

Rules, Regulations & Policies

1. The Facilities Planning Office is the authorized District Representative for reservation purposes. Applications for use of school facilities may be obtained from the Facilities Planning Office or the school site. They will be mailed out on request. No photocopies of this form will be accepted.
2. Application forms should be filled out completely and returned to the requested school site or the Facilities Planning Office.
3. School facilities are not available on such days and during school hours when required for school use. There may be occasions when approved use is rescinded because of school or District needs which may arise after approvals are granted.
4. No liquor, narcotics or tobacco (NO SMOKING) shall be used on school premises. This includes grounds, campus, parking lot area, stadium, as well as indoor facilities. Violation will cause denial of future use of school facilities to sponsoring organizations at which such use occurs.
5. Sponsoring organizations shall be responsible for conduct of activities and participants at the activity of which they have made reservations. Use privileges will be revoked if proper conduct is not maintained by the sponsoring organization. Necessary custodial services and other services shall be reimbursed by the sponsoring organization along with any other expenses incurred by the District.
6. Juvenile organizations shall have adult sponsorship and supervision at all times during use of school facilities.
7. Free use of facilities is granted to certain organizations under Education Code provisions known as the Civic Center Act. In some cases, although no hourly rental fees will be assessed, salary reimbursements for special needs (services of technician(s), security, opening gates, turning off alarms, cleaning, restroom supplies, grounds, cleanup, processing fee, etc.) may require reimbursement by the sponsoring organization.
8. A two hour minimum deposit will be required for the event. No food or drinks may be brought in unless special permission has been granted, and such approval noted on the Use of Facilities Application by that location's supervisor.
9. Any false information or misrepresentation of facts regarding the use of facilities may result in cancellation of your request to use the facility, and will result in possible denial of future use.
10. Reports of misbehavior or failure to follow policies and procedures established in this request for use of facilities by any participants at your activity will require a campus security officer at future events and costs of such officer will be charged to the requesting organization.
11. Traffic laws are strictly enforced on all school grounds per Ed. Code 21113 (a), (b), (c), (d).

Additional Conditions for Use

1. Certificate of General Liability Insurance (\$1,000,000 per occurrence, \$5,000,000 per occurrence for pool) naming the Rialto Unified School District as an additional insured, must be attached to this application unless an up-to-date certificate is already on file in the Facilities Department. The Certificate must be received in the Facilities Office two weeks prior to the event.
2. All functions shall commence no earlier than 8:00 a.m. and close by 9:30 p.m. on Saturdays, Sundays and Holidays unless special permission is secured in advance from the Assistant Superintendent, Business Services.
3. Custodial service is required any time building facilities are in use, and the assigned custodian shall be responsible for verifying the group's authority to use the facility, for making necessary arrangements to accommodate the meeting, for cleaning and returning the facilities to proper condition for school use, for reporting any deviations or departures from Board regulations. The assigned custodian(s) shall perform all services in a friendly and helpful manner. The custodian(s) shall not open any facilities until the sponsor or director of the activity has arrived.
4. Only the Board of Education can authorize payment to District employees for service rendered in behalf of an organization using school facilities. No group, organization, or individual may donate a gift to anyone as a consideration for services performed while on duty as an employee of the Rialto Unified School District.
5. Custodian/Security Ratios will apply.

USE OF FACILITIES POLICY, REGULATIONS & FEES

Rialto Unified School District



**Facilities Planning Department
625 W. Rialto Avenue
Rialto, CA 92376**

Tel: (909) 421-7555

Fee Schedule

Two-hour minimum deposit required

	Non-Profit Rate (Hourly)	Comm. Rate (Hourly)	Energy Rate (Hourly)
<u>HIGH SCHOOLS</u>			
Theater (Carter & Rialto)	\$ 50	\$100	\$50
Multi-Purpose Room	\$ 50	\$100	\$25
Classroom	\$ 20	\$ 40	\$10
Gymnasium	\$ 50	\$100	\$50
Pool (Lifeguard Required)	\$ 50	\$ 75	\$50
Stadium (Day)	\$123	\$245	—
Stadium w/Lights	\$148	\$295	—
Football Fields/Track	\$ 50	\$100	—
Baseball/Soccer Fields	\$ 43	\$ 85	—
Tennis Courts	\$ 13	\$ 25	—
Outside Basketball Courts	\$ 13	\$ 25	—
Parking Lots (w/o rental)	\$ 25	\$ 50	—
Outdoor Stage (Carter)	\$ 43	\$ 85	—
<u>MIDDLE SCHOOLS</u>			
Multi-Purpose Room	\$ 50	\$100	\$25
Classroom	\$ 20	\$ 40	\$10
Gymnasium (Jehue/Kucera)	\$ 50	\$100	\$50
Fields	\$ 38	\$ 75	—
Outdoor Basketball Courts	\$ 13	\$ 25	—
Parking Lots (w/o rental)	\$ 25	\$ 50	—
<u>ELEMENTARY SCHOOLS</u>			
Multi-Purpose Room	\$ 43	\$ 85	\$25
Classroom/Library	\$ 20	\$ 40	\$10
Fields (Special Care Extra)	\$ 33	\$ 65	—
Outdoor Basketball Courts	\$ 13	\$ 25	—
Outdoor Stage (Curtis)	\$ 33	\$ 65	—
Parking Lots (w/o rental)	\$ 13	\$ 25	—

