

CIVIC CENTER – USE OF SCHOOL FACILITIES

Use of district and school facilities, grounds, and equipment are subject to the prohibitions, conditions and restrictions set forth below, in addition to those stated in the accompanying Board Policy and the Civic Center Act.

Application for Use of Facilities

Any persons applying for the use of school property on behalf of any society, group, or organization shall be a member of the applicant group. The applicant shall present written authorization from the group to make the application.

Persons or organizations applying for the use of school facilities shall submit the following prior to permit request approval:

1. Application for Use of School Facilities for Public Purposes
2. Certificate of Insurance
3. Additional Insured Endorsement
4. Waiver of Subrogation Endorsement
5. Primary, Non-contributory Endorsement

There is a four (4) hour minimum personnel fee on weekends and holidays.

Regulations governing Civic Center Act use shall, at minimum:

1. Preserve order in school buildings and on school grounds and protect school facilities and grounds. A person may be designated to supervise this task, and all salaries paid to such person(s) will be billed at the current salary rate.
2. Ensure the use of facilities or grounds is not inconsistent with the use of school facilities or grounds for school purposes and does not interfere with the regular conduct of school activities by the district.

A copy of the rules governing use of school facilities will be made available to all persons or groups requesting use of district facilities or grounds, and are appended to this Regulation as Exhibit D.

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)**Restricted Facilities and Equipment**

Specific rooms, facilities, equipment, or fields, depicted in Exhibit A to this Regulation, are not authorized for use by the community, unless by special approval. Site administrators should identify any restrictions and after-hours site-use they desire for their respective sites by June 1 of each year. The Civic Center office begins scheduling facilities for public use on July 1 of each year. Should any restrictions or additional school site usage needs arise during the school year, the district may revoke any conflicting Civic Center Act permit on that basis, in its sole discretion.

Use of School or District Facilities or Grounds prior to 5:00 PM

Approved activities or uses of school facilities immediately after the end of school must comply with the following additional restrictions:

1. The activities are restricted to those designed for and attended by students of the school being used.
2. When school is dismissed, all students attending the approved activity will go directly from their classroom to the specified facility scheduled for Civic Center use, and will not leave school premises in between the school day and Civic Center activity.
3. The activity's leader, or guests, must check in with the school office and go directly to the approved facility at the time of the dismissal bell.

Temporary/Renewable Permits for Religious Services and Organizations

- A “temporary period” is defined as three years cumulative time, consecutive or non-consecutive.
- One-year extensions may be made on an annual basis if another religious organization or church is not in queue for use of the facility.
- The order of churches to be dismissed is based on cumulative total use. Churches with the longest cumulative rental time will be dismissed in descending order as new churches enter the queue to use our facilities.

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)

Temporary/Renewable Permits for Religious Services and Organizations (continued)

- Churches with active permits may not enter another queue if they have more than two years cumulative use.
- Order of the queuing is based on application date and cumulative use. Priority is given to churches with zero cumulative usage time and by application date, followed by churches with the least cumulative rental time in ascending order.

District Pupil Threshold for Classes

Organizations/groups/entities charging fees for classes must provide a signed verification form and a class roster to the Civic Center office no later than one week prior to the facility or grounds use, indicating the name of the school that each child attends, for verification of fee category. Failure to provide these documents will disqualify the organization from the Discount Fee Rate.

Fee Category

Fee category is based on the applicant organization and the facility use activity. Factual variances may lead the district to exercise its discretion to set fees in accordance with the Civic Center Act.

Facility Rates

All facility rates are determined per square foot and hours of facilities usage, as specified in Exhibits B and C to this regulation. All listed rates are subject to periodic revision, and do not include personnel charges, which will be charged in addition to the rates listed therein. Each organization will be charged at the rates in effect at the time of usage, not at the time the application is submitted.

Event Fees/Contributions

An organization/group/entity charging fees or soliciting contributions bears the burden of proof that net receipts are expended for charitable purposes or for the welfare of district pupils. Such proof must be provided at the time of the application in order to qualify for the Direct Cost rate. Failure to provide proof will result in the organization being charged at the Fair Rental Value Rate. Such proof will not be accepted after the usage has occurred.

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)**Payment**

Invoices are due at time of receipt. A deposit or advance payment may be required in the sole discretion of the district.

Changes, Cancellations, and No Shows

By submitting a Civic Center Permit Application, the organization/group/entity/user agrees to pay the applicable fees. Failure to use a scheduled facility does not constitute a cancellation or release the organization from its obligation to pay applicable personnel fees. All changes and cancellations must be in writing and submitted at least two weeks prior to the scheduled use.

