

Covina-Valley Unified School District
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Facility Use Manual

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I. INTRODUCTION

Covina-Valley Unified School District is a public entity whose mission is to provide the best education possible to the children of our community. Our facilities are primarily used for that purpose Monday through Friday during the school year from early morning until the afternoon. Our community provides many activities outside of school hours for our youth, which require rooms and playing fields. After school and on Saturdays, the facilities may be available for user groups with prior written approval, proof of insurance, and subject to fees. This manual is designed to lead user groups through the application process as well as clarify the District's expectations of groups who are permitted to use our facilities.

II. MANUAL AND CONSEQUENCES

It is required of each user to read this manual and understand the District's expectations for facility use. All user groups must have a current, approved application in order to use the District fields or facilities. "User groups" include all organizations using District facilities, both affiliated with and separate from the District. It is the responsibility of the authorized representative of a user group (the person who signs the facilities use application) to inform the group's participants of the contents of this manual.

III. USER CATEGORIES AND FEE STRUCTURE

- a. The chart below defines the user categories and the fees that will be charged for the use of a District facility. The Appendix lists current fees, which may be updated annually based on District's costs.

Definition of User Groups and Fee Structure			
User Category	Type of Groups	Examples	Type of Fees
A	School related organizations whose activities are directly related to or for the benefit of District students. Additionally, other organizations as defined by the Civic Center Act whose use of school facilities results in no or de minimis cost to the District.	<ul style="list-style-type: none"> ✓ School Clubs/ASB's ✓ School Site Councils ✓ PTA ✓ Registrar of Voters ✓ Scouting groups ✓ Site-based youth sports camps operated by District staff primarily for the benefit of District students. 	No Charge
B	Other youth groups or activities, not-for-profit organizations, or not-for-profit student enrichment activities.	<ul style="list-style-type: none"> ✓ Youth Sports (not site-based)* ✓ Enrichment classes operated by an I.R.S. recognized not-for-profit organization ✓ Other not-for-profit organizations 	Direct Costs
C	Adult, for-profit or religious groups	<ul style="list-style-type: none"> ✓ For-profit Education Programs ✓ University Programs ✓ Private Groups ✓ Adult Sports ✓ Religious Services 	Fair Rental Value
Other Related Services and Fees:			
Service	Description	User Categories That May Need Services	
Custodial Assistance	For opening and closing a facility if no custodian is on duty (2-hour minimum each call out)	A, B, or C	
Food Service Assistance	Any use of the kitchen or its equipment requires a food service worker to be present (2-hour minimum)	A, B, or C	

* See next page for note regarding Youth Sports

- b. The Direct Costs to the District for the use of school facilities or grounds means those costs for supplies, utilities, custodial services, services of any other District employees, and salaries paid to school district employees necessitated by the organization's use of the District school facilities and grounds.

Special Circumstances for Youth Sports: It is the intent of the District to promote and encourage youth sports in the District. In order to allow as many youth as possible to participate by keeping the cost of the activity as low as possible, the District will only charge youth sports leagues for actual cost incurred by the District. The District will absorb normal operating costs associated with its ownership of District fields (i.e. maintenance and groundskeeping costs.) This does not preclude the District from charging youth sports leagues for actual costs incurred by the District caused by use of the fields by sports leagues (items including but not limited to extra custodial time, maintenance costs, supplies, etc.) The District will evaluate each Youth Sports League's Facilities Use Application separately and will inform the league in advance of expected charges to the league.

- c. The Fair Rental Value means the direct costs to the District, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.
- d. The District will not accept work or services in lieu of fees.

