

# Forest Charter School

## Use of School Facilities

The Governing Board recognizes that school facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 – Student Organization and Equal Access)

**All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-serve basis.**

The Director or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

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, designating a person to supervise this task, if necessary
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

### Fees

The Board shall grant the use of school facilities or grounds without charge to Forest Charter School organizations whose activities are directly related to or for the benefit of Forest Charter School students. Other groups requesting the use of school facilities under the Civic Center Act shall be charged at least direct costs.

Groups 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)

# **Forest Charter School**

## **Administrative Regulation**

### **Use of School Facilities**

AR 1330

#### **Community Relations**

##### General Regulations for Use

1. Any use under this policy must be approved on a “Use of Facilities” form properly signed by the Business Director.
2. School property must be protected from damage. Any damage beyond normal wear caused by a use under this policy shall be repaired at the cost of the user of the facility.
3. All juvenile organizations or groups seeking use of facilities must have adult sponsorship/supervision present at all times during such usage.
4. Any use under this policy shall not be discriminatory with regard to race, religion, national origin, sex, or disability.
5. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
6. No privilege of using the buildings or grounds shall be granted for a period exceeding one year by Forest Charter School. The privilege is renewable and revocable at the discretion of the Executive Director at any time.
7. The Business Director, with the knowledge of the Executive Director, reserves the right to approve or disapprove the use of facilities. In the event approval is denied, the applicant may appeal to the FCS Charter Council.
8. Preference for the use of facilities will be given to those sponsoring individuals or organizations which are within Forest Charter School.
9. Youth related groups will be granted preferential treatment.

### General Restrictions and Prohibited Activities

1. No activity will be permitted which is in violation of local, state or federal statutes.
2. Possession or consumption of alcoholic beverages is prohibited at all times on school property.
3. There will be NO SMOKING ON SCHOOL GROUNDS at any time. There will be no smoking in any classroom, library, gymnasium, auditorium, dressing room, backstage, or any other areas. Failure to observe the smoking policy is sufficient cause to revoke the permission to use school facilities.
4. Advertising on school grounds or in school buildings, is prohibited, except by groups whose activities are directly related to the district's educational program.
5. The Facilities Use Coordinator or any other school employee aware of infractions or misuse of this facilities agreement is to file a written incident report forwarded to the director of the school. Groups using facilities are to be advised of any such complaints or infraction in writing by the Facilities Use Coordinator.
6. Use for any activity that may violate the normally accepted standards of good morals, manners or taste shall not be granted.
7. Fundraising campaigns shall not be permitted except for organized charity groups, i.e., American Heart Association, American Cancer Society, the School Foundation or Booster Clubs.
8. In the case of entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the pupils of Forest Charter School or for charitable purposes, i.e., American Heart Association, American Cancer Society, etc., a charge shall be made for the use of the school property and grounds. The charge shall be a sum not less than an amount sufficient to pay the cost of supplies, utilities, and salaries as specified in Section V or the fair rental value for the use of such school property and grounds.

### Availability of School Facilities

1. **School premises shall not be available on such occasions or during such hours as interfere with the regular functions of the school.**
2. All use requires advance scheduling.

### Procedures for Reserving Facilities

1. All applicants from organizations or groups for use of school facilities shall be made on official forms provided by Forest Charter School.
2. Individual/Organization requester shall submit a completed request form to the school at least two weeks in advance of the time such use is desired. The application will be forwarded to the Facilities Use Coordinator for confirmation of availability of space.
3. Fee users shall attach additionally insured certificates to the use of the facilities form.
4. Individual/Organization requester shall have an adult sponsor submit the use of facilities application form on behalf of non-adult groups using school facilities.

### Insurance Requirements

1. Free-Use and Non-profit Groups: During the entire term of use of school facilities, Permittee is required to maintain in effect at its own cost and expense, a policy or policies of comprehensive general liability insurance, including coverage of owned, non-owned, and hired automobiles, providing a minimum combined single limit coverage of \$1,000,000 for the defense of lawsuits and the payment of damages arising from bodily injury, sickness or disease, and death to any person; and property loss, damage and destruction, for each accident or occurrence. The insurance coverage shall provide that the insurance carrier or its representative shall process and respond to all claims from acts of Permittee's employees and agents, and shall provide legal counsel for the defense of lawsuits. Forest Charter School is to be named as additionally insured.
2. Paid-Use Groups: Permittee shall cause Forest Charter School, its officers, employees, agents and governing board to be named as additional insured and certificate holder in the above insurance policies, and provide a certificate of insurance as evidence of the above insurance coverage for the entire period of requested use. The certificated insurance shall be delivered to the school at least two weeks prior to the actual commencement of facility use. The certificate shall contain a provision that the School shall be given written notice 30 calendar days in advance of cancellation or any material change in the insurance policies of Permittee.
3. Permittees shall, at their own cost and expense, maintain Worker's Compensation Insurance coverage for their employees including volunteer employees under the State Worker's Compensation Insurance laws.

