

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. A statement of information indicating the organization upholds the state and federal constitutions
3. A hold harmless agreement
4. A Certificate of Insurance naming the Murrieta Valley Unified School District as an additional named-insured, along with the additional named-insured endorsement.

There is a four (4) hour minimum rental 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 E.

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 4:00 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.
- Churches with active permits may not enter another queue if they have more than two years cumulative use.

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)

- 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. The fee amount will be based on the definitions in the accompanying Board Policy and in accordance with the Civic Center Act, as depicted in Exhibit B to this Regulation. Exhibit B serves to illustrate how the fee category is determined in general. 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 C and D 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.

Payment

Invoices are due at time of receipt. A three-week grace period applies to all invoices unless advance payment is required by the Civic Center office. A deposit or advance payment may be required in the sole discretion of the district.

CIVIC CENTER – USE OF SCHOOL FACILITIES (continued)**Changes, Cancellations, and No Shows**

By submitting a Civic Center Permit Application, the organization/group/entity/user agrees to pay the applicable fees. Unless the organization has contacted the Civic Center office to cancel the reserved date(s) at least two weeks prior to the scheduled use, fees will still be due and payable by the organization. Failure to use a scheduled facility without such notice does not constitute a cancellation or release the organization from its obligation to pay applicable fees. All changes and cancellations must be in writing and submitted at least two weeks prior to the scheduled use. A fee of \$25 may be assessed to process a change or cancellation.

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 reasonable time.
3. It is deemed in the best interest of the district.

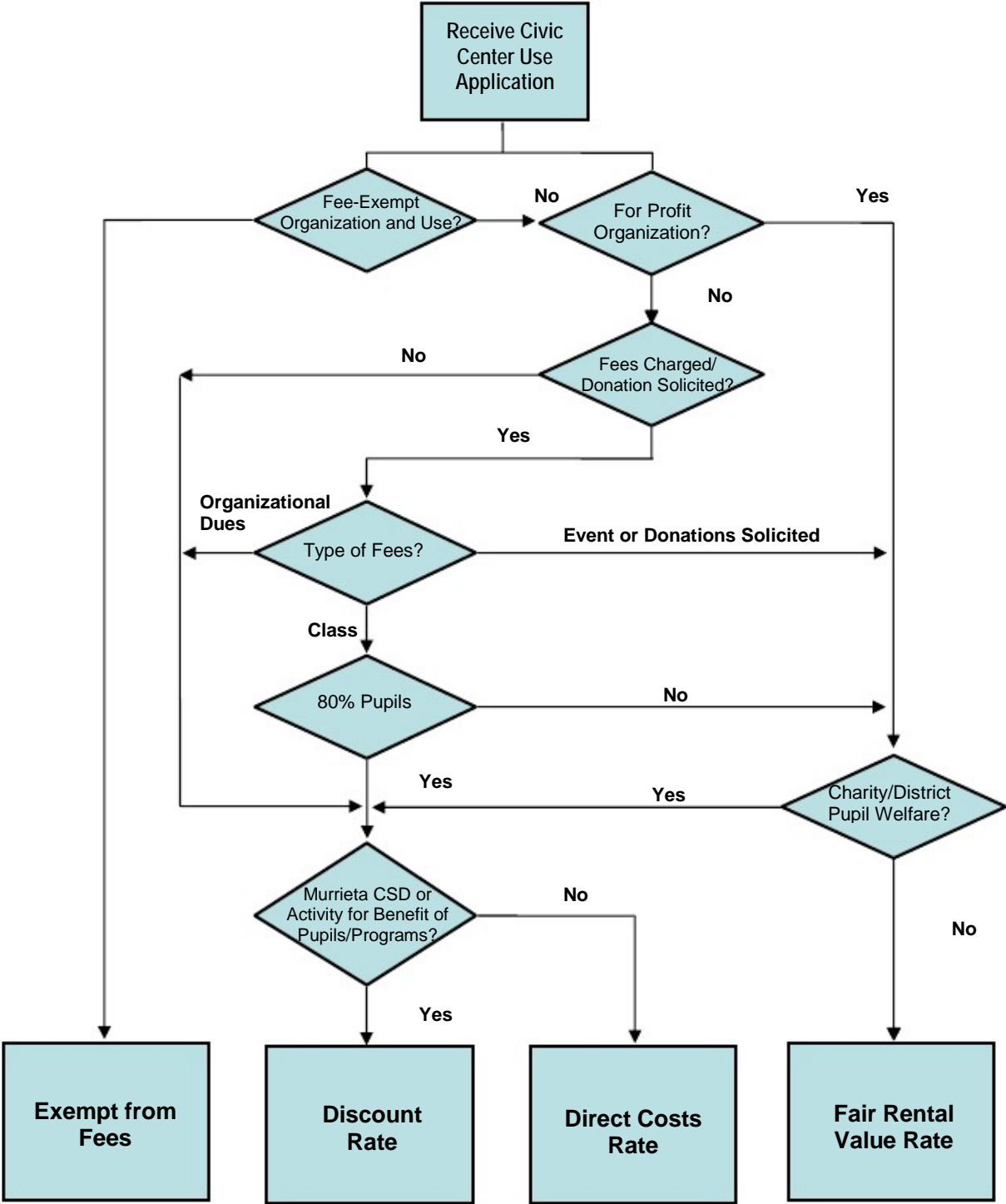
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MURRIETA VALLEY USD
Murrieta, California

