

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

230 Doherty Drive  
Larkspur, CA 94939

(415) 927-6960 Phone (415) 927-6964 Fax

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization \_\_\_\_\_

Non-Profit Organization Number \_\_\_\_\_

Purpose of Use \_\_\_\_\_

*School district organizations and activities take precedence when determining use of facilities.*

Dates of Proposed Use \_\_\_\_\_, between the hours: from \_\_\_\_\_ to \_\_\_\_\_. List dates of recurring use \_\_\_\_\_

*Maximum length of grant is one year, renewable and revocable by LCMSD. Permit automatically terminates on June 30<sup>th</sup> of each year.*

School site requested (please circle one): Neil Cummins Hall Middle Cove School

List in detail buildings, rooms, grounds and equipment requested \_\_\_\_\_

Number of persons expected to be in attendance each session \_\_\_\_\_. Will admission fee be charged or contributions solicited? No \_\_\_ Yes \_\_\_\_\_. If yes, describe what purpose proceeds will be used \_\_\_\_\_.

**1. Applicant's Agreement**

On behalf of the above organization, I agree to comply with all the rules and regulations of the Board of Trustees of the Larkspur-Corte Madera School District and the laws of the State of California pertaining to the use of school property for Civic Center purposes. I agree to be responsible for arranging furniture prior to the use and for restoring all facilities to their original condition after use. I further agree to provide adequate supervision for the protection of the school property listed above. \_\_\_\_\_ (Name of Organization) does hereby indemnify and hold harmless the Larkspur-Corte Madera School District, its Trustees and employees from personal injury or property damage arising from the group's use of the facilities. Furthermore, the group is covered in the amount of \$1,000,000 combined single limit bodily injury and property damage insurance and will provide the district with a certificate of liability insurance. I certify that I am duly authorized to sign this application.

\_\_\_\_\_  
Name (please print) Signature Date

Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ email \_\_\_\_\_

**2. School Principal's Recommendation**

This use will not conflict with the educational program and activities of the school. In my opinion, this use is permitted by the regulations of the Board of Trustees, State laws, and is not in conflict with the Education code prohibiting school property use for subversive purposes. I recommend this use be granted for the facilities shown above.

\_\_\_\_\_  
Name (please print) Signature Date

**3. District Administrator's Authorization to Use School Property**

Permission to use the school property described above is hereby granted. This use is subject to the following charges which will be invoiced accordingly:

Rental Fee \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total

Janitorial Fee \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total \$ \_\_\_\_\_ Amount Due

\_\_\_\_\_  
Name (please print) Signature Date

To complete the process of reserving facilities the district will need to be presented with a Certificate of Liability Insurance.

“Groups using school facilities shall indemnify and hold harmless the Larkspur-Corte Madera School District, its trustees and employees from personal injury or property damage arising from the group’s use of the facilities. Furthermore, groups using the facilities shall indicate coverage in the amount of \$1,000,000 combined single limit bodily injury and property damage insurance by signature of agreement.”

-Government Code 3543.0(b)

Please have your Certificate of Liability Insurance mailed to:  
Larkspur-Corte Madera School District  
230 Doherty Drive  
Larkspur, CA 94939

Should you have any questions, please call the district at (415) 927-6960.

Larkspur-Corte Madera School District  
230 Doherty Drive  
Larkspur, CA 94939  
415.927.6960 fax 415.927.6964

## Facility Use Fee Schedule

**Application Procedure:** All groups wishing to use school facilities must submit an application and proof of insurance. Applications for the use of Neil Cummins Elementary School, Cove School and Hall Middle School can be obtained and must be submitted to the Larkspur-Corte Madera School District Office. Non-Profit groups associated with the schools or in direct service to the youth of the community may be eligible for non-fee use of school facilities but may still be responsible for the fees listed below.

Occupancy	Facility Type	Contact	Direct Costs Fee for Non-Profit Groups hourly rate 2 hour minimum	Fair Rental Value Fee for Commercial Entities hourly rate 2 hour minimum
25	Classroom	Respective School Site	\$17.00	\$ 80.00
30-40	Library	Respective School Site	\$35.00	\$ 80.00
235	The Cove Multi-Use	District Office	\$35.00	\$110.00
-	Athletic Field NC or Hall Gym	Parks & Recreation Dept	-	-

**Custodial Fees:** Any group using school facilities at a time when custodial services are not normally available will be required to pay custodial fees at the rate of \$40.00 per hour for non-profit groups and \$60.00 per hour for commercial entities with a two hour minimum charge. If any use of school facilities requires more than minimal set-up time then the hourly custodial rate will be charged on a pro-rata basis to the nearest half hour. The District may deny use if a custodian is required for either set-up or access but none is available.

**Summer Camp Rates** are \$100 per day per classroom, \$50 per day for additional classrooms, price includes custodial services. Price based on surrounding District averages and will be reviewed annually.

**Lost Key Fee:** Users will be responsible for any key(s) issued as part of a facility use. Users shall not loan keys to any unauthorized person, make any copies, or use keys for any unauthorized purpose. There will be a minimum \$25.00 charge for any lost key. Actual re-keying costs may also be charged.

**False Alarm Fee:** Should any use lead to a false alarm, user will be required to pay a \$150.00 False Alarm Fee to the District.

**USE OF SCHOOL FACILITIES**

The Governing Board 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.

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
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

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)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 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.

**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)

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. As specified in 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. 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 exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

## **USE OF SCHOOL FACILITIES (cont.)**

BP 1330(b)

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 direct costs to be charged for community use of each, or each type of, school facility or grounds, the Superintendent or designee shall calculate, in accordance with 5 CCR 14038, 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)

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

Policy adopted: October 20, 2004  
Policy revised: October 28, 2009  
Policy revised: September 17, 2015

**LARKSPUR-CORTE MADERA SCHOOL DISTRICT**  
Larkspur, California

**USE OF SCHOOL FACILITIES**

**Application for Uses of Facilities**

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

**Civic Center Use**

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

**Restrictions**

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco

However, the Superintendent or designee may approve the use of district facilities for special events that may involve the acquisition, possession, use, or consumption of alcoholic beverages when the event is covered by a special events permit pursuant to Division 9 of the Business and Professions Code and will occur at a time when students are generally not on the school grounds. (Business and Professions Code 25608)

Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from non-school use for safety or security reasons.

**Damage and Liability**

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.