

# Pajaro Valley Unified School District

## FACILITY ASSIGNMENTS AND FEES

**CLASS I** Civic Center Groups which include PTA, campfire girls, boy/girl scout troops, agricultural organizations, school community advisory councils, senior citizens organizations, club and associations formed for recreational, educational, political, economic, artistic or more activities of the school district.

**CLASS II** Class I users when an admission or donation fee is charged and is expended for the welfare of District students. Community wide activities where memberships are sold, admission fees charged or where the primary interest is to raise funds. Churches utilizing facilities for religious services.

**CLASS III** Commercial or profit making organizations (examples: traveling road shows, independent production companies, aerobics, jazzercise classes). Also Class I civic center groups where admission fees are charged and the net proceeds do not benefit the welfare of the District students.

FACILITY	CLASS I Free**	CLASS II Direct Cost*	CLASS III Fair Market Cost*	DEPOSIT (Non-Refundable)***
Classroom (Standard) 1,000 Sq. Ft. or less	FREE	\$25.00/hr	\$45.00/hr	\$50.00
Classroom (Large) Over 1,000 Sq. Ft.	FREE	\$30.00/hr	\$50.00/hr	\$50.00
Restroom	FREE	\$25.00/hr	\$45.00/hr	\$50.00
Computer Lab	FREE	\$200.00/hr	\$350.00/hr	\$200.00
Library	FREE	\$35.00/hr	\$45.00/hr	\$50.00
Auditorium	FREE	\$85.00/hr	\$125.00/hr	\$100.00
Choir/Band Room	FREE	\$35.00/hr	\$55.00/hr	\$100.00
Multi-Purpose Room	FREE	\$55.00/hr	\$75.00/hr	\$100.00
Cafeteria	FREE	\$55.00/hr	\$75.00/hr	\$100.00
Cafeteria/MPR w/Kitchen	STAFF COST	\$65.00/hr	\$85.00/hr	\$100.00
Gymnasium:				
Elementary	FREE	\$55.00/hr	\$65.00/hr	\$100.00
Jr. High/Middle	FREE	\$65.00/hr	\$75.00/hr	\$100.00
High School	FREE	\$75.00/hr	\$85.00/hr	\$100.00
Gym/Shower/Lockers	FREE	\$95.00/hr	\$115.00/hr	\$200.00
Football Stadium/Track (Synthetic)	FREE	\$175.00/hr	\$600.00/hr	\$300.00
Football Stadium w/lights (Synthetic)	FREE	\$275.00/hr	\$750.00/hr	\$300.00
Football/Soccer Field (Grass)	FREE	\$45.00/hr	\$65.00/hr	\$100.00
Baseball/Softball Field (Grass)	FREE	\$45.00/hr	\$65.00/hr	\$100.00
w/Lights		\$65.00/hr	\$85.00/hr	\$150.00
Athletic Practice Field (Grass)	FREE	\$45.00/hr	\$65.00/hr	\$100.00
Tennis Courts	FREE	\$100.00/day	\$200.00/day	\$100.00
Pool- Note (1)		\$100.00/hr (4hr. Min.)	\$200.00/hr (4hr. Min.)	\$200.00
Pool w/Shower/Lockers- Note (1)		\$150.00/hr (4hr. Min.)	\$300.00/hr (4hr. Min.)	\$250.00
Parking Lot	FREE	\$125.00/day	\$200.00/day	\$100.00
Theater w/staff	\$85.00/hr	\$85.00/hr	\$150.00/hr	\$225.00
Processing Fee	FREE	\$5.00	\$10.00	

## Pajaro Valley Unified School District

### Other Costs:

TV/VCR	\$35.00/ Per Event
Projection Screen	\$35.00/Per Event
Sound System	\$35.00/Per Event

Under certain conditions fees may be waived. Organizations whose purpose is the interest in and support of the students of the school district may request a waiver of fees for use of certain facilities if the following criteria are met:

1. The use occurs during normal working hours of school custodial personnel.
2. The use will not substantially increase the need for additional utilities and services.
3. The organization is not making a charge to the students to participate in the activity.

No waiver of fees, however, may be approved for any activity which requires overtime pay for school personnel or other added costs to the District. Fees annually adjusted by CPI index or by 5%.

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**Notes:** (1) District does not have a Lifeguard on staff, the group/organization is required to obtain a certified lifeguard and be responsible for direct payment. Please provide proof of services with certificate to the District when submitting application.

(2) The District does not have a Audio-Visual Tech Staff at all sites.

### \*Hourly cost plus cost of staff (if any):

Custodian	\$30.00/hr
Food Service Personnel	\$30.00/hr
Maintenance/Grounds Personnel.	\$30.00/hr
Audio-Visual Tech Staff (2)	\$40.00/hr.

\*\*Free unless held on a weekend, holiday or during the Summer/Winter Breaks; or Custodian overextends regular services, then will be charged custodial overtime.

\*\*\*Deposit may be applied towards group's outstanding charges and for any additional fees that may have been incurred due to damages of District Facilities. Each site will be in charge of evaluating facility after each event.

## REGULATIONS FOR USE OF DISTRICT FACILITIES

1. Applications must be submitted to the Facility Assignments Office at least ten (10) working days preceding the date(s) of use.
2. A Certificate of Liability Insurance **MUST** be submitted to the District and the District must be listed as a policy holder before any type of process can commence.
3. Fees, if any, will be collected at least 24 hours in advance of scheduled event.
4. Applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
5. The requesting organization shall be responsible for any additional fees incurred due to unusual or unexpected requirements for District personnel.
6. School premises shall not be available on such occasions or during hours as interfere with the regular functions of the school.
7. All requests for the use of school premises shall be denied where the proposed use is inconsistent with the proper and regular use of the facilities or where the purpose of the meeting is immoral, offensive or injurious.
8. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to see that the unauthorized portions of the building are not disturbed, and that the premises are vacated as scheduled.
9. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision.
10. There shall be **NO SMOKING** on premises. **NO ALCOHOLIC BEVERAGES** shall be brought to or consumed on the premises. Profane language, fighting or gambling will not be permitted on District property.
11. The authorized District personnel shall open the building only upon presentation of a Facility Use Application properly issued and signed.
12. No alterations or physical changes shall be permitted in or on any campus facility including buildings or playing fields. **NO PESTICIDES, HERBICIDES OR RODENTICIDES OF ANY TYPE SHOULD BE APPLIED TO, OR USED ON DISTRICT PREMISES WITHOUT THE PRIOR CONSENT AND AUTHORIZATION OF THE DISTRICT'S SAFETY MANAGER.**
13. Organizations wishing to use the facilities during the summer months may make applications at any time during the year, but these applications will not be processed before May 1<sup>st</sup> of each year.
14. The District may require as a condition of approval that the applicant furnish adequate security officers.
15. Any cancellations need to be within 24 hours of the event in order to avoid any unnecessary charges for District personnel. If group does not cancel within 24 hours a minimum of 4 hours @ \$30.00 hr. will be charged.