

COMMUNITY RELATIONS

PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

USE OF SCHOOL PROPERTY

I. Use of School Property

- A. The Corona-Norco Unified School District (the “District”) recognizes that there exists a civic center at each of its school facilities and grounds, pursuant to Education Code section 38131. The Board of Education (the “Board”) may grant the use of its school facilities or grounds to the citizens, parent-teacher associations, Camp Fire girls, Boy Scout troops, farmers organizations, school-community advisory councils, senior citizen organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts in order that they may, from time to time, engage in supervised recreational activities, and/or meet and discuss any subjects or questions pertaining to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside.
- B. The Superintendent, or designee, shall establish and maintain administrative procedures for the use of school property that are consistent with appropriate state and federal laws and regulations.
- C. The Superintendent, or designee, shall make available upon request, a copy of this Board Policy and Administrative Regulation to all persons or groups requesting use of District facilities or grounds.

II. Permissible Purposes

Subject to the limitations, requirements, and restrictions set forth herein, the Board may grant the use of school facilities and grounds as a civic center upon the terms and conditions the Board deems proper and in accordance with Education Code section 38131 et seq.

III. Fees for Use of School Facilities

- A. Fees for the use of school facilities and grounds shall be as follows:
 - 1. **Free Use (Non-Profit without Impact - Group I)**
Whenever the term “free use” is used, it shall mean that the use shall be without charge of any kind. As described below, free use of school buildings and grounds is authorized for certain individuals, groups, and organizations provided such use does not cause District to incur additional cost.

- a. Community organizations shall be granted free use of facilities at a time convenient to school operations if:
 - i. no admission fee or contribution is collected, or
 - ii. any admission fee or contribution collected is used for the benefit of District's students or for welfare purposes.
 - b. This free-use category shall apply to, but not be limited to:
 - i. District/school-related meetings or functions,
 - ii. School sponsored groups or clubs,
 - iii. Booster clubs,
 - iv. In-service programs,
 - v. Periodic meetings of community organizations such as Boy Scouts, Girl Scouts, PTA, parks and recreation departments, and senior citizens groups.
 - c. Public agencies, including the American Red Cross, shall be granted free use of the facilities for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.
2. **Direct Cost Fee (Non-Profit with Impact – Group II)**
 Direct costs include the costs of supplies, utilities, janitorial services, services of other District employees, and salaries paid to District employees necessitated by the organization's use of the school facilities and grounds.
- a. Organizations listed in sections III.A.1.a and III.A.1.b. above will be charged a fee to cover the District's direct costs, as described above, when:
 - i. Buildings are used during periods when custodians are not on regularly-scheduled duty,
 - ii. A school kitchen is used for food preparation,
 - iii. Buildings are used at a time when they are not being regularly staffed by District personnel and it is necessary to recover District expenditures for utilities,
 - iv. Custodial services are needed prior to, or at the conclusion of, any event to move furniture or make similar physical arrangements for an activity,
 - v. Custodial or other personnel are required to be physically present on the campus or site being used for the entire time of the particular event,

- vi. Groups or clubs make use of turfed playfields for extended periods of time during the year.
 - b. A direct cost fee shall be collected from an entity, including a religious organization or church, that arranges for supervised recreational activities for youths and in which youths may participate regardless of religious belief or denomination.
 - c. Any church or religious organization that has no suitable meeting place for the conduct of the services shall pay a direct cost fee to use the District's facilities to conduct religious services for temporary periods, on a one-time or renewable basis.
3. **Fair Rental Value Fee (Private Community Organizations – Group III)**
The fair rental value fee includes the direct costs to the District, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.
- a. A fair rental value fee shall be charged for the use of school facilities or grounds to organizations that:
 - i. Do not qualify under the free use or direct cost fee categories above,
 - ii. Conduct their meetings for their own membership only,
 - iii. Are local in nature,
 - iv. Engage in recreational, educational, political, economic, artistic, civic, or moral activities, and/or
 - v. Charge admission or fees, and the funds collected are not used for charitable or welfare purposes.
 - b. This group category shall apply to, but not be limited to:
 - i. Private dance groups,
 - ii. Dog clubs,
 - iii. Private educational agencies or institutions,
 - iv. Local business or industrial organizations,
 - v. Services clubs,
 - vi. Churches with other suitable meeting places available, and
 - c. For activities of exceptional nature when large numbers of people will attend or a substantial profit is anticipated to accrue, additional fees may be established by the Board for such use. The fee amount shall be established prior to the granting of approval and communicated in writing to the applicant.