Damage or Loss

Damages or losses occurring as a result of any group activity and requiring the repair or replacement of grounds, facilities, accoutrements, or equipment shall be paid by the applicant to whom permission was granted for use of the facility or district equipment.

Termination of Use

The Superintendent and/or Governing Board shall have the right to revoke permission for use of a district facility at any time when it is deemed in the best interest of the school district, in their sole discretion.

Termination of permission to use facilities shall immediately result for any person or organization that condones, permits, or is found to:

1. Possess, consume, sell, give, or deliver any alcohol beverages, narcotic or dangerous substance, in a school facility or grounds thereof, except where such substance is required to be so possessed or used in connection with a course of instruction being conducted at such facility, pursuant to Section 25608 of the Business and Professions Code.
2. Use profanity, gamble (except for district/city approved Bingo), cause disruptions or violence or destruction to persons or property on school or district premises.
3. Discriminate by denying entry to any person on the grounds categorized in the California Education Code Section 220.

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)

The use permit may be revoked, and all future use denied if:

1. Fee payment is not made when due.
2. Damage or loss reimbursement is not made in a reasonable time.
3. It is deemed in the best interest of the district.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 14037-14042
 Bus. Code 25608
 Ed. Code 10900-10914.5
 Ed. Code 32280-32289.5
 Ed. Code 37220
 Ed. Code 38130-38138
 Elec. Code 12283
 Gov. Code 54950-54963

Description

Proportionate direct costs for use of school facilities and grounds
 Alcohol on school property; use in connection with instruction
 Community recreation programs
 School safety plans
 School holidays
 Civic Center Act; use of school property for public purposes
 Polling places: schools
 The Ralph M. Brown Act

Federal References

20 USC 7905
 40 CFR 141.1-141.723

Description

Equal access to public school facilities
 Drinking water standards

Management Resources

Attorney General Opinion
 Attorney General Opinion
 Court Decision
 Court Decision
 Court Decision

 Court Decision

 Court Decision
 Court Decision

 CSBA Publication
 Website
 Website
 Website
 Court Decision

 CSBA Publication

Description

79 Ops.Cal.Atty.Gen. 248 (1996)
 82 Ops.Cal.Atty.Gen. 90 (1999)
 Ellis v. Board of Education, (1945) 27 Cal.2d 322
 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
 ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167
 Cole v. Richardson, (1972) 405 U.S. 676
 Connell v. Higgenbotham, (1971) 403 U.S. 207
 Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010
 CSBA District and County Office of Education Legal Services
 California Department of Education
 CSBA
 Connell v. Higgenbotham, (1971) 403 U.S. 207
 Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)

Management Resources (cont.)	Description
Website	CSBA District and County Office of Education Legal Services
Court Decision	Connell v. Higgenbotham, (1971) 403 U.S. 207
CSBA Publication	Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010
Court Decision	Connell v. Higgenbotham, (1971) 403 U.S. 207
CSBA Publication	Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education
Website	CSBA
Cross References	Description
0410	Nondiscrimination In District Programs And Activities
0450	Comprehensive Safety Plan
0470	COVID-19 Mitigation Plan
1000	Concepts And Roles
1160	Political Processes
1230	School-Connected Organizations
1325	Advertising And Promotion
1330.1	Joint Use Agreements
1400	Relations Between Other Governmental Agencies And The Schools
3280	Sale Or Lease Of District-Owned Real Property
3513.3	Tobacco-Free Schools
3513.4	Drug And Alcohol-Free Schools
3515.2	Disruptions
3515.21	Unmanned Aircraft Systems (Drones)
3516	Emergencies And Disaster Preparedness Plan
3530	Risk Management/Insurance
4119.25, 4219.25, 4319.25	Political Activities Of Employees
5148	Child Care And Development
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
6111	School Calendar
6115	Ceremonies And Observances
6141.2	Recognition Of Religious Beliefs And Customs
5148.3	Preschool/Early Childhood Education
6111	School Calendar
6115	Ceremonies And Observances
6141.2	Recognition Of Religious Beliefs And Customs
6145	Extracurricular And Cocurricular Activities
6145.5	Student Organizations And Equal Access
7160	Charter School Facilities
9320	Meetings And Notices

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)

Regulation:
approved: June 24, 1993
revised: December 8, 1994
revised: June 22, 2000
revised: October 19, 2006
revised: August 14, 2008
revised: June 25, 2009
revised: May 13, 2010
revised: December 9, 2010
revised: March 14, 2013
revised: December 8, 2016
revised: June 21, 2018
revised: August 10, 2023

MURRIETA VALLEY USD
Murrieta, California

RESTRICTED FACILITIES/EQUIPMENT

RESTRICTED FACILITIES
Performing Arts Theaters
Libraries
Varsity Football Fields
Varsity Baseball and Softball Fields
Pools
Student Stores and Activities Classrooms/Offices
Stadiums
Dance Rooms
Wrestling Rooms
Kitchens
RESTRICTED EQUIPMENT
Sound System
Theater Style Lights
TV, Computers
Any other equipment that is not part of the facility
All restricted facilities and equipment must be jointly approved by site administrator, program director, i.e., athletic/drama/music department heads and district Civic Center office prior to receiving final approval. This will be done on a case by case basis.

