



# LASSEN UNION HIGH SCHOOL DISTRICT

1000 Main Street • Susanville, California 96130-4498 • (530) 257-5134 • Fax (530) 251-0473

**Morgan Nugent**

Superintendent

Morgan.Nugent@lassenhigh.org

**To: Those interested in reserving any facility/equipment of the Lassen Union High School District (LUHSD)**

An application is required 10 business days prior to the day of the event. In addition, a **\$200 refundable deposit is required** and is due 5 calendar days prior to the day of the event. The deposit check will be returned to you after the event, provided the used facility is returned clean and undamaged.

**Certificate of Insurance** is **required** to use our facilities. In the Certificate of Insurance, it must state: **"Additional insured: Lassen Union High School District."**

**\$1,000,000 Each Occurrence / \$2,000,000 general aggregate**

- Health & Immunization Clinics
- Polling / Voting Site
- Emergencies: Red Cross, Fire Department
- Churches
- Leased/Rented Sites used for offices or low exposure business ventures
- Boy/Girl Scouts, 4H, Camp Fire
- Meetings

**\$2,000,000 Each Occurrence / \$2,000,000 general aggregate**

- Seasonal Sports/Recreation Leagues (Little League, Pop Warner, AAU, Soccer, etc)
- Sober Grad (sponsored by user)
- Private events attracting large crowds (500+ persons)

**\$5,000,000 Each Occurrence / \$5,000,000 general aggregate**

- Year-round Sports/Recreation Leagues (Public or Private Recreation Programs using indoor and/or outdoor facilities)

**All documents, including Certificate of Insurance, facility use fees, and deposit must be in the District Office (address below) 5 calendar days BEFORE the day of the event.** Please indicate a contact name and phone number on the application and agreement for Use of District Facilities form, so we can contact the appropriate person about whether the date you need is available.

If there is any other information you need, please feel free to contact our office at (530) 257-5134. It is important to read all the enclosed documents including "Facility Use Fee Schedule" and "Board Policy."

Lassen Union High School District  
1 000 Main Street, Susanville, CA 96130  
530-251-5134

## **Renter Classifications**

The priorities and fee structure for renting facilities will be determined by the District for any Use of Facilities requests other than school district instructional and related activities based on the following classifications.

### **A. No cost**

School activities generated by school district personnel or volunteers for purposes directly related to the education and enrichment of school district students, as directed or approved by district administration, and/or for the purpose of employee gatherings related to the operation of the District. Users in this classification include:

- School employees in the performance of their duties
- PTA or other school-associated parent/teacher/student associations
- Student body clubs

### **B. Direct Cost**

Direct cost rent is defined as an estimate of those costs of supplies, utilities, custodial services, building maintenance, services of any other District employees, and salaries paid to District employees as a result of the organization's use of the school facilities and grounds of the District. Users in this classification include:

- Civic and service groups (e.g., Rotary, Chamber of Commerce, League of Women Voters) whose purpose, through the use of school facilities, is to improve the general welfare of the community, and whose net receipts are expended for welfare of the youth or other charitable purposes (e.g., foundations, scout troops, booster clubs which are not for the direct benefit of LUHSD students, supervised recreational activities, religious organizations or churches, local governmental agencies, city and/or county services).
- 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 while meeting.

### **C. Fair Market Rent**

Fair market rent represents a rate for commercial activity, regardless of where profit is generated within the organization.

- Rentals where admission or participation fees are charged, or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the District or for charitable purposes.
- Rentals which are not directly beneficial to youth, public school activities of the District, or general welfare of the community.
- This fee structure may apply even to "nonprofit-organizations where organizers, activity supervisors, coaches, etc., draw salary from the activity or organization, and participation fees are received from students or adults.

## **Renter and Site Procedures**

- A. Application. The user shall obtain an Application for Use of School Facilities from the District Office. The completed application shall be submitted to the District Office at least ten business days prior to desired date.
- B. Site Request. The District Office staff shall coordinate desired dates with individual sites/administrators. Long term usage (more than one month or one sports season if a youth recreational league) requests will require special approval.
- C. Site Approval. The site administrator's approval is required for the rental of the facility. The District Office staff will verify availability, obtain approval, assign rooms, and process applications and payments.
- D. Confirmation. The District Office will send the user a confirmation of use of facility as well as the estimated costs and a contact information to coordinate access to the facility or issuance of keys if necessary. The confirmation will include a telephone number to call should the facility not be opened at the time of scheduled use or if other problems arise that require immediate attention.
- E. Certificate of Insurance. User shall provide a certificate of insurance naming LUHSD an additional insured at least seven (7) calendar days prior to the requested use; ***if not received the event will be cancelled.***
- F. Advance Payment. Advance payment in full is required at least five (5) calendar days prior to the event; ***if not received the event will be cancelled.***
- G. Refunds. Refunds will be provided up to forty-eight (48) hours prior to the event; cancellations after the forty-eight-hour period may not be refunded.

## **Schedule of Fees**

If custodial services are required by the using organization or required due to the organization's failure to leave the facility in "good condition" as determined by the site principal and maintenance, a fee will be charged or assessed at the rate of \$42.00 per hour, with a two (2) hour minimum charge in addition to the per day or event fee.

