

USE OF SCHOOL FACILITIES

For Information Contact:

District & Community Services
(951) 506-7018

Maintenance & Operations Division
40516 Roripaugh Road
Temecula, CA 92591

- General Information regarding School Facility Use
- Fees
- Insurance Requirements
- Rules & Regulations



School Facility Use:

Fees for the use of school facilities and grounds shall be charged in accordance with the following classifications:

Free Use:

When an alternative location is not available, the Board shall not charge any fees for the use of school facilities or grounds by non-profit organizations or club/associations, which promote youth and school activities. These groups include, but are not limited to: Girl Scouts, Boy Scouts, Camp Fire, parent-teacher's associations and school/community advisory councils.

After one (1) year of free use, the above groups must certify to the district that an alternative location as identified by the district is unavailable for their activity. If an alternative location is available, the district may grant the use of school facilities and charge direct costs for such use.

Should any of the above groups prefer to use school facilities at a time when custodial services are not normally available, the district may charge a fee. The Principal or designee shall first ensure the availability of other times during the week when the facility could be provided without charge, and this availability shall be pointed out to the free-use group.

Direct-Costs Fee:

Activities other than those specified for free use or fair rental value shall be charged a fee established by the Superintendent or designee not to exceed direct costs to the district. Direct costs include supplies, utilities, janitorial services, services of other district employees and salaries paid to district employees necessitated by the organization's use of school facilities.

The following activities shall be charged direct costs:

1. Activities of religious groups
2. Charitable fund-raising activities, which are not beneficial to youth or public school activities of the district, as determined by the Board
3. Public agencies (In lieu of direct costs, the district may work out a written joint-use agreement with local public agencies)

Activities not previously identified which do not fall within the free-use or fair-rental value classifications and which are included here through subsequent Board action.

Fair-Rental-Value Fee:

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged, contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. The District reserves the right to deny any requested use. Fair rental value includes direct costs plus the amortized costs of facilities or grounds used for the duration of the activity.

(E.C. 40043)



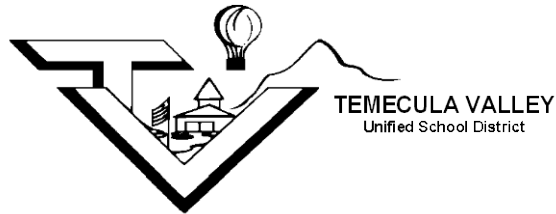
	Direct Costs	Fair Rental
Multipurpose / Small	\$ 22.00	\$ 59.84
Multipurpose / Medium	\$ 28.00	\$ 76.16
Multipurpose / Large	\$ 43.00	\$ 116.96
CHS Theater	\$ 40.00	\$ 108.80
GOHS Theater	\$ 91.00	\$ 247.52
Classroom / Commons	\$ 10.00	\$ 27.20
Classroom / Band	\$ 13.00	\$ 35.36
CHS Gym	\$ 90.00	\$ 244.80
TVHS Large Gym	\$ 126.00	\$ 342.72
TVHS Small Gym	\$ 56.00	\$ 152.32
GOHS Gym	\$ 126.00	\$ 342.72
CHS / TVHS Stadium	\$ 110.00	\$ 299.20
GOHS Stadium	\$ 193.00	\$ 524.96
Kitchen	\$ 11.00	\$ 29.92
Concession Stand	\$ 5.00	\$ 13.60

Labor Rates	
Custodial/Grounds	\$43.00/hour
Student Nutrition	\$23.00/hour
(Additional hours may be charged for set-up and restoration)	

Energy Charges	
Multipurpose Room	\$ 8.00/hour
Gym	\$ 36.00/hour
Classroom	\$ 1.25/hour
Classroom/CHS GOHS/TVHS	\$ 36.00/hour
There will be a 10% late charge assessed for any payment over 30 days past due and 10% monthly thereafter.	

