event, i.e. kitchen appliances, lighting.

BY SELECTING 'AGREE' THE APPLICANT UNDERSTANDS THE PROCEDURES, REGULATIONS AND TERMS OF THIS AGREEMENT AND IS AUTHORIZED TO SUBMIT THIS AGREEMENT ON BEHALF OF THE ORGANIZATION.

MANTECA UNIFIED SCHOOL DISTRICT

Rules of Conduct

School property must not be used for the commission of any act prohibited by law, or which is inconsistent with their use for school purposes, or which interferes with the regular conduct of school or school work. Unreasonable conduct of any participant shall be subject to immediate cancellation of use. Any conduct at an activity that is deemed offensive, indecent, or contrary to the best interest of the community is classified as unreasonable. Smoking, Tobacco Products, including electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco product, Alcohol, Drugs, Firearms, or Explosives are prohibited on any school district property. Facility users must be aware of the location of emergency exits at all times. Facility users are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds. Facility Users are not permitted to store any of their belongings on sites. The individual who submits the application will be financially responsible.

The California Food and Agricultural Code, section 13186, and the California Code of Regulations, limits the use of pesticides, chemicals, and cleaning products on school sites, and mandates specific reporting responsibilities to any person who applies these types of products on school premises. Therefore, facility users are prohibited from applying pesticides, chemicals, or cleaning products to district facilities or grounds.

Tobacco use in any form is prohibited at all times, including weekends and evenings, on all property owned or operated by the MUSD. This prohibition includes, but is not limited to, all buildings, parking lots, vehicles parked in parking lots, athletic fields, and patio areas.

It is the responsibility of the User to assure the facilities are left in suitable condition throughout duration of use and in full restoration when event is completed. If facilities are left disorderly the User will be charged an additional **\$133.84 minimum**, for 4 hours of custodial time.

1. Classrooms, Libraries and Multi-Purpose Rooms

All classrooms, libraries and multi-purpose rooms must be left in the condition they were found. If custodial assistance is not part of a User's facilities use fee, the following must occur:

- a) Take out all trash and replace bags
- b) Take out all recycling and replace bags
- c) Wipe down all tables and restore them to upright, previous position
- d) Do not leave any items behind
- e) Check for spills; mop, sweep, pick up trash as necessary
- f) Check bathrooms for trash and pick up as necessary
- g) Ensure all lights are off and all windows/doors are closed and locked.

If the above does not occur the District reserves the right to charge the User its direct costs for the clean up after User's activity or event.

MANTECA UNIFIED SCHOOL DISTRICT

2. Stadiums and Fields (Track, Football/Soccer and Softball)

User is responsible for monitoring weather conditions and evaluating playing fields of participants and spectators when the threat of lightening or dangerous conditions approaches. User shall cancel events if field conditions could cause harm.

- a) No animals allowed on fields
- b) No Vehicles in the stadium. Emergency vehicles ONLY
- c) Responsible for supervising children- no child left unattended
- d) Only game players inside the stadium/track areas
- e) Do not use yard markers
- f) Tobacco products including electronic cigarettes in any form prohibited at all times
- g) No drinks are permitted on turf- plastic water bottles only
- h) No chewing gum on turf
- i) No sunflower seeds allowed on fields, turf, or inside stadium
- j) Scoreboard and sound equipment are to be operated by adults only
- k) Responsible for cleanup

No event will conflict with a District sports team or school program. Should a District program go over time, the User will wait until said program is finished before entering the event location. User is responsible for contacting District to address reservation modifications.

3. High School Pools

Clean up. Pool area is to be left in the condition it was entered. If there is reason that requires additional clean up or repairs the District reserves the right to charge the User its direct costs after User's activity or event.

- a) No food, colored drinks, or glass are allowed inside pool facility
- b) Plastic water bottles only

Lifeguards. If use of a District pool is requested, the External Renters must provide a qualified lifeguard to supervise the events. The lifeguard must be at least 15 years of age, and maintain and possess a current certification in Lifeguard training and CPR for the Professional Rescuer and First Aid. The lifeguard must provide proof he or she has passed a water skills test. One lifeguard is required for every Twenty-Five (25) swimmers.

Lights. Pool External Renters will be charged for the use of lights for any use scheduled between sunset and sunrise. District reserves the right to turn the lights on accordingly.

Water Testing. User is responsible for testing the water to ensure proper chemical balance if event is taking place on a weekend, during summer and winter closers.

Reference Exhibit No. 1330 and Exhibit No. 1330.1

Date: November 17, 2009
Date Revised: February 6, 2018