IV. CONDUCT OF FACILITY/FIELD USERS, ATTENDEES, AND GUESTS

- a. When a facility use activity will not begin immediately after classes are dismissed for the day, children must not be left unsupervised waiting for the activity/class to begin. Staff is not available to supervise children after the close of the school day.
- b. The District has high expectations for the conduct of users of District facilities. This includes students, coaches, parents, guests, by-standers, and anyone else in attendance at a facility use event. If these expectations are not met the group associated with the poor conduct of an individual or group will have their facility use permit revoked. It is incumbent upon each group to supervise themselves and not allow inappropriate behavior. The following are examples of behavior that will not be tolerated by the District, including but not limited to:
 - i. Poor sportsmanship
 - ii. Profanity
 - iii. Fighting (verbal or physical)
 - iv. Abuse (verbal or physical)
 - v. Inappropriate behavior toward participants, referees, coaches, spectators, supervisors, or volunteers
 - vi. Harassment or sexual misconduct
 - vii. Gambling
 - viii. Tobacco, alcohol, and drugs are strictly prohibited on all school district property including parking lots, fields, and buildings, and on the sidewalks and boulevards surrounding the District property.
 - ix. Urinating on District or neighbors' properties
 - x. Entering neighbor's property without permission to retrieve a misguided ball. You must contact the neighbor and obtain permission to enter their property or request their help in retrieving your ball.
- c. Any such incident should be reported to the Community Services Department (626-974-7000 ext. 2122) as soon as possible. The incident will be investigated to determine whether the permit should be revoked.

- d. No dogs or other animals are permitted on campuses or fields except for service dogs, for educational purposes, or another purpose expressly permitted by the Superintendent. Such use shall only be with the site administrator's approval.

V. LIABILITY AND INSURANCE

- a. User groups or individuals will be liable for any injuries or damages while using the facilities.
- b. User groups or individuals will insure against their risks and bear the costs of defending themselves against claims arising from those risks.
- c. Prior to the use of a facility, the user must provide a Certificate of Liability Insurance and an Additional Insured Endorsement naming the Covina-Valley Unified School District as an Additional Insured in the amount of \$1,000,000.
- d. Any loss or damage to District property by the user or guests will be the responsibility of the user and restitution must be made to the District.
- e. Groups that leave fields littered with trash and garbage, or rooms not picked up and cleaned, will be charged for custodial services and the reimbursement must be paid to the District prior to continued usage of the facilities.
- f. Users will be held responsible for their actions and behavior as well as their attendees and guests.

VI. ACCESS TO FACILITIES

- a. Do not drive or park on the fields or within the campuses even if a gate is open and access appears to be available.
- b. Observe all parking regulations, both on- and off-campus.
- c. Use designated sidewalks/paths to access the facilities. Do not climb fences or cut gate locks.
- d. Unless permission is given by the site administrator, fields may only be accessed during non-school hours.
- e. Fields may not be available for games or practices on the following occasions:
 - i. Holidays.
 - ii. During school events held during non-school hours.
 - iii. If schools are under construction or repair, fields may not be available due to safety issues. This decision will be at the sole discretion of District administration.
- f. The only individuals authorized to have and use District keys are District employees. Access to a building will be by an authorized District employee. Additional fees may be necessary to cover the costs of a District employee to open/close the facility.

VII. PRIORITIES FOR USAGE

- a. District programs have priority for facilities at all times even if a facility use application has been approved. In that event the user will be notified as soon as possible of any scheduling conflict.
- b. It is the District's prerogative to take field(s) out of the usual use schedule for necessary rest and rejuvenation.
- c. The District cannot satisfy all of the facilities requests from outside or community groups, in particular the use of athletic fields.
- d. Usage will be for groups that have historically used the sites and determined by the following priority as groups are composed of those participants:
 - i. District students
 - ii. Mixed group of District and non-District students
 - iii. Non-District students

iv. Adult groups

Exceptions may be granted (i.e. sport/activity use by another district when under construction) at the discretion of the Superintendent.

- e. For athletic fields, the sport/activity in season will have preference, primarily baseball/softball in Spring/Summer and football and soccer in Fall/Winter.
- f. In order that all users are treated in a fair and equitable manner, the District will not enter into exclusive contracts with user groups. All groups will be required to follow the rules and regulations set forth in this Facility Use Manual.
- g. Except as provided for elsewhere in this section, District employees do not have priority use of District Facilities. Employees must also follow the Facility Use Manual.
- h. A Lessee of a closed school site has exclusive use of their site fields until 4:00 p.m. For field use after 4:00 p.m. the Lessee must submit a field use application. It will be considered along with other requests for the fields.

