



Book	Board Policy Manual
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Administrative Regulation

Use Of School Facilities And Grounds

AR 1330

Community Relations

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which are required by Education Code [38130-38139](#) and which:

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. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.
4. Maintains an online system for reserving, tracking and reporting on the reservation of District facilities and the proper collection of fees, necessary insurance documents, and certifications (lifeguard, if required).

Any persons applying for the use of school property on behalf of any society, group or organization shall present written authorization from the group to make the application. Persons or organizations applying for the use of school facilities shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

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 [38131-38139](#)):

1. Types of Activities Permitted (must follow applicable code and includes):

- a. Public, literary, scientific, recreational, educational or public agency meetings.
- b. The discussion of matters of general or public interest.
- c. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place for the conduct of the services, provided the Governing Board charges the church or religious organization using the facilities or grounds a fee at least equal to the District's direct costs. (EC 38134) .
- d. Child care programs to provide supervision and activities for children of preschool and elementary school age.
- e. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
- f. Supervised recreational activities including, but not limited to, sports league activities for youth that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
- g. A community youth center.
- h. A ceremony, patriotic celebration, or related educational assembly conducted by veterans' organizations. 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 members of the Armed Forces of the United States, or any of their territories. (Military and Veterans Code 1800)
- i. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.
- j. Other purposes deemed appropriate by the Governing Board.

2. Types of Activities Prohibited

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

- a. Any use by an individual or group for the commission of any crime or any act prohibited by law.
- b. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work.
- c. Activities which involve the possession, consumption or sale of drugs or any restricted substances on school property.
- d. Any use which involves the possession, consumption, or sale of alcoholic beverages. Activities that meet the conditions set forth in Section 25608 of the Business and Professions Code may be eligible for consideration. 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.

e. Activities that do not comply with the laws of the United States, the State of California, or any other policy or regulation of the District.

f. Specific activities prohibited are flying of model airplanes, drones, skateboarding, rollerblading, laser tag, paintball activities, and any other activities deemed inappropriate by the District or site administration.

g. No District facilities are to be used for hypnotist demonstrations or performances.

h. No District facilities shall be used for the purpose of conducting bingo games or other gaming or gambling programs without proper permits from the State if required (50-50 "opportunity" drawings and raffles are not considered gambling for the purposes of this section).

The District may require the furnishing of additional information as it deems necessary in order to make the determination that school buildings and grounds will not be used for a prohibited activity. The determination of whether the use of school buildings and grounds is for a prohibited activity is within the sole discretion of the Governing Board and administered by the Executive Director of Facilities.

Rules and Procedures for the Use of School Facilities and Grounds

The Board has the exclusive right to manage, direct, and control the use of its school facilities and grounds. The use of District facilities and grounds are subject to and conditioned upon the following rules which may be amended from time to time by District Administration.

1. General Rules

a. Any group, club, or organization which includes minors shall have an adult present to supervise its use of school facilities or grounds.

b. Any use of school facilities and grounds for civic center activities shall not be inconsistent with the use of the school facilities and grounds for school purposes and shall not interfere with the regular conduct of school work.

c. Priority of use will be given to student serving nonprofit groups, clubs, and organizations organized to promote youth and school activities. Within this rule, nonprofit groups that rely on volunteer coaching, officiating and organization are further prioritized (e.g., AYSO).

d. No school furniture, equipment, or apparatus may be removed or displaced by any person, persons, or organizations without permission from the school site principal. School property may not be removed from the school premises at any time. Equipment may only be provided if District personnel are hired to operate the equipment.

e. School property must be protected from any loss, damage, or destruction. Each user is responsible for the condition in which school property is left. If school property is lost, damaged, or destroyed, the user will be charged an amount necessary to replace or repair the property, and further use of school facilities may be denied.

f. There will be no smoking or vaping on any school property. Alcoholic beverages, illegal drugs and firearms are not permitted on school premises. (Activities that meet the conditions set forth in Section 25608 of the Business and Professions Code may be eligible for consideration.)

g. The District does not assume responsibility for claims for personal injury, bodily injury, or property damages, liability cost or expense which does or may arise out of the use of school facilities or grounds.

h. Due to health and safety concerns, all pets are prohibited on school grounds, both during and after school hours, unless needed for an approved instructional program under the strict control of qualified instructors or handlers, or service animals for students and/or adults with disabilities as required by the Americans with Disabilities Act, 28 CFR Part 35, and applicable California law subject to the rules and procedures described below and in Administrative Regulation 6163.2.

