

**MASTER FACILITIES USE AGREEMENT**  
**FIRST MODIFICATION TO CREST PROGRAM SUPPLEMENTAL USE AGREEMENT**  
**NUMBER 9589 (CCS)**

This First Modification to Crest Program Supplemental Use Agreement Number 9589 (CCS) ("First Modification"), entered into as of \_\_\_\_\_, 2018, by and between the City of Santa Monica, a municipal corporation and charter City ("City"), and the Santa Monica – Malibu Unified School District, a unified school district ("District"), is made with reference to the following:

**RECITALS**

- A. On or about June 11, 2015, the City and District entered into that certain Crest Program Supplemental Use Agreement Number 9589 (CCS), pertaining to the City's and community's use of the District's school facilities in Santa Monica during non-school hours ("Original Agreement").
- B. The City and District desire to replace Attachment "A", Attachment "B", Attachment "C", and Attachment "D" to the Original Agreement with the attachments referenced, below, to reflect the City's and District's mutual agreement with respect to the community's use of the District's school facilities in Santa Monica during non-school hours.

**TERMS AND CONDITIONS**

Now, therefore, the undersigned parties do hereby mutually agree to modify the Original Agreement as follows:

- 1. Section 2 of the Original Agreement shall be deleted in its entirety and replaced with the following text:
  - 2. Term.  
  
The term of this Agreement run concurrently with the term of the Master Facilities Use Agreement, dated July 1, 2012.
- 2. All references to Attachment "A", Attachment "B", Attachment "C", and Attachment "D" in the Original Agreement shall mean and refer to Attachment "A", Attachment "B", Attachment "C", and Attachment "D", which are attached to this First Modification.
- 3. Attachment "A", Attachment "B", Attachment "C", and Attachment "D" are attached hereto and incorporated herein by this reference.

4. Except as expressly modified by this First Modification, all other terms and conditions of the Original Agreement shall be and remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Modification as of the date and year first written above.

ATTEST:

CITY OF SANTA MONICA  
a municipal corporation

\_\_\_\_\_  
DENISE ANDERSON-WARREN  
City Clerk

By: \_\_\_\_\_  
RICK COLE  
City Manager

APPROVED AS TO FORM:

SANTA MONICA-MALIBU UNIFIED  
SCHOOL DISTRICT  
a unified school district

\_\_\_\_\_  
LANE DILG  
City Attorney

By: \_\_\_\_\_  
BEN DRATI  
Superintendent

## Attachment A

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**Facilities Use Plan**


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**Program:** CREST**School Sites:** Edison, Franklin, Grant, McKinley, Muir/SMASH,  
Rogers, Roosevelt Elementary Schools

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The following applies to each school site listed above, unless otherwise noted.

<b>Facility Access –CREST Club</b>								
Facilities	Access Times	Edison	Franklin	Grant	McKinley	Muir	Rogers	Roosevelt
One designated classroom not a multi-purpose room, to serve as the home base for the program (An additional home base room will be made available if enrollment goes above 60 participants)	Monday- Friday, at least one hour prior to Kindergarten school dismissal until 6:30 pm	✓	✓	✓	✓	✓	✓	✓
Accommodation for storage of moveable walls, shelves, mats, bean bag chairs and other CREST equipment in the home base classroom	Year- round	✓	✓	✓	✓	✓	✓	✓
One designated homework assistance classroom with up to 5 computers with internet access for student use OR (see next requirement)	Mon-Fri, school dismissal to 6:30 pm	✓	✓	✓	✓	✓	✓	✓
Use of school library or computer lab access for supervised educational support activities, including use of computers, library books and reference materials. CREST staff will be provided with and follow protocols for use of these facilities	Mon-Fri, school dismissal to 6:30 pm	✓	✓	✓	✓	✓	✓	✓
Access to refrigerator located in school cafeteria kitchen or near the home base room for snack storage	Mon-Fri, school dismissal to 6:30 pm	✓	✓	✓	✓	✓	✓	✓
Auditorium, cafeteria or other multi-purpose space access, to be coordinated with site staff	2 days per month, 3 – 5:30 pm	✓	✓	✓	✓	✓	✓	✓
Designated or shared office area/workstation (close to home base) for City's CREST site coordinator with access to City-provided computer with internet and locked 4-drawer file cabinet	School dismissal to 5:30 pm	✓	✓	✓	✓	✓	✓	✓

