

Use of Facilities Policies for District Facilities and Grounds

(Not including Performing Arts Centers)

Priority Use and Priority Groups

******Upon signing up for Facilitron, all new groups are placed in Priority Group 4. If you are a youth organization, upload the required qualifying documentation after submitting your Facilitron reservation request. Once received, eligibility will be determined and verified by Facilitron and the District. Rentals are approved on a first-come, first-served basis through the Facilitron platform. ******

If you need assistance entering your reservation or have questions, call 1-800-272-2962 x 1 to reach a live customer service representative.

- Group 1. School District Use.** School activities, sports, clubs, festivals, and professional development. *Group 1 may include: Parent Teacher groups, the SCUSD School Foundation, and booster clubs.*
Charges include custodial, grounds, and nutrition services fees, where applicable.
Group 1 does not pay application or facility use fees.

These fees apply to the groups below

Charges include application fees and facility use fees, as well as fees for custodial, grounds, and nutrition services, where applicable.

- Group 1.5. Youth organizations**
Group 1.5 is approved by the Board of Trustees yearly. (Organizations must apply to be considered for this group.)
- Group 2. Local youth organizations with at least 80% of participants attending District schools** (rosters will be required). *Group 2 may include: After-school or weekend programs or sports.*
- Group 3. Local youth organizations with less than 80% of participants attending District schools** (rosters will be required). *Group 3 may include: After-school or weekend programs and sports.*
- Group 4. Adult** organizations or events with participants over and under 18 years of age. *Group 4 may include: Sports, workshops, classes, religious organizations, private events (social activities), and charitable organizations.*

Custodial Fees will be applied:

1. All indoor rentals, except classrooms (during the school days), will be charged a minimum of two (2) hours and an additional 2 hours for cleaning after all events.*
2. If a site custodian is not regularly scheduled, weekends, school breaks, and/or large groups or events.
3. Agnew, Huerta and MacDonald for all rentals.
4. Summer custodial hours vary by site.

*Custodial hours may change according to district and individual site schedules and/or large groups or events.

Fees for Use of District Facilities and Grounds

All facility rentals will start at 6 p.m. M-F. Rentals will end by 9:00 p.m. M-F, except Wilcox and SCHS, end at 10 pm. All facilities Sat - Sun 7 a.m. to 9 p.m.

Facility rentals are not allowed during District Holidays. All facilities are hourly rates. All rentals are approved using Facilitron on a first-come, first-served basis.

Meeting/Activity Space	Group 1.5	Group 2	Group 3	Group 4	Deposit
Non-refundable application fee for each reservation	\$10	\$10	\$25	\$50	May be reimbursed after event
Standard Classroom	\$1.50	\$6	\$13	\$20	\$50
Elementary Multipurpose Room/Cafeteria	\$4	\$20	\$40	\$64	\$50
Middle/High Multipurpose Room/Cafeteria	\$7	\$35	\$70	\$111	\$50
Elementary Kitchen**	\$50	\$50	\$100	\$150	\$200
Middle/High School Kitchen**	\$100	\$100	\$200	\$300	\$200
Middle/High School Auxiliary Gymnasium: <i>Buchser, Peterson, Santa Clara, Wilcox, Wilson, MacDonald</i>	\$7	\$34	\$69	\$110	\$100
Middle/High School Main Gymnasium: <i>Buchser, Huerta, Peterson, Santa Clara, Wilcox, MacDonald</i>	\$10	\$51	\$102	\$162	\$100
Football Stadium/Track*** <i>MacDonald, Santa Clara, Wilcox</i>	\$10.50	\$53	\$107	\$171	\$500
Artificial Varsity Baseball/Softball Field*** <i>MacDonald, Santa Clara</i>	\$17.50	\$88	\$177	\$283	\$100
Grass Varsity Baseball/Softball Field*** <i>Wilcox, Lou Vierra</i>	\$6	\$31	\$61	\$98	\$50
Artificial Practice Field (<i>Agnew, Huerta and MacDonald require custodial staff for all rentals</i>)	\$9.50	\$47	\$94	\$150	\$100
Grass Practice Field (<i>elementary, middle schools</i>)	\$6	\$31	\$61	\$98	\$50
Swimming Pool (<i>requires a 3 hour minimum staff fee, \$198</i>)	\$16.50	\$82	\$164	\$262	\$500
Parking Lot (<i>events in parking lots</i>)	\$2	\$9	\$19	\$30	\$50
Tennis Courts (<i>All courts except Buchser</i>)	\$9	\$18	\$45	\$45	\$50
Outdoor Hardcourts (<i>Basketball Court/Blacktop</i>)	\$2	\$9	\$19	\$30	\$50
**Nutrition Services Staff (<i>required with all kitchen reservations</i>)	\$60.00 per hour (2 hour minimum)				
Custodial Staff (<i>required for all weekend, kitchen, school breaks, and set up of chairs and tables</i>)	\$66.00 per hour (2 hour minimum)				
***Grounds Staff (<i>required for football, baseball and softball stadiums. Other fields: optional addition to reservation for field prep, if staff is available</i>)	\$66.00 per hour (4 hour minimum for football, baseball and softball stadium)				