2. Applications Procedures

Every applicant group, club, or organization desiring to use District school facilities or grounds must comply with the following procedures:

a. Any individual applying for the use of school property on behalf of any group, club, or organization shall be a member of the applicant group and, unless he/she is an officer of the group, must present written authorization from the applicant group to make the application and execute the required documents. A completed online application and all documents, including proof of insurance indemnifying GUHSD (and lifeguard certifications, if applicable) and signed Hold Harmless Agreement must be uploaded before use may be granted.

b. Review instructions and register as a user in the facility use program located on the District's website. A new user must be approved as a Group prior to submitting a reservation request.

c. Complete an online "Request for Use of School Facilities" no later than 10 school days prior to the date that the group, club, or organization has requested to use the District's facilities or grounds. The hours of requested use specified in the application shall determine the period during which the school property may be used. Special permission must be obtained from the site administrator (or Aquatics Department for pools) before any extension of time will be permitted.

d. The Aquatics Department requires first-time renters to pay 10 days prior to use. However, once the renter is established and recurring, fees will be collected within 10 days of the end of the monthly billing cycle.

e. Each applicant shall submit the payment of fees for the use of the school facilities and/or grounds no later than 10 school days prior to the date of use of the school facilities and/or grounds. If advance payment of the appropriate fee is not timely submitted, use of school facilities and grounds will be canceled. Checks should be made payable to the respective school site, GUHSD Facilities Use, or GUHSD Aquatics. The checks should include the reference number, invoice number or group ID number. Groups with a late payment history will be required to pay for all reservations in advance.

f. Adherence to the application process is required and may not be waived by campus administrators for any user group. Requests for exceptions may be submitted to the Executive Director, Facilities Management – lemerson@guhdsd.net.

Restrictions for Use of Facilities

The District reserves the right to exclude certain areas from community use for safety or security reasons. Such areas might include offices or computer rooms containing records and confidential information, science rooms and rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills.

The District further reserves the right to restrict use of facilities deemed unique. Unique facilities are those areas which cannot be categorized as general classrooms or general outdoor athletic areas. Criteria to be used in determining uniqueness may include consideration of areas in which special equipment is housed,

appropriateness of activity to facility being used, operational costs, and health and safety factors, among others.

The use of facilities shall not create a hardship on sites which necessitates unreasonable overtime for site personnel or undue wear and tear on the facilities. The District may, at its sole discretion, limit use of facilities as maintenance needs dictate.

Dispute Resolution

If at any time there is a dispute by a Group or internal approver for facilities use as to the applicant group's category, status or requested use of space, a three- to four-member panel consisting of the Executive Director, Facilities Management, , Director II, Extended Curricular Programs and the school site's Manager, School Facilities will meet and confer on a resolution for the dispute (if applicable, Energy Manager may be included). This may or may not include proper categorization for a Group, the acceptance or rejection of requested facilities use, and any other dispute that may arise from the parties listed above.

Liability Insurance Required for Use of School Facilities and Grounds

1. Personal Injury, Bodily Injury, and Property Damage Insurance

Prior to the approval of the application and Permit for Use of School Facilities and Grounds, the applicant shall submit online with the application a certificate of insurance along with the insurance company's policy endorsement of comprehensive general liability in the amount of \$1,000,000. Insurance requirements are subject to change depending upon the size and scope of the event. A signed indemnity agreement is also required to be uploaded with the insurance certificate.

2. All groups shall be required to include the District as additional insured on their liability policies and provide proof of endorsement.

The carrier's policy coverage shall also contain the following provisions:

- a. Primary coverage before the District's policy.
- b. Any aggregate limits shall apply separately to each insured.
- c. Carrier agrees not to call on the District for any contribution in the settlement of a claim.
- d. No other contribution by the District is required.