Fee Schedule

Facility	Discount Rate	Direct Cost	Fair Value
Classroom	\$6.25	\$13.88	\$17.35
Computer Lab	\$13.40	\$29.77	\$37.21
Conference Room	\$14.46	\$32.13	\$40.16
Dance Studio	\$23.00	\$51.12	\$63.90
Exercise Space	\$23.48	\$52.17	\$65.21
Gym (HS -Main Gym)	\$114.88	\$255.29	\$319.11
Gym (HS Practice Gym)	\$79.70	\$177.10	\$221.38
Gym (MS)	\$79.70	\$177.10	\$221.38
Lecture Hall	\$29.78	\$66.17	\$82.71
Library (HS)	\$74.01	\$164.47	\$205.59
Library (MS)	\$45.56	\$101.25	\$126.56
Library (ES)	\$23.70	\$52.66	\$65.83
Locker Room	\$13.10	\$29.10	\$36.38
MPR (HS)	\$35.27	\$78.37	\$97.96
MPR (MS)	\$48.36	\$107.46	\$134.33
MPR (ES)	\$39.93	\$88.74	\$110.93
Theater	\$81.56	\$181.25	\$226.56
Weight Room	\$21.47	\$47.70	\$59.63
Field (Baseball)	\$42.65	\$94.78	\$118.48
Field (Grass)	\$31.91	\$70.90	\$88.63
Field (Softball)	\$21.88	\$48.62	\$60.78
Basketball Courts (Outdoor)	\$20.48	\$45.51	\$56.89
Outdoor Area	\$10.47	\$23.27	\$29.09
Parking Lot	\$29.93	\$66.50	\$83.13
Track & Field	\$29.23	\$64.95	\$81.19
Pool	\$47.25	\$105.00	\$131.25
Stadium (Turf)	\$86.00	\$191.10	\$238.88
Tennis Courts	\$7.44	\$16.54	\$20.68
Equipment Fees	\$12.54	\$12.54	\$12.54
Stage Lighting	\$44.00	\$44.00	\$44.00

PERSONNEL FEES TO BE ADJUSTED ANNUALLY PER CSEA CONTRACT, STEP 5 AT BURDENED RATE FOR CUSTODIAN, NUTRITION SERVICE WORKERS AND THEATER TECHNICIANS.

SEE EXHIBIT C FOR ROOM SIZES/SQUARE FOOTAGES.

FOUR HOUR MINIMUM FOR PERSONNEL FEES ON WEEKENDS AND HOLIDAYS PER CSEA CONTRACT.

ALL COSTS ARE HOURLY RATES FOR THE LISTED FACILITY.

Room Sizes/Square Footages (continued)

	<u>SQ. FT.</u>	<u>SIZE</u>		<u>SQ. FT.</u>	<u>SIZE</u>
Murrieta Mesa HS	4733	Large	Monte Vista	4318	Medium
Murrieta Valley HS	5367	Large	Murrieta Elementary	3988	Medium
Rail Ranch	828	Small	Murrieta Mesa HS	5268	Large
Shivela	2504	Medium	MVHS-Hawk Rock	1858	Small
Thompson	2504	Medium	Rail Ranch	3770	Medium
Tovashal	1323	Medium	Shivela	5943	Large
Vista Murrieta HS	5520	Large	Thompson	5943	Large
Warm Springs	2504	Medium	Tovashal	3589	Medium
Monte Vista	1323	Medium	Vista Murrieta HS	5299	Large
<u>POOL</u>			Warm Springs	5943	Large
Murrieta Mesa HS	6742		<u>THEATER</u>		
Murrieta Valley HS	6742		Murrieta Mesa HS	10753	736
Vista Murrieta HS	6724		Murrieta Valley HS	8945	381
			Vista Murrieta HS	9277	510
<u>TENNIS COURT*</u>			<u>WRESTLING ROOM</u>		
All Schools	960		Murrieta Mesa HS	2154	
			Murrieta Valley HS	2273	
			Vista Murrieta HS	1918	

*Fields and Tennis Court Sizes vary. Price is determined by 960 Sq. Ft. as shown.