Use of the cafeteria, computer lab or library requires the utilization of an existing staff member to supervise use. A fee of \$40.00 per hour for Cafeteria and a fee of \$50.00 for Library or Computer Lab, with a two (2) hour Minimum, will be assessed in addition to the per day or event fee. If requesting use of kitchen/cafeteria, users shall not be allowed to use refrigerators, freezers, or ovens.

Any activity requiring preparation (tables, chairs, microphones, cameras, etc.) shall be charged \$42.00 per hour, per assigned worker and at a two (2) hour minimum charge. Any activity requiring technology set up shall be charged \$50.00 per hour, and a two (2) hour minimum charge.

*"Day" for the purpose this policy refers to at least six hours within a calendar day and begins at the time the facility is provided until it is cleaned to the satisfaction of the District, or when the event is concluded.*

Daily rate applies at six hours within one calendar day	LUHSD 2023-2024			
All rates to be reviewed annually and revised accordingly.	Direct Cost (Hourly)	Direct Cost Daily Rate	Fair Market Daily Rate (Hourly)	Fair Market Daily Rate
Classroom/Conference Room - ALL	\$20.00	\$100.00	\$40.00	\$200.00
Classroom (Science/ Computer Lab/Mat Rm)	\$30.00	\$100.00	\$60.00	\$300.00
Small Gymnasium	\$25.00	\$125.00	\$50.00	\$250.00
Large Gymnasium	\$50.00	\$250.00	\$100.00	\$500.00
Kitchen *District employee must be present	\$50.00	\$200.00	\$100.00	\$500.00
Library*	\$20.00	\$100.00	\$50.00	\$250.00
Multipurpose Rm.,	\$25.00	\$125.00	\$50.00	\$250.00
Parking Lot (use and utilities)	\$15.00	\$75.00	\$25.00	\$150.00
Restroom Facilities Only	\$10.00	\$50.00	\$20.00	\$100.00
Performing Arts Classroom	\$30.00	\$150.00	\$50.00	\$250.00
Stadium (Field and/or Track)	\$50.00	\$250.00	\$150.00	\$750.00
Stadium Lights	\$20.00	\$50.00	\$50.00	\$100.00
Field Type A	\$20.00	\$100.00	\$40.00	\$200.00
Field Type B	\$20.00	\$100.00	\$40.00	\$200.00

**Description:**

Field 1 (End of Pacific Street — Field Hockey use)  
 Field 2 (Practice Field directly behind 300 Building)  
 Field 3 (East end of Football stadium near river)  
 Baseball/Softball Field  
 Credence High Playing Field

**Field Type:**

A  
 A  
 A  
 B  
 A

## BP1330

### Community Relations

#### **USE OF SCHOOL FACILITIES**

The Governing Board 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.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

The Superintendent or designee shall give priority to school-related activities 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.

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 facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

*(cf. 0450 - Comprehensive School Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

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

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

*(cf. 6115 - Ceremonies and Observances)*

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

*(cf. 1325 - Advertising and Promotion)*

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

*(cf. 1330.1 - Joint Use Agreements)*

BP1330

Community Relations (continued)

**Fees**

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. (5 CCR 14041)

*(cf. 9320 - Meetings and Notices)*

The Board authorizes 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 determined in accordance with 5 CCR 14037-14041.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (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)

**Calculating Direct Costs**

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 following costs: (Education Code 38134; 5 CCR 14038-14041)

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 performed by 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

**Expending Funds Collected as Capital Direct Costs**

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

**Use of School Facility as Polling Place**

The Board may authorize the use of school buildings as polling places on any election day, and may also authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of

a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the

## BP1330

### Community Relations (continued)

school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

(cf. 6111 - School Calendar)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

(cf. 3515.2 - Disruptions)

#### *Legal Reference:*

##### EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

##### BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

##### ELECTIONS CODE

12283 Polling places: schools

##### GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

##### MILITARY AND VETERANS CODE

1800 Definitions

##### CODE OF REGULATIONS, TITLE 5

14037-14042 Proportionate direct costs for use of school facilities and grounds

##### UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

##### COURT DECISIONS

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

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

##### ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

##### CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

##### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

## AR 1330 Use of School Facilities

### **Administrative Regulation**

#### **Use of School Facilities**

##### AR 1330

##### **Community Relations**

##### **Application for Use of Facilities**

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

##### **Civic Center Use**

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, 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
4. Child care programs to provide supervision and activities for children of preschool and elementary school age  
*(cf. 5148 - Child Care and Development)*  
*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 5148.3 - Preschool/Early Childhood Education)*
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare



*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

## AR 1330 Use of School Facilities (Continued)

A *veterans' organization* means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

### **Restrictions**

School facilities or grounds shall not be used 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 which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco

*(cf. 3513.3 - Tobacco-Free Schools)*

The district may exclude certain school facilities from non-school use for safety or security reasons.

### **Damage and Liability**

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

*(cf. 3515.21 - Unmanned Aircraft Systems (Drones))*

Regulation CSBA MANUAL MAINTENANCE SERVICE  
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