

DRAFT Updated 8/7/17

Proposed Amendment to Board Policy

Amend the Board Policy by deleting the first line of page 3 under "Option 1" (delete "The Board believes that the use of school facilities or grounds should not result in costs to the district.") and replace it by adding the following language.

The Board authorizes the use of school facilities or grounds ~~without charge~~, for a flat-fee by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with the 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. *This will specifically include non-profit organizations, clubs or associations organized to promote youth sports and athletics. Flat-fee will be for a season of up to 12 weeks of consecutive use with no more than 20 hours of use in any week, or no more than 6 hours a week for groups using the facility throughout the year.*

Change the current second sentence of that paragraph to read

"The Superintendent or designee shall charge all other groups that request the use of school facilities under the Civic Center Act, including nonprofit groups not organized to promote youth and school activities and for-profit groups, ~~shall be charged~~ an amount not to exceed direct costs.

OTHER Guidance/Direction related to Facilities Use to guide District staff as they update the fee schedule and application. If adapted by a motion, these will be included in the minutes of the Board Meeting:

Potential Over-time Expenses

1. The fee schedule should include a statement that groups staying after their scheduled time (whether those paying a flat fee --proposed herein-- or others) may be charged \$50 per hour for time when staff stay late in order to lock-up.

Schedule should be guided by the principles below.

| | Weekday while school is in session | School not in session (i.e. weekends or holidays) | Code or Key to Parking Lot Gate |
|--|---|---|---------------------------------|
| Indoor Building Access | Included in flat rate fee | Additional charge (to cover turning off alarms) | Not necessary |
| Outdoor fields/facilities Access | Included in flat rate fee | Included in flat rate fee | Included in flat rate fee |
| Custodial clean-up time required | Additional charge (prorated hourly) | Additional charge (prorated hourly) | |
| Extra Hours beyond basic (e.g. more than 20 hours a week for 12 weeks) | Additional charge at regular hourly rate. | Additional charge at regular hourly rate. | |

2. Groups using the facility on a Saturday or Sunday for more than 3 hours should be required to rent a port-a-potty at their own expense.

3. Get keyless combination locks that allow changes to the combination and share the combination with leagues or other associations using the facility. Change code as appropriate.

4. Use of fields that are too wet to use can cause problems for students and new expenses for the District;

If Ragle fields are closed due to rain (and/or oversaturation of fields) leagues or other organizations will be required to close access to District fields. In addition, if the Superintendent, Principal or facilities Manager, contacts a single league representative by 9:00 a.m. on a weekday that league will be expected to ensure that none of it's affiliates (coaches, teams etc.) use the fields during the closure time.

5. Clean-up in event of unreasonable trash etc.

If there is an issue with a specific league or other organization misusing the rented facilities by leaving excess trash etc. within the previous 2 years District can require a deposit of up to (4 hours of custodial time e.g. \$250) for clean-up, maintenance etc.

6. Calendar: All groups using District facilities should be provided a copy of the District Calendar before or at the time of approval of their Use Agreement. District Staff will identify any and all days and times that the group will not be able to use the District facilities within the agreed upon timeframe. This would typically be due to either the facility is being used for a District activity, or a District activity scheduled at the same time will require all parking spaces and additional traffic from the Community group would be problematic. For example, "Back to School Night" schedule will be provided in advance. The community group will be responsible to inform all of its representatives or affiliates about these scheduling issues to ensure there is no issue with excess parking or traffic pressure. Furthermore, if after the agreement is made the District determines one or more additional dates District staff can notify the community group with advance notice of at least 3 business days.

7. Future Monitoring of Fee Schedule

For the May, 2019 Board Meeting the Superintendent shall provide a report comparing fees charged by GUSD to non-profit community groups including sports leagues to Districts of similar size serving communities of West Sonoma County including communities of Sebastopol, Forrestville, Guerneville, Occidental, Graton. Subsequently, the District staff will do a survey of community groups or other Districts every 2 years to determine if the District fee schedule should be revised.

Note: The fee schedule including a category of "Non-profit organizations promoting youth activities (as defined above) \$500 flat fee will be effective upon approval by Board.

Other related matters:

~~Direct staff to put up a barrier between parking lot and lower field before school starts. Put up signage directing which way to access the field and direct Principal to enforce. Amend use agreements and Handbook to say walk around to the right (west) to find safe access to the field.~~