- B. The Board shall establish a schedule of fees for the use of school facilities, which schedule is subject to change at the discretion of the Board.
- C. Damaged or Abused Property

School property must be protected from damage and mistreatment and ordinary precautions for cleanliness maintained. If the authorized use of facilities includes use of recreational facilities where a synthetic track or a synthetic field is present, the authorized group shall specifically instruct all group users of the proper use of the facilities and of the prohibited activities and items as specified in the Administrative Regulation.

Groups shall be responsible for the condition in which they leave the building or premises. In cases where school property has been damaged or abused beyond normal wear, the costs of repair or replacement shall be paid for by the organization involved, and further use of school facilities and grounds may be denied.

IV. Precedence

School functions take precedence over all activities, including previously scheduled meetings of outside organizations. If a previously scheduled meeting will need to be cancelled due to the need of the school facilities or grounds for school functions, notice will be provided to the organization by District's appointed representative.

V. Cafeteria Facilities

A cafeteria employee shall be assigned the responsibility of supervising the use and care of the cafeteria when facilities are used. The number of adults in the kitchen shall be determined by the cafeteria employee in charge.

VI. Terms and Conditions

- A. Any individual or group desiring to use the District's facilities or grounds as a civic center must first agree to, and comply with, all of the following terms and conditions:
 1. Apply for the use of school property. Any person applying on behalf of any group shall be a member of the applicant groups, and unless he or she is an officer of the group, must present written authorization from the applicant group to make the application.
 2. Enter into a written agreement with the District for the proposed use.

3. Maintain in force during the term of the agreement, full comprehensive public liability insurance, insuring against all claims for injuries to person or property occurring in, on, or about the school property arising out of the group's use of the school property. Said policy shall have limits for injuries to person or persons, and for property damage in amounts which shall be specified by the Board, in its sole discretion, based upon the nature of the proposed use of the District's school facilities or grounds.
 4. Identify and hold harmless the District, its officers, agents, and employees from and against any and all claims, demands, losses or liabilities of any kind or nature which the District, its officers, agents, and employees may sustain or incur or which may be imposed upon any of them for injury or death sustained as a result of, arising out of, or in any manner associated with the group's use of the school property, except for liability resulting from the negligence or willful misconduct of the District, its officers, agents, employees or independent contractors.
 5. Assume the financial liability for any damage to the facilities or grounds as a result of the activity. The Board shall charge the amount necessary to repair the damages and may deny the group or person further use of school facilities.
 6. Warrant and represent that group's use of said school property will neither be inconsistent nor interfere with the District's operation of school classes and programs.
 7. Certify or declare in writing under penalty of perjury that to the best of his or her knowledge, the school property of which application is made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.
 8. Furnish to the Board any information which the Board deems necessary to make the determination that the use of school property for which application is made is consistent with the objectives and purposes enumerated herein.
 9. There shall be no advertising at school facilities and grounds, except as specified in BP1371.
- B. Any violation of the above terms and conditions shall constitute just cause for the Board to deny the applicant's request for school property use.