VIII. APPLICATION PROCEDURES FOR MULTIPURPOSE ROOMS, GYMS, CAFETERIAS, THEATER, AND CLASSROOM USE

- a. The application process should start at least four weeks prior to the use date. One week prior to use, the Community Services Department must have the required insurance certificate, payment for the use and, if necessary, a custodian or food service worker scheduled. It is the responsibility of the applicant to make sure all requirements have been met. If they are not met one week prior to the event, the application may be denied. The applicant and site will be notified by phone or mail.
- b. A representative of the user group must first contact the Community Services Department (626-974-7000 ex. 2122) about the desired school site. The Community Services Department will verify with the site the availability of the facility. If the site administrator tentatively approves the proposed use, the Community Services Department provides the Applicant with an application and the Facility Use Manual.
- c. The Applicant returns the completed application to the Community Services Department with the required proof of insurance. Community Services will forward the application to the site administrator for signature approval and return to the Community Services Department.
- d. The Community Services Department will review the application and note the fees and expiration date of the usage. The Applicant will be contacted by telephone or electronically, if applicable, to notify them of the fees and if anything is missing from the paperwork. Please note, an incomplete application will be returned to the applicant and will not be processed until complete.
- e. Once the Community Services Department receives the approved application from the school, copies of the application are distributed to the applicant and the school site.

IX. STUDENT ENRICHMENT CLASSES

- a. Individuals or groups who offer their expertise to students on such subjects as music, foreign language, chess, choir, and drama may use school facilities through the facility use process if space is available.
- b. The site administrator assumes responsibility for supervision of the classes and the teachers of student enrichment classes.

X. SPECIAL RULES FOR USE OF GYMNASIUMS

- a. No food or drinks allowed.
- b. Only soft sole shoes may be worn on court/floor/playing surface.

- c. The user should specify the organization's preference for open or closed bleachers on the application.

XI. APPLICATION PROCEDURES FOR FIELD USAGE

- a. The District accepts applications for two seasons each year, Spring/Summer and Fall/Winter. Applications for Spring/Summer baseball/softball (March-August) will be accepted after January 1st and for Fall/Winter football and soccer (September-February) will be accepted after July 1st. Applications received prior to these dates will be returned to Applicant. Applications must be submitted to the Community Services Department at least four weeks prior to the first practice with the proposed practice and game schedules. Receipt of required insurance and payment of fees must be completed prior to the date of the first use. It is the responsibility of the applicant to make sure all requirements have been met. If they are not met one week prior to the event, the application may be denied. The applicant will be notified electronically, if applicable, and by telephone.
- b. League representatives must obtain Facility Use Application(s) and Facility Use Manual(s) from the Community Services Department, not from the school sites. A separate application is required for each school site requested.
- c. The Applicant completes the application(s) and returns it to the Community Services Department with the required proof of insurance for each school site requested.
- d. The Maintenance and Operations Supervisor assigns the fields based on the Priorities for Usage section in this manual. The Maintenance and Operations Supervisor may recommend splitting the fields at a site between more than one user group. After applications are either approved or denied, a signed copy is returned to the applicant.
- e. Once a league has conducted player signups, the rosters, including the players' home schools, must be delivered to the Community Services Department. The number of players will be used in the calculation of fees. The Applicant will be notified of the fees, which must be paid prior to field(s) use. If current year roster counts are not provided prior to league play, the user group will be billed based on prior year's roster counts.
- f. All coaches/managers must have a copy of the approved field use application with them at all times while using the fields.
- g. The applicant is responsible for providing adequate restroom facilities during use of fields, either by arranging use of the District facilities, or providing portable restrooms. The use of portable restrooms requires prior approval by the Community Services Department. If used, the field user group is to contract for delivery, servicing, liability, and removal of portable restrooms at the fields they use. The number of participants and potential guests should determine the number of portable restrooms to be ordered by the applicant. Portable restrooms must be in place prior to the first practice of the season and be serviced at least once each week. Servicing needs to be done after school hours. Portable restrooms must be kept locked when the activity is not in session. Consult with Community Services Department for placement, accessibility, and approval of delivery and servicing schedules.