Other Fees	
Pool	\$ 36.00/hour
Field	\$ 10.00/hour
Tennis Court	\$ 11.00/day
Stadium Lights CHS/TVHS	\$ 36.00/hour
Stadium Lights GOHS	\$ 40.00/hour
Scoreboard	\$ 15.00/hour
Parking Lot	\$ 25.00/day
Field Lining	\$205.00/ea
Track	\$ 11.00/hour
Theater Lights CHS	\$ 16.50/hour
Theater Lights GOHS	\$ 25.00/hour
Audio/Visual Equipment	\$12.00/day
Chair fee/Small MPR	\$25.00/month
Chair fee/Med MPR	\$50.00/month
Chair fee/Large MPR	\$75.00/month
Application Fee	\$20.00

Education Rental Rates = Hourly Rates x 1.2



Sizes of Multipurpose Rooms

Small

Jackson Elementary
Margarita Middle
Nicolas Elementary
Paloma Elementary
Pauba Elementary
Red Hawk Elementary
Vintage Hills Elementary

Medium

Abby Reinke Elementary
Alamos Elementary
Barnett Elementary
Crowne Hill Elementary
French Valley Elementary
LaVorgna Elementary
Rancho Elementary
Temecula Elementary
Temecula Luiseño Elementary
Tony Tobin Elementary
Vail Elementary

Large

Bella Vista Middle
Day Middle
Gardner Middle
Margarita Middle Auditorium
Temecula Middle
Vail Ranch Middle



Facility Usage Insurance requirements:

1. Minimum Limits of Insurance:

General liability of at least \$2,000,000 per occurrence for bodily injury, personal injury and property damage.

2. Certificate of Insurance with District and School Site endorsement as Additional Insured Party.

District Address for Certificate:
Temecula Valley Unified School District
31350 Rancho Vista Rd.
Temecula, CA 92592

3. School site addresses attached; for description/date and location of activity/event.

4. Fax Certificate with endorsement to:
(951) 695-4253 Attn: Pat Walworth

5. Mail hard copy of Certificate with endorsement to:
TVUSD Maintenance & Operations Department
40516 Roripaugh Rd.
Temecula, CA 92591
Attn: Pat Walworth

For questions or additional information, contact:

Pat Walworth
(951) 506-7018
pwalworth@tvusd.k12.ca.us



Rules & Regulations

Use and occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.

The following regulations shall apply to all facilities users:

1. There shall always be an appointed district employee on duty when school premises are being used by outside groups. (E.C. 38133)
2. One or more special duty officers are required for large group activities (dances/athletic events).
3. No person/organization shall displace/remove furniture or apparatus without prior permission of employee in charge.
4. 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. No use of candles or open flame of any kind.
5. Persons or organizations using school facilities must see that said facilities are left in a clean and orderly state after use.
6. In locations where parking is permitted on school premises, vehicles must be parked in such a manner so that fire fighting equipment may have easy access to buildings and fire hydrants at all times.
7. Users are subject to such additional rules as may be set forth by the building administrator/principal.
8. Any site/building improvement must meet California building codes and be pre-approved in writing. Upon completion, any improvement will become the property of the Temecula Valley Unified School District.
9. All permits for use of school facilities must be renegotiated each fiscal year.
10. All fees are to be paid at least 10 days in advance.
11. In the interest of public health, it is a violation of the Temecula Valley Unified School District Board Policy 3513.3 to use tobacco product on District property.
12. Charges for the use of school facilities will be assessed in accordance with the schedule of charges adopted by the Board of Education. Such charges are subject to amendment at the discretion of the Board. (E.C. 38134)
13. All individuals, groups, or organizations, in their use or occupancy of school facilities, shall comply with all laws, rules, and regulations. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit. If the permit is cancelled, the permit holder is subject to removal from the facility and shall be barred from further use thereof.
14. Groups or persons using school facilities under the provisions Board Policy shall be liable for any property damages caused by said use. The Board of Education shall charge the permit holder the amount necessary to repair the damages and may deny the permit holder further use of school facilities. (E.C. 38143.3 (f))
15. Facility users will be required to provide proof of insurance with a minimum of 2,000,000.00 coverage prior to issuance of use permit.

The School District shall make school facilities and grounds under the jurisdiction available as a “civic center” to the citizens and community groups subject to district policies and regulations for the following purposes: (E.C. 38131)

1. Public, scientific, recreational, educational, or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization, which has no suitable meeting place for the conduct of services.
4. Child care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instructions of precinct board members by public agencies.
6. Supervised recreational activities.
7. Mass care and welfare shelters during disaster or other emergencies affecting the public health and welfare. The School District shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, and shall cooperate in furnishing and maintaining such services, as it deems necessary to meet community needs.
8. Other purposes deems appropriate by the School District. (E.C. 38131, 38132)

The School District shall not grant the use of school facilities for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.

2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interfere with the regular conduct of school work. (E.C. 38133)
3. Any use which is discriminatory in the legal sense.
4. Any use, which involves the possession, consumption, or sale of alcoholic beverages, or any restricted substances on school property.