

**PIEDMONT UNIFIED SCHOOL DISTRICT**

**M E M O R A N D U M**

TO: Board of Education

FROM: Randall Booker, Superintendent  
Pete Palmer, Director of Facilities

DATE: December 12, 2018

RE: **UPDATES TO THE PUSD FACILITIES USE HANDBOOK**

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**I. SUPPORT INFORMATION**

The PUSD Facilities Use Handbook was last updated March 25, 2015. As several years have passed, and with the addition of a Director of Facilities, the District is recommending several edits to the current Facilities Use Handbook to better match current practices, provide additional safety measures, clarify financial expectations for payments, and expand language to help clarify the District's procedures for all users.

These edits do not adjust the Facility Fee Schedule in any way.

The DRAFT Facilities Use Handbook has been reviewed and edited by the Superintendent, Director of Facilities, and the Chief of Police.

**II. RECOMMENDATION: REVIEW AND ACTION**

Review the proposed edits to the PUSD Facilities Use Handbook as outlined by Mr. Pete Palmer, Director of Facilities and H1 Bond Construction Manager.