XII. SIGNS FOR FIELD USE

- a. Permanent signs by facility users on District property are not permitted. The user may display temporary signs or banners during the hours of use, at the discretion of the site administrator.
- b. Advertising or sponsor signs will be allowed at the discretion of the site administrator. District Board Policy and Administrative Regulations must be followed. The Board

Policy and Administrative Regulation are available on the District website or may be obtained from the Community Services Department.

- c. Temporary, lightweight signs may be displayed on a school exterior fence with the approval of the site administrator.

XIII. RAIN DAYS/WET FIELDS

- a. There will be no play on a field if conditions of the sod are such that a footprint leaves an impression in the turf or if the sod is removed easily with a cleat. This is considered a wet field.
- b. If you have any questions on field conditions, please contact the Community Services Department (626-974-7000 x2122) for permission to play.
- c. The District will repair damage caused by unauthorized play on a wet field and the group will be required to reimburse the District for its costs.

XIV. IMPROVEMENTS AND UPKEEP ON FIELDS BY FACILITY USERS

- a. The field user group is expected to line their own fields. Marking chalk is restricted to gypsum or dole mark. Diesel fuel or Roundup type products are absolutely prohibited.
- b. Many facility users work to improve the sites they use. We want to continue to encourage that partnership. Prior to beginning any improvement a written plan must be submitted to the Director of Facilities, Maintenance and Operations for consideration. The Director will evaluate the work, approve or disapprove the work, and return a signed copy to the group.
- c. At the discretion of the site administrator, and upon approval by the Director of Facilities, Maintenance and Operations, portable lights may be used. Lights must be maintained in a safe manner. Lights must be removed from the field as soon as the season is over.

**Covina-Valley USD
Facilities Use Fees**

Facility	Category A (No charge)	Category B (Direct Costs)	Category C (Fair Rental Value)
Classroom	No Charge	\$1/hour	\$6/hour
Multi-purpose room/cafeteria	No charge	\$4/hour	\$18/hour
Multi-purpose room/cafeteria with kitchen	Cost of food services worker (2 hour minimum)	\$6/hour plus cost of food services worker (2 hour minimum)	\$30/hour plus cost of food services worker (2 hour minimum)
Library/Media Center	Cost of technology services attendant (2 hour minimum)	\$6/hour plus cost of technology services attendant (2 hour minimum)	\$30/hour plus cost of technology services attendant (2 hour minimum)
Gym	Cost of custodian (2 hour minimum)	\$20/hour plus cost of custodian (2 hour minimum)	\$80/hour plus cost of custodian (2 hour minimum)
Baseball Diamond (per League)	N/A	\$50/per month/per diamond plus \$6 player/season	\$100/per month/per diamond plus \$6 player/season
Soccer/football field	N/A	\$100/per month/per field plus \$6 player/season	\$200/per month/per field plus \$6 player/season
Tennis Courts	N/A	\$25/day	\$50/day
Parking Lot	No charge	\$35/day	\$150/day
Theatre	Cost of house manager	\$25/hour plus cost of house manager	\$100/hour plus cost of house manager
District Field	N/A	\$500/hour (4 hour minimum)	\$800/hour (4 hour minimum)

Important notes:

- These charges are baseline fees only for the facility/field. Additional charges may be assessed for the cost of required District staffing, additional services, equipment use, or other charges as determined by the building administrator or Chief Business Officer.
- Fees shall be agreed upon at time of issuance of building use permit. However, the District may assess additional fees after the event is concluded, including, but not limited to, charges for property damage, equipment damage or loss, additional custodial services, or restocking of supplies.
- All fees must be paid in advance of the event at the District Office Business Services Office, Accounting Department (519 E. Badillo). Checks should be made out to Covina-Valley USD.