RESTRICTED FACILITIES/EQUIPMENT

RESTRICTED FACILITIES
Performing Arts Theater
Library
Varsity Football Field
Varsity BB/SB Fields
Pool
MVHS Hawk Rock Café
Stadium
Dance Room
Wrestling Room
Kitchen
RESTRICTED EQUIPMENT
Sound System
Theater Style Lights
VCR, 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 Category Flow Chart



FACILITY		DISCOUNT 45%	DIRECT COST	FAIR VALUE
Classroom		\$2.00	\$3.64	\$11.54
Dance Room		\$4.38	\$7.95	\$24.51
Field		\$5.78	\$10.49	\$41.07
Group/Pod Room		\$4.16	\$7.56	\$23.23
Gymnasium				
	Small	\$16.96	\$30.83	\$85.65
	Medium	\$21.62	\$39.29	\$108.60
	Large	\$42.34	\$76.98	\$173.21
Kitchen				
	Small	\$3.07	\$5.58	\$17.11
	Medium	\$4.04	\$7.34	\$23.09
	Large	\$12.85	\$23.35	\$74.67
Library				
	Small	\$5.50	\$10.00	\$28.46
	Medium	\$10.12	\$18.40	\$54.27
	Large	\$15.70	\$28.55	\$86.46
Lounge				
	Small	\$2.56	\$4.65	\$10.08
	Medium	\$2.98	\$5.41	\$11.19
	Large	\$6.36	\$11.56	\$27.04
Multi-Purpose Room				
	Small	\$6.40	\$11.64	\$36.01
	Medium	\$8.57	\$15.59	\$49.30
	Large	\$11.59	\$21.08	\$67.47
Pool		\$43.21	\$78.56	\$113.77
Stadium		\$82.05	\$149.17	\$247.89
Tennis Court		\$0.25	\$0.45	\$4.16
Theater				
	Murrieta Mesa HS	\$24.15	\$43.89	\$130.81
	Murrieta Valley HS	\$18.29	\$33.25	\$98.95
	Vista Murrieta HS	\$18.15	\$33.25	\$97.09
	Stage Lighting	\$24.75	\$55.00	\$90.49
Wrestling Room		\$4.40	\$8.01	\$21.71
Shade Structure		\$0.00	\$0.00	\$0.00
Outside Basketball Court		\$0.00	\$0.00	\$0.00
Equipment Fees				
	Elementary School	\$1.38	\$2.51	\$5.50
	Middle School	\$2.76	\$5.02	\$11.00
	High School Theater	\$6.90	\$12.54	\$22.00
	High School Athletics	\$1.38	\$2.51	\$5.50
Personnel				
	Custodian	Personnel fees to be adjusted annually		
	Nutrition Services	per CSEA Contract Step 5 at burdened rate		
	Theater Technician			

SEE EXHIBIT D FOR ROOM SIZES/SQUARE FOOTAGES

FOUR HOUR MINIMUM ON WEEK-ENDS AND HOLIDAY

All costs are hourly rates for the listed facility

	<u>SQ. FT.</u>	<u>SIZE</u>		<u>SQ. FT.</u>	<u>SEATING CAPACITY</u>
<u>POOL</u>			<u>THEATER</u>		
Murrieta Mesa HS	6742		Murrieta Mesa HS	10753	736
Murrieta Valley HS	6742		Murrieta Valley HS	8945	381
Vista Murrieta HS	6724		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	

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.