Legal References: Education Code Section 38130 et seq., The Civic Center Act
79 Ops. Cal. Atty. Gen 248 (1996)

ACLU of So. Calif. V. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

ACLU of So. Calif. V. Board of Education of San Diego, (1961) 55 Cal.2d 906

ACLU of So. Calif. V. Board of Education of Los Angeles, (1963) 59 Cal.2d 203

ACLU of So. Calif. V. Board of Education of Los Angeles, (1963) 59 Cal.2d 224

Connell v. Higginbotham, (1971) 403 U.S. 207

Cole v. Richardson, (1972) 405 U.S. 676

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

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COMMUNITY RELATIONS

PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR SCHOOL FACILITIES

USE OF SCHOOL PROPERTY

I. Purpose and Scope

For purposes of adequate administration and control, the Superintendent or designee of the Corona-Norco Unified School District (the "District") is authorized by provisions of the Education Code and the Civic Center Act to determine the availability of District facilities under his or her jurisdiction and to enforce the laws, rules, regulations, and policies. (Education Code section 38133.)

II. Control

The Superintendent or designee shall perform the following functions:

- A. Determine the eligibility of groups or organizations seeking use of District facilities;
- B. Secure required signatures, information, and applications for use of District facilities;
- C. Determine if applicant is entitled to use of District facilities based upon free use, direct cost fee, or fair rental value fee;
- D. Issue permits to those who qualify if the District facilities are available;
- E. Notify all parties and departments concerned when permits are issued, cancelled, or changed;
- F. Keep adequate records of all uses of District facilities for public purposes;
- G. Insist upon the observance of all rules and regulations as set forth by the Education Code, the Civic Center Act, Board Policies, and Administrative Regulations; and
- H. Revoke permits and deny use of District facilities to any group or organization when violation of regulations occurs.

III. Eligibility for Use

The use of school facilities, or part thereof, by groups, organizations, clubs, or associations is predicated upon the adherence to the rules and regulations as set forth by the Board of Education. Applications from individuals will not be considered. In general, the subject matter of civic center meetings shall pertain to the recreational, educational, political, economic, artistic, or moral interests of the community. No group or organization, regardless of its character, may interfere with the educational program of the District or the schools.

IV. Scheduling Conflicts, Priority System, and Fees

- A. Once an event/activity has been approved by the appropriate District personnel for use of school facilities as specified on the approved application form, the requesting group or organization shall have confirmation of the approval of its application and the date and time for the specified facility. Prior to the actual confirmation and approval of the use of school facilities, the system of priorities discussed below shall be consulted. A system of priorities has been established to prevent conflicts between groups or organizations wishing to use the same school property at the same time.
- B. The Superintendent or designee shall make the final determination as to which group or organization may use the school facilities according to the following system of priorities:
1. **Priority 1** – Activities and programs directly related to the instructional and educational program(s) of the District and District-sponsored organizations, including student body organizations.
 2. **Priority 2** – Activities related to the District's adult education instructional programs.
 3. **Priority 3** – Events and activities designed to serve the school's youth.
 4. **Priority 4** – Use of the facilities for cultural events and activities, supervised youth group activities, and for civic and service groups' activities.
 5. **Priority 5** – Use by groups or organizations who do not qualify under the provisions of the Civic Center Act for free use or direct-cost use, but to whom the District may make facilities available for a fair rental value fee.

No group or organization shall monopolize the use of school facilities.

- C. If the school facilities are needed for school purposes, any permit may be cancelled at any time prior to use.
- D. Permission to use school facilities will be granted as provided in Board Policy 1330 and, if applicable, in accordance with the fee schedule in effect at the time the application is approved.
- E. When special activities require extra equipment, such as television lines, the District may require, in addition to the fees, additional cash deposits to ensure removal of the equipment and to cover the cost of damage caused by the use of such equipment.
- F. The applicant group or organization is responsible for cleaning the facility by the closing time designated in the permit. Groups or organizations exceeding allocated times of closure will be assessed a fee sufficient to cover excess service costs, as determined by the fee schedule.