Cancellation Policy for District Facilities, except Performing Art Centers

- Payment processing fee and application fee are non-refundable.
- Cancellation 21 days prior to date of the event: 100% refund for use fees, custodial fees, equipment fees, and security deposit. Payment processing fee and application fee are non-refundable.
- Cancellation 7-20 days prior to date of the event: renter is responsible for 50% of use fees, custodial fees, and equipment fees. Payment processing fee and application fee are non-refundable. Security deposit and insurance (if purchased through Facilitron) will be refunded in full.
- Cancellation within 6 (six) calendar days of event: renter is responsible for 100% of use fees, custodial fees, equipment fees, payment processing fee, and application fee. Security deposit and insurance (if purchased through Facilitron) refunded in full.
- Cancellation must be entered into the online reservation system by the time frame above to be eligible for a refund.
- Cancellations due to weather will be considered per event.
- No shows will be charged the entire reservation amount. If the Renter/User on Facilitron does not arrive on time, staff will wait 1 (one) hour before labeling the event a “no show” and cancels the event.
- Cancellations within 6 (six) calendar days of the event and no shows may result in penalties including disqualification for future site use and permits.
- Reservations will be canceled, if the reservation is not paid in full as agreed, or if any requested documentation, including correct insurance, is not uploaded to the online system 1 (one) week in advance without a refund.

Cancellation Policy for District Performing Art Centers (Theaters)

- Payment processing fee and application fee are non-refundable.
- Cancellation 30 days prior to the date of the event – 100% of security deposits, use fees, custodial, equipment fees, and additional technician fees. Payment processing fee and application fee are non-refundable.
- Cancellation 15 to 30 days notice – Renter is responsible for 50% of security deposit, use fees, custodial, and equipment fees. Payment processing fee and application fee are non-refundable.
- Cancellation 10 to 15 days – Renter is responsible for 25% of security deposit, use fee, custodial, and equipment fees. Payment processing fee and application fee are non-refundable.
- Cancellation 10 days to the day of the event – No refund

Field Use

1. Users are responsible for monitoring weather conditions and evaluating playing fields when there is a threat of rain, lightning or dangerous conditions. If a user degrades fields due to playing on wet turf, users will be billed for field repairs.
2. No site facility improvements or additions shall be made without written consent from the District.
3. No tampering with irrigation systems.
4. Fields are not prepped and do not include use of bases or soccer goals; nor are they available.
5. Teams must adhere to permitted days and hours of use.
6. All trash must be picked up at the end of facility use every day.
7. Pets are not allowed on school campuses.

8. Agnew Elementary, Huerta Middle School and MacDonald High School require custodial staff at all times for events; weekdays and weekends.

Kitchen Facilities

1. Kitchen facilities shall not be used unless supervised by District Nutrition Services personnel. Use of kitchen facilities includes use of equipment, sinks, warmers, or any other item/equipment in the kitchen, multipurpose, or other facility used by Nutrition Services. This is an additional fee with a 2 hour minimum.
2. Custodial fees apply.
3. All requests for kitchen use shall be approved by Nutrition Services prior to the permit approval.

Insurance

1. No use or occupancy of any district property will be permitted unless the person or group furnishes proof of liability and property damage insurance in accordance with required minimums established in the District procedures and names the District as an additional insured on the CG 20 11 96 Form.
2. The undersigned agrees to be fully responsible for the payment of any and all damages to the school premises including furniture and equipment.
3. The requesting organization affirms that it will assume liability, responsibility, defend at its own expense, and hold Santa Clara Unified School District harmless for any accident or injury arising from use of the facilities, including reasonable attorney's fees, and comply with all district rules and regulations.
4. The requesting organization's insurance shall be primary in regard to any and all claims for accident or injury arising from use of facilities.

Selling Goods or Foods

1. If the event consists of selling goods of any type, a Business License for the City must be uploaded to the online reservation system 2 (two) weeks prior to the event or sales will not be allowed.
2. If the event consists of selling food of any type, a Santa Clara County Health Department Permit must be uploaded to the online reservation system 2 (two) weeks prior to the event.

Advertisement Flyers

1. Print or digital advertisement flyer(s) distributed to promote the event must be uploaded to the online reservation system with the original reservation request. The flyer must include the following information:
Organization name(s), location(s), time(s), date(s), and cost(s) for the event(s).
2. Only non-profit entities are allowed to post advertisement fliers on Peachjar per Board Policy 1325.