3. The following shall apply when damage occurring to school property is not covered under the provisions of the certificate of insurance and the policy endorsement:

a. Groups or persons using school facilities shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities.

b. Applicant's failure to pay said damages shall constitute sufficient cause for the District to take whatever legal action the District considers appropriate against the applicant.

c. Such action may include, but is not limited to, immediate cancelation of the application and disapproval of future applications to use school facilities and grounds and legal action to recover damages.

d. Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

e. Persons or organizations applying for the use of facilities or grounds shall sign the Hold Harmless Agreement indicating waiver to any claims against the district.

Charges for the Use of Facilities and Grounds

Charges for the use of facilities and grounds shall be made in conjunction with the Facility Use Fee Schedule, which may be amended from time to time or as cost recovery conditions warrant.

Group A: School/District Affiliated (FEE EXEMPT)

No charge to school related organizations where NO fee/donations are collected; facility use is free of charge with the exception of charges for custodial/security services provided during off-duty hours and/or for the use of special utilities and/or extra services. Proof of Insurance and Hold Harmless Agreement may be required to indemnify the District. Approved users in Group A are:

1. Programs and activities of the school district directly related to an education program outside of school hours.
2. School-related organizations (e.g., PTA/PTSA/PTO, booster groups). These groups are school and/or District based groups including parent-teacher associations and school-community advisory councils.
3. Use by other governmental agencies for nonprofit community activities (e.g., congressional hearing, use of school site as a polling place during elections).
4. Community emergency/disaster shelters (e.g., Red Cross).

Group B: Direct Cost Recovery/Nonprofit

The following groups requesting the use of school facilities under the Civic Center Act shall be charged direct costs. Proof of Insurance and Hold Harmless Agreement will be required to indemnify the District. Users in Group B include:

1. Any organizations, groups, or citizens not fitting into Group A or Group C.
2. Non-commercial adult organizations organized primarily for self-benefit (e.g. tax-exempt churches, political parties) where no admissions are collected or coaches paid.
3. Universities or colleges where no admission fee is collected or coaches paid.
4. A registered Non-Profit Organization with a current 501c3 uploaded to the facility use program.
5. Youth-serving groups not a part of a respective campus.
6. Youth-serving groups that rely 100% on volunteer coaches and officials and that have a substantial and documented history of cash or in-kind contributions to the District may be granted a 25% reduction in use of fees (e.g., AYSO).

Group C: Fair Rental Value

Applies to organizations, groups or citizens not fitting into Group A or B which intend to use the facility for any commercial use or profit, events/activities, donations or participation where admissions or participation fee is charged or contributions are solicited that are not for charitable purpose or for the welfare of youth or youth-serving organization. Proof of Insurance and Hold Harmless Agreement will be required to indemnify the District.

Out of Season “Campus Sports”

Out of Season “Campus Sports” are defined as any sport that includes only students from one GUHSD high school campus, with a GUHSD employee/coach running the program. These Campus Sports will be charged a yearly fee based on number of participants. These Campus Sports must also provide Proof of Insurance and signed Indemnity Provision . Any events or activities that include participants from outside the one GUHSD campus that charge a fee or are for profit will be charged Group B Direct Costs. The provisions for Out of Season Campus Sports do not apply to Aquatics Facility uses.

Additional Charges

1. Use fees will be estimated at time of reservation and may be adjusted for actual use periods.
2. Users that reserve facilities and falsely represent the organization may have future use applications denied.
3. If District employees are required to work overtime, charges will be based on current union bargaining unit guidelines.
4. Equipment will only be furnished if District employees are hired to operate such equipment.
5. All fees and charges are established by the District and all checks should be made payable to GUHSD Facilities Use (not ASB), or GUHSD Aquatics, as appropriate.
6. The Assistant Principal/Manager, School Facilities, under the direction of the Principal, shall be responsible for scheduling the community use of buildings, grounds, and equipment. Such use and scheduling shall conform to District policy.
7. Cleaning deposit of \$500 will be incurred for all events within any carpeted area with indoor facilities. If no cleaning is needed, the deposit will be returned.
8. Site administrators may not waive the application process for any group or user.
9. For donations, applicable District policies should be followed.

Regulation approved: GROSSMONT UNION HIGH SCHOOL DISTRICT
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