<b>Facility Access – Enrichment Program</b>								
Facilities	Access Times	Edison	Franklin	Grant	McKinley	Muir	Rogers	Roosevelt
Up to 3 kindergarten classrooms per day	Mon – Fri, at Kindergarten dismissal to 4:30 pm	✓	✓	✓	✓	✓	✓	✓
Up to 4 classrooms, grades 1-5, per day	Mon – Fri, dismissal to 5:30 pm	✓	✓	✓	✓	✓	✓	✓
Auditorium, kitchen, cafeteria, library or other multi-purpose room for theater arts and dance classes	2 days per week, at Kindergarten dismissal to 5:30 pm	✓	✓	✓	✓	✓	✓	✓
During school breaks, up to 2 classrooms, with access to playground and playfield.  Subject to District availability, school cleaning schedule, staff availability and summer school.	5 days per week, summer school dismissal to 4:00 pm	✓	✓	✓	✓	✓	✓	✓
Enrichment Session (TK-5) Start Dates: Fall session begins 3rd or 4th week after summer break. Winter session begins 1st or 2nd week before winter break. Spring session begins 1st or 2nd week before spring break.								

<b>Facility Access – Elementary Youth Sports</b>								
Facilities	Access Times	Edison	Franklin	Grant	McKinley	Muir	Rogers	Roosevelt
Volleyball courts, fields, outdoor courts, hardscape area, including fixed sports equipment	Mid-Aug. to mid-June, Mon – Fri, dismissal to 5:30 pm	✓	✓	✓	✓	✓	✓	✓
Designated City storage (PE rec building or ball box) for shared use by Youth Sports and Playground Access Program	Year-round	✓	✓	✓	✓	✓	✓	✓

<b>Facility Access – Playground Access</b>								
Facilities	Access Times	Edison	Franklin	Grant	McKinley	Muir	Rogers	Roosevelt
Sole access to playground and play fields for supervised, unstructured play*	Mon – Fri, 2:45 – 5 pm, or 2 hours 15 min following school dismissal and on minimum release days	✓	✓	✓	✓	✓	✓	✓
Telephone for emergencies and parent noticing	Mon- Fri, 2 hrs. 30 min following school dismissal (to 5:30 pm)	✓	✓	✓	✓	✓	✓	✓
Note: Playground Access will not be offered on rainy days. * Enrollees in other programs using playgrounds and playfields must be enrolled in the City's Playground Access Program.								

<b>Facility Access –Seasonal Camps*</b>								
Facilities	Access Times	Edison	Franklin	Grant	McKinley	Muir	Rogers	Roosevelt
One home base room for up to 50 children	Mon – Fri, 6:30 am – 6:30 pm	✓	✓	✓	✓	✓	✓	✓
Up to 6 additional class-rooms	Mon – Fri, 6:30 am – 6:30 pm	✓	✓	✓	✓	✓	✓	✓
Auditorium, cafeteria and kitchen access, including refrigerator	Mon – Fri, 6:30 am – 6:30 pm	✓	✓	✓	✓	✓	✓	✓
Exclusive playground & field use, with exception of District-run programs and field trip days	Mon – Fri, 6:30 am – 6:30 pm	✓	✓	✓	✓	✓	✓	✓
*Dependent on where wrap-around services/camp is required for any given school break. The District and City will collaborate to determine the sites for seasonal camps.								

School Site Access – All Programs							
Facilities	Edison	Franklin	Grant	McKinley	Muir	Rogers	Roosevelt
Phone numbers for District staff who shall be at the school site at all times specified in Attachment A.	✓	✓	✓	✓	✓	✓	✓
School gate keys to CREST Site Supervisor	✓	✓	✓	✓	✓	✓	✓
Keys to site emergency bins	✓	✓	✓	✓	✓	✓	✓
Access to cleaned and stocked bathrooms closest to classrooms. Also access to black-top areas and/or ball courts used by each CREST program.	✓	✓	✓	✓	✓	✓	✓

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## **Facilities Use Guidelines**

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**Program:** CREST

**School Sites:** Edison, Franklin, Grant, McKinley, Muir/SMASH,  
Rogers, Roosevelt Elementary Schools

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The following is applicable for each school site listed above.