Conference/Training Rooms/Kitchens—Restricted Use Only
Call for Availability

SALARY REIMBURSEMENT

Service	Rate Per Hour
Audio Visual/Lighting Technician	\$45
Custodian	\$35
Grounds Personnel	\$35
Life Guard	Current Rate
Safety/Security Officer	\$35
Scoreboard Technician	\$35

Cancellation Fee = 2 hour minimum rate within 48 hours

Fee Categories

Group 1—Free Use (Non-Profit, Youth-Serving Groups)

The Board shall not charge any room fees for the use of school facilities or grounds for groups that meet after a school day, when an alternative location is not available, for activities of non-profit organizations and clubs or associations which promote youth and school activities and do not otherwise qualify for the Fair Rental Value Fee (Board Policy 1330). Examples of groups that qualify for free use are:

- Any District sponsored event
- School sponsored groups or clubs
- City of Rialto (joint use agreement in place)
- PTA/PTO
- Booster Club Events
- Boy Scouts/Girl Scouts
- Sports Teams (Youth) - 50% RUSD students
- Police/Fire where event benefits RUSD students
- Registrar of Voters
- Community Senior Citizen Groups
- Kiwanis/Lions/Rotary, etc., where the event benefits RUSD students

(Direct costs apply for staffing on Saturday, Sunday and Holidays)

Group 2—Non Profit—(Community Groups that charge a Fee/solicit contributions)

“Non-profit rental cost” shall apply to those organizations who charge admission fees or solicit contributions and the net proceeds are not totally expended for the welfare of the students of the District.

(Direct costs apply)

Group 3—Fair Rental Value—Commercial Use)

Use of facilities for commercial purposes shall apply to all citizens, associations, clubs or organizations which are not qualified for classification in Groups 1 or 2 above. Any monies received may be used for purposes other than the welfare of the students in the District.

- Sports Teams—Adults
- Private Educational Agencies or Institutions
- Local Businesses or Industrial Organizations
- Private Dance Clubs/Karate/Baton/Cheer/Drama
- Churches or religious organizations with a suitable meeting place holding special events (concerts, plays, etc.)

(Direct costs apply)

Organization Responsibilities

- Proof of \$1,000,000 liability insurance (\$5,000,000 for pool)
- Proof of 501(c)3
- Walkthrough with site administrator before event
- Do not cut locks, chains, fences or damage equipment
- Use only the facilities you requested
- Violation of these rules will result in denial of future use
- Deposits must be paid 10 days in advance of activity
- Site administrator only signs that facility is available. Approval to use facility is not complete until Facilities Planning Office gives final authorization.
- Requests may not be submitted more than 6 months in advance by organizations outside RUSD.
- You are to provide trash cans for your activity and remove the trash cans and debris after the activity.
- It is your responsibility to arrange for delivery, maintenance, removal and payment of portable restrooms for outdoor activities. (Facilities Planning Office must approve of these being brought onto the site.)
- Leave the facilities in good condition for those who work at this facility or attend school at the facility.
- Do not schedule television coverage unless authorized by the Facilities Planning Office.

Liabilities and Damages

Organization agrees to pay for damages and injuries due to an unsafe use or misuse of school facilities, and agrees not to hold the District liable for injuries, damages as a result of misuse or equipment or failure to follow procedures and safety rules.

The RUSD reserves the right to refuse the use of District facilities if the request is more than the District will be able to handle. The following list includes examples of prohibited activities:

- Activities forbidden by law or Education Code
- Consumption of alcoholic beverages/Smoking
- Air rifles or pistols, BB guns, flow guns, dart guns
- Animals of any kind
- Bows and arrows
- Guns
- Fires of any type
- Golfing/Skate Boards/Model airplanes or cars
- Moving equip. such as picnic tables/benches/site trash cans