### Priority of Users

**“All school related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.”**

## Fees for Use of School Facilities

Fees for the use of school facilities and grounds will be charged in accordance with the following classifications: Free Use, Direct Cost, Direct/Indirect-Costs Fee, Fair Rental Value and other School District Use.

1. Free Use – The School shall not charge fees for free use groups. These groups are identified on the attached fee schedule. Fees are imposed to free users for labor only if facilities are used in a manner that requires additional cleaning. If the facility is not left in the same condition as at the start, an additional cleaning fee will be charged.
2. Direct cost (Youth Non-profit) – The School will make available the use of school facilities and charge a fee not to exceed the direct costs of materials, employee expenses, and utilities. However, damage and abuse of facilities or equipment will be billed to the user organization.

These groups are identified on the attached fee schedule.

The School or designee may require direct cost group to certify to the School that an alternative location is not available; the school may grant the use of school facilities and shall charge direct costs for such use. The school may also grant credit towards facility use fees based on services provided by direct cost groups that offset the School's direct expenses. The School shall establish a value for services prior to granting credit.

3. Direct/Indirect-Costs Fee (Non-profit adult groups) – Activities other than those specified for free use, direct cost use or fair rental value shall be charged a fee not to exceed direct and indirect costs to Forest Charter School. Forest Charter School costs include supplies, utilities, janitorial services, services of other Forest Charter School employees, and salaries paid to Forest Charter School employees necessitated by the organization's use of said facilities.

The following activities shall be charged direct costs:

- a. Services conducted by religious groups.
- b. Community recreational and cultural groups.
- c. Charitable fund-raising activities, which are not directly beneficial to youth or the public school activities of Forest Charter School, as determined by the School.
- d. Events sponsored by religious or community groups, except those which qualify for free use.

- e. Public agencies – in lieu of direct costs, Forest Charter School may enter into a written alternative agreement with local public agencies depending upon the activity.
  - f. Activities not previously identified and do not fall within the free-use or fair-rental-value classifications.
4. Fair-Rental-Value Fee – Groups 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 direct 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. (Education Code 40043)
5. Other Schools Fee – Schools, other than Forest Charter School, that use facilities will be charged a fee to cover “wear and tear,” utilities, and custodial. A reasonable fee will be determined by the Business Director and Facilities Use Coordinator.

# Forest Charter School

## Facility Use Fee Schedule

| Class 1 | Class 2 | Class 3 | Class 4 |
|---------|---------|---------|---------|
|---------|---------|---------|---------|

| Forest Charter School Groups | Non-Profit Youth Groups | Adult-Groups Non-Profit | Fair Rental Value |
|------------------------------|-------------------------|-------------------------|-------------------|
|------------------------------|-------------------------|-------------------------|-------------------|

| <u>Locations at site</u> | <u>Hourly</u> | <u>Hourly</u> | <u>Hourly</u> | <u>Hourly</u> |
|--------------------------|---------------|---------------|---------------|---------------|
| One Time Application Fee | NC            | 25            | 25            | 25            |
| Multipurpose Room        | NC            | 10            | 20            | 40            |
| Classroom                | NC            | NA            | NA            | NA            |
| Playfield                | NC            | 5             | 15            | 20            |
| Playground               | NC            | 5             | 15            | 20            |
| *Custodian/Supervision   | NC            | 28            | 28            | 28            |

\*Weekends or other than regular work hours (Actual time when custodian is needed/2-hour minimum)

|                  |                                                      |  |  |
|------------------|------------------------------------------------------|--|--|
| CLASS 1<br>(USE) | CLASS 1 applies to Forest Charter School Groups ONLY |  |  |
|------------------|------------------------------------------------------|--|--|

|                                                        |                                                                            |                                                           |    |
|--------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------|----|
| CLASS 2<br>(Materials, Labor, Utilities)<br>E.C. 38134 | Boy Scouts<br>Youth Soccer<br>NC Basketball<br>NC Elks Events for Children | Girl Scouts<br>Little League<br>Children Religious Groups | 4H |
|--------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------|----|

|                                    |                                                                 |           |
|------------------------------------|-----------------------------------------------------------------|-----------|
| CLASS 3<br>(Direct/Indirect Costs) | Adult Basketball<br>Dance Groups<br>Community Recreation Groups | AAU Teams |
|------------------------------------|-----------------------------------------------------------------|-----------|

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| CLASS 4<br>(Fair rental value) |
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