

# Santa Rosa City Schools

## Board Policy

### Use Of School Facilities

BP 1330

#### Community Relations

The Governing 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.

(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

#### ~~Community Use Of School Facilities Generally~~

~~1. The policy of the Board of Education is that school buildings and grounds within the Santa Rosa City School Districts be established as civic centers where citizens may engage in supervised recreational activities, where they may meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, or moral interest of the citizens of the community.~~

~~2. Any use by an individual, society, group, or organization for the commission of any act intended to further any program or movement, the purpose of which is to accomplish the overthrow of the Government of the United States or of the States, by force, violence, or other unlawful means, shall not be permitted.~~

~~3. — The use of school buildings or grounds granted to any church or religious organization for the conduct of religious services for temporary periods where such church or organization has no suitable meeting place for the conduct of such services is subject to terms and conditions as the Board deems proper. Church athletic teams may use school facilities when these groups are engaged in such non-religious activities as an athletic program.~~

~~4. — Use of school facilities for the filming of commercial films, including feature movies, are considered to be outside the scope of the Civic Center Act (Education Code 38130 and 38136). As such, use of school facilities for filming purposes is permissible only with the approval of the Board or, in certain cases as delineated in Administrative Regulation 1183.1, Superintendent-level administration. Uses will be permitted only under circumstances that do not create disruption to the educational program. The Board affirms its right to deny permission to film certain movies based solely upon their content so long as such action is reasonably related to legitimate pedagogical concerns.~~

~~5. — All extracurricular activities which involve any injury, bloodletting, or death of animals on school grounds is prohibited, except under a faculty member's supervision for legitimate educational purposes such as biology classes.~~

~~6. — The use of the facilities shall not be granted in such manner as to constitute a monopoly for the benefit of any person or organization.~~

~~7. — The privilege of using the facilities shall not be granted for a period exceeding one year. The privilege is revocable and renewable at the discretion of the Board at any time.~~

~~8. — The Board supports and encourages the use of school sites for election polling places whenever possible, under the condition that all appropriate measures are taken to ensure student and staff safety and to minimize any potential disruption to school operations.~~

~~10. — The use of school buildings and grounds is subject to permission by the school or district. Unauthorized use may subject the users to ejection or arrest and or other penalties. Unauthorized users will be responsible for the costs of any care, replacement or repair as result of such use.~~

~~11. — The use of lighted athletic fields shall adhere to the mitigation measures that were adopted in conjunction with the California Environmental Quality Act (CEQA) Certifications for each field lighting project.~~

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)

#### 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)

#### OPTION 1: (Amount not exceeding direct costs to all community groups)

The Board believes that the use of school facilities or grounds should not result in ~~costs~~an expense 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 5 CCR 14037-14041. (Education Code 38134)

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)

~~In determining~~ 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, ~~the Superintendent or designee shall calculate, 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

~~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)~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 5148.2 – Before/After School Programs)~~

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services ~~of 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

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

~~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)~~

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 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)

**Management Resources:**

**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>

~~Policy SANTA ROSA CITY SCHOOLS~~

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