### **Priority Use of Facilities**

Facilities used by CREST programs will not be made available to non-City permit groups or programs during the hours indicated in the CREST Facilities Use Plan unless mutually agreed upon by the City and District. The City will have priority over any non-District programs. Non-City permit groups must complete and submit a request to use school facilities during after school hours before each season of programming.

### **Scheduling of Non-City Uses**

The District will work closely with the City when considering adding new or expanded non-City after school and seasonal break programs utilizing District facilities to ensure that potential new or expanded programs do not conflict with City programs with a priority given to those that can be integrated into the CREST Programs.

Any non-City programs requesting use of Playground Access facilities as specified in Attachment "A" must enroll participants in Playground Access and comply with all participant procedures required for Playground Access participants. Enrollment in Playground Access consists of completing a student information/emergency card. There is no fee for Playground Access.

### **Displacement of CREST Programs**

The District may displace a CREST program up to three (3) days per semester per school site. CREST Camps may be displaced up to one (1) day per summer per site. All displacement requires written notice to the City at least ten (10) days prior to the event. There will be no displacement of camps during winter and spring breaks.

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## Facilities Operations Plan

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**Program:** CREST (Including Youth Sports)

**School Sites:** Edison, Franklin, Grant, McKinley, Muir/SMASH,  
Rogers, Roosevelt Elementary Schools

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The following applies to each school site listed above, unless otherwise noted.

### **Facilities Maintenance Services**

The District will:

- ❑ Ensure facilities, fixtures and equipment utilized by CREST programs are maintained and kept in good repair, including walls, floors, floor coverings, computers, heaters and air conditioners.
- ❑ Designate a staff person as the primary contact for City staff on major facility issues and follow through on corresponding work orders.
- ❑ Routinely inspect facilities and equipment used by CREST programs.
- ❑ Identify and document needed repairs to maintain equipment and facilities in good working order on a District Work Order form and submit through the school site Office Manager.
- ❑ Complete all repairs and maintenance work in a timely and professional manner.
- ❑ Monitor the progress of work orders submitted by CREST or school staff.

### **Custodial Services**

The District will:

- ❑ Provide regular custodial care of all rooms and restrooms used by CREST programs to ensure that all indoor facilities used by CREST programs are clean, sanitary and ready for use at the start of each day's program.
- ❑ Ensure that restrooms accessed by CREST participants are stocked with toilet paper and paper towels.
- ❑ Provide routine custodial services of indoor and outdoor facilities used by CREST programs during the following times:
  - School Year Programs: Daily, Monday – Friday, after 6 pm
  - Seasonal Camps: Daily, Monday – Friday, during the day

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## **Program Coordination and Outreach**

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**Program:** CREST

**School Sites:** Edison, Franklin, Grant, McKinley, Muir/SMASH,  
Rogers, Roosevelt Elementary Schools

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The following is applicable for each school site listed above.

### **Staff Coordination**

The Principal, or his/her designee, will:

- ❑ By August 15<sup>th</sup>, provide the City's Site Coordinator at each school site with the Annual Schools Event Calendar.
- ❑ Throughout the school year, provide timely revisions to the Calendar as new events are scheduled, and provide at least two (2) months' notice for any events that may significantly impact CREST operations.
- ❑ Throughout the school year, provide at least two (2) weeks' notice of any changes to school dismissal times to the City's CREST Site Coordinator.
- ❑ Include the City's CREST staff in school faculty meetings and trainings as applicable, with notification sent at the same time that faculty are notified.
- ❑ Hold bi-weekly meetings with the City's CREST Site Coordinator and District's CREST Lead Teacher.
- ❑ Provide a mail slot/box for the City's CREST Program in the school's main office.
- ❑ Distribute copies of all school bulletins, information, flyers and packets for teachers and parents to the CREST mailbox.
- ❑ Discuss with CREST any non-City proposals for use of the school facilities for any summer program/camp or after-school programs under consideration that could potentially compete or conflict with City CREST programs, with the goal of minimizing duplication of programming.

### **Community Outreach**

The Principal, or his/her designee, will:

- ❑ Distribute all CREST outreach materials to all students in a timely manner of receipt by each school, and ensure that teachers (or their substitute/assistant) distribute CREST materials on the day received.
- ❑ Include CREST information provided by the City in the school's directory and any other major school publications.

The Superintendent, or his/her designee, will:



- ❑ Provide annually, by August 1st, a blanket permit for the distribution of CREST and other City youth program materials to all SMMUSD schools.