RULES GOVERNING CIVIC CENTER USAGE

Conditions of Application for Permit:

1. Prior to permit approval, and along with any application, all applicants shall provide: a statement of information indicating the organization upholds the state and federal constitutions; a certificate of insurance showing that they are properly insured for their own negligent acts; an endorsement naming the Murrieta Valley Unified School District as additional insured; and a hold harmless agreement. An application will not be considered complete or deemed submitted until the district receives each of these items.
2. All applications shall be made at least thirty (30) days in advance of the first date of use being requested. Late applications may be denied on that basis. Scheduling conflicts shall be resolved first by the priority of use of school facilities and then on a first come-first served basis.
3. Fees charged shall be in accordance with the schedule of fees adopted by the Board of Education and in place at the time of use. Invoices will be rendered prior to the activity and payment must be made prior to the date of the event unless use is on a reoccurring basis. Invoices not paid on time may cause a user to be denied continued use of school facilities until delinquent payment is received, and may constitute grounds to deny all future applications from that group.
4. Applicants for use of district facilities shall be notified whether the request is approved or denied. If approved, a permit stating the approved times and dates together with any special requirements will be sent to the applicant.
5. No use of any school or district facility shall be granted to any individual or group for a period exceeding the current school year. Use shall not constitute a monopoly of school or district facilities for the benefit of any person or group, and use privileges granted shall be renewable or revocable at the discretion of the Superintendent or designee.
6. The individual signing the Application for Public Use of District Facilities shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to district property.
7. All juvenile groups using school facilities shall have an adult sponsor submit written application forms on behalf of such groups, under the same terms and conditions provided for public use of school facilities.
8. The district shall require security as a condition of use whenever it is deemed to be necessary by the district.

RULES GOVERNING CIVIC CENTER USAGE (continued)

Conditions of Use:

Permit may be revoked, and future applications for use denied, if user or user groups are found to be in violation of any of the following conditions:

1. Use or distribution of tobacco, alcohol or drugs is strictly prohibited in all facilities and on all grounds throughout the district.
2. Profane language and gestures are prohibited.
3. Appropriate clothing shall be worn at all times. Obscene, libelous, or defamatory signs, pictures, logos will not be permitted on any material, equipment, or clothing.
4. Use of district playing fields shall not be permitted during periods of rain or when fields remain wet following rain or when use would be harmful to the playing field. Whether a particular use is harmful shall be determined by the district.
5. No fixtures, furniture, structures, electrical modifications or mechanical apparatus may be erected or installed on district property without specific written approval by the Civic Center office. Users bear the responsibility to maintain the district facility as is. Persons and organizations granted the use of district facilities shall assume full responsibility for compliance with all applicable state and local fire, health and safety laws and regulations.
6. No person/organization shall displace/remove furniture or apparatus without prior permission of the district representative in charge.
7. No person/organization may hang or affix anything, including but not limited to decorations or posters, to the walls or fixtures of district property without advance written approval from the Civic Center office.
8. No food or drink allowed in facilities without advance written approval of the Civic Center office; except for MPR, Staff Lounge, and outside areas.
9. Users/organizations will not be permitted to store any items, equipment or supplies at any site or keep storage containers on any campus, unless pre-approved by the site administrator and the Civic Center office.
10. Users/organizations are not permitted to use any school or other supplies in classrooms or district facilities. Users/organizations are not permitted to use of the teacher's desk and/ or computer at any time, and must inform all users of such restriction.

RULES GOVERNING CIVIC CENTER USAGE (continued)

11. Use of whiteboards, bulletin boards, or chalkboards in classrooms and facilities is restricted. Any existing writing or posting is not to be erased by users or organizations, and any writings or postings by the user or organization must be removed after use.
12. There may be a district representative assigned to monitor facilities use, whose duties would include: supervision of the opening and closing of buildings and grounds and the operation/use of facilities, the enforcement of regulations and rules governing use, and the prevention of disturbances.
13. The applicant shall be required to have the permit with them at time of use.
14. Users/organizations shall be responsible for the control and supervision of all persons in attendance during the use of district facilities.
15. A district Nutrition Services employee may be present to supervise any use of district kitchen facilities.
16. School facilities shall not be available for entertainment of any type involving the use of hay, straw and/or animals of any type kind or size.
17. In locations where parking is permitted on school premises, vehicles must be parked only in marked stalls and in such a manner so that fire-fighting equipment may have easy access to buildings and fire hydrants at all times.
18. Events that expect more than 250 in attendance will require a minimum of two custodians (one male and one female), and organizers are obligated to bear the costs of such staffing. Organizations holding events of such size are required to provide security for the event, unless otherwise instructed by the Civic Center office.
19. Users are subject to such additional rules as may be set forth by the building principal/administrator.
20. An approved application may be revoked at any time when district facilities are needed for school purposes.