

Community Relations

Public Activities Involving Staff, Students or School Facilities -- Use of School Facilities

General Statement

1. The Board of Education believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by District residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.
2. School-related activities shall have priority in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.
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. The Board shall approve any such agreement only if it determines that it is in the best interest of the District and the community.
4. Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities on those days on which the school is closed. (Education Code 37220)
5. For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)
 1. Aid, 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.

There shall be no advertising on school facilities and grounds except as allowed by District policy specified in BP 1325 – Advertising and Promotion.

6. The Board of Education recognizes that District facilities are a community resource whose primary purpose and use is for school programs and activities. The District

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permits the use of school facilities by groups and organizations whose purposes and objectives contribute to the development and welfare of the community when such use does not interfere with school activities, or result in undue cost to the District. Certain uses are subject to charge, as provided below. Such charges depend upon group categorization, with different charge levels generally ranging from Group I (no charge) to Group II (direct costs) to Group III (fair rental value).

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041.

7. Exemption from charge (Group I) is granted to organizations whose primary purpose and activities are in direct support of school or District programs, such as PTAs, School Foundations, Booster Clubs, and recognized employee organizations/associations (hereinafter referred to as "School Affiliated Groups." The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, and school-community advisory councils and recreational youth sports leagues that charge participants no more than an average of \$60 per month. Other groups that request the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs determined in accordance with 5 CCR 14037-14041 (Education Code 38134). Additionally, when any use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.

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)

8. Exemption from charge (Group I) may also be granted in the District's discretion for occasional and limited duration use of District facilities to nonprofit, civic, and religious organizations that promote school and youth activities (hereinafter referred to as "Nonprofit Groups"), but such exemption may not apply to any group that uses the school facilities or grounds for fundraising activities that are not beneficial to youth or public

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school activities of the District. When such usage is frequent or of longer duration, or the organization charges participants for the activity, the organization may be subject to charge for direct costs (Group II rate).

9. The City of Glendale, as part of an overall reciprocity understanding, is exempted from most facility-use charges. This provision may be extended to other governmental agencies as deemed appropriate (hereinafter referred to as "Government Groups").
10. All groups except school-affiliated groups, nonprofit groups, government groups, charging groups, and commercial entertainment groups, as defined herein, shall be charged direct costs (Group II rate). The Board believes that the use of school facilities or grounds should not result in costs to the District. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with Education Code 38134. However, if the use of school facilities or grounds is for religious service, the group shall be charged an amount that equals or exceeds the direct costs.
11. Fair rental charges (Group III rate) are to be assessed to any organization which charges admission, or otherwise charges participants for the activity, and does not expend its net receipts directly for youth or public school activities of the District (referred to as "Charging Groups"), and within the District's discretion, any organization not qualifying for Group I, Group II, as defined herein. The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of District schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs. However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.
12. Commercial entertainment programs do not qualify as community programs for civic center use. Use of school facilities for such purposes may be granted at the discretion of the District, with uses subject to the rental charges and fees established by the District in its discretion. Commercial filming and television activities and resulting film or broadcast product shall not specifically identify the school facilities, staff or students. In addition, the organizations will be responsible for obtaining necessary permits (hereinafter referred to as "Commercial Entertainment Groups").
13. No facility use permit will be issued when it has been determined that approval of a requested use would not be in the best interest of the District.

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14. Users in any Group are to be subject to special additional charges if their use causes damage to or loss of District/school-site supplies and/or equipment, special maintenance or special accommodations, or if their use requires additional District personnel or work hours to be assigned (e.g., weekend, holidays, or other days when the facility may otherwise be closed). Additionally, a facility permit may be revoked at any time that the District believes that the permittee is not using District facilities in a responsible manner.
15. Prior to the issuance of a facility use permit, the requesting organization must provide an original certificate of insurance, in the minimum amount of \$1 million, and a separate specific endorsement which names the Glendale Unified School District as an additional insured on the organization's liability policy. Additionally, a Hold Harmless Agreement and a Rules and Regulations acceptance document must be completed and signed by a duly authorized representative of the organization and received by the District prior to facility use.
16. The Superintendent or designee is authorized to negotiate use of facility fees and enter into long-term agreements (up to twelve months) with qualifying Nonprofit Groups whose primary purpose is to serve students of the community and to supplement the educational program provided to students. It is the intent of the Board that the District not expend any of its funds to support the use of these facilities by the group. Such agreements shall ensure that the District is fully compensated for any costs incurred resulting from use of its facilities. Additionally, such agreements are not a guarantee of exclusive use of facilities during the period identified for use.
17. The Superintendent is authorized to develop Administrative Regulations as deemed necessary to implement this policy.
18. Direct Costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect the community's proportionate share of the direct costs. (Education Code 38134; 5 CCR 14038-14041)

"Direct Costs" means those costs of supplies, equipment, utilities, custodial and other services provided by District employees necessitated by the organization's use of the school facilities and grounds of the District. "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. Both fair rental value and direct costs are, for convenience, estimated and charged to users on a uniform hourly basis. In determining

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direct costs to be charged for community use of school facilities or grounds, including, but not limited to, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts, the Superintendent or designee shall include a proportionate share of the costs of the following: (Education Code 38134)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds.
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of District employees and/or contracted workers, and salaries and benefits paid to District employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds.

However, capital direct costs shall not be charged to organizations retained by the District or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)

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)

Legal References: Education Code, Sections 40040 – 40058; 10900-10914.5; 32282; 37220;
38130-38138
Business and Professions Code 25608
Military and Veterans Code 1800
United States Code, Title 20 7905
Government Code 54950-54963
Code of Regulations, Title 5, 14037-14042

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05/03/1994; 05/02/1995; 01/16/1996; 09/24/1996; 12/05/2000;
12/18/2001; 12/17/2002; 02/04/2014; 06/19/2018; 11/26/2018

(Formerly BP 1411)