V. Safety

- A. A Civic Center permit does not necessarily authorize the use of certain school equipment nor the use of any student body equipment. Prior written approval shall be obtained from the District personnel issuing the permit for the supervision, operation, and payment for the use of any special equipment made available. The group or organization shall note its request for arrangements to use special equipment on the application prior to its submission to the school administrator.
- B. No structures may be erected or assembled on school premises, nor any extraordinary electrical, mechanical, or other equipment be used or brought thereon, unless prior written approval has been obtained from the District personnel issuing the permit.
- C. Any group or organization using school facilities shall do so in such a manner that guarantees the safe operation of those facilities.
- D. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, and safety laws. Groups or organizations to whom permits are issued shall assume the responsibility to insure that all such activities carried on the property and all equipment used, placed, or distributed upon school premises shall comply with applicable state and local fire, health, and safety laws and regulations.

- E. School facilities shall not be available for non-school-related users for any activity involving the use of fireworks or any other type of pyrotechnic display unless specifically approved by the Superintendent or designee. This restriction is to ensure the safety of participants, bystanders, and/or neighbors and due to the risk of fire.
- F. School facilities shall not be available for any activity involving the use of animals of any type, kind, or size, nor is straw or hay to be used in any activity unless previously approved in writing by the Superintendent or designee. This restriction is for sanitation purposes and due to the risk of fire when these materials are present.
- G. The Superintendent or his or her designee reserves the right to provide police and/or fire protection services at users' cost for all activities held on school property when such protection is deemed necessary.
- H. All draperies, hangings, curtain, drops, and all decorative materials used within or upon the school facilities shall be treated with a flame-retardant solution or process approved by the State Fire Marshal.

VI. General Rules

- A. School property must be protected from damage and mistreatment, and ordinary precautions for cleanliness must be maintained. The group or organization shall properly dispose of paper or trash and upon completion of use, restore the school facilities to their previous condition of cleanliness and order. Any breakage, damage, or loss of school property shall be paid by the group or organization that made the application for use of the facilities even though such loss was caused by a person or persons not officially belonging to the group or organization. The cost shall be established by the Business Department and an invoice shall be submitted to the responsible group or organization. Failure to pay such damage promptly shall be grounds for refusal of future applications.
- B. If the authorized use of facilities includes use of recreational facilities where a synthetic track or a synthetic field is present, group users shall specifically abide by the restrictions specified herein. For the synthetic track, there shall be no jogging on the inside lanes in order to reduce wear and tear and heavy equipment, motorcycles, horses, bicycles, and all vehicular traffic must be kept off the track surface at all times. For the use of synthetic field, the following restrictions apply:
 - 1. No food, drinks, seeds, chewing gum, or other items of similar nature are allowed in the field;
 - 2. There shall be no smoking;

3. Metal cleats and V cleats are strictly prohibited; only plastic cleats two inches or shorter are allowed;
 4. No glass, fireworks, or sharp objects are allowed in the field;
 5. All littering is prohibited;
 6. Under no circumstances shall spikes, driving stakes, anchors, supporting columns, etc. be placed directly on the field surface nor should they be embedded or driven into the synthetic field; and
 7. If use of the field is for an activity other than a regular sporting activity, the authorized user group shall request from the District the specific protection measures recommended by the synthetic field manufacturer and/or supplier and shall ensure that all such measures are specifically followed by all group users.
- C. Any group or organization using school facilities shall be liable for any injuries which result during the time of such use unless such injuries are the direct result of the District's negligence. The group or organization shall bear the cost of insuring against this risk and defending itself and the District against claims arising from this risk. The group's or organization's public liability insurance certificate in the minimum coverage amount of \$1,000,000 shall name the District as an additional insured and shall be submitted to the District together with the use of facilities fee prior to use. In addition, any group or organization using school property shall execute a Hold Harmless Agreement for the benefit of the District.
- D. Smoking will not be permitted on school property. The group or organization to which the permit is granted shall be responsible for any damage caused by individuals violating this requirement.
- E. No permit to use school facilities shall be granted for longer than one school year, nor so often during any year as to afford any group or organization a real or implied monopoly.
- F. All requests for the use of school facilities shall be denied when the proposed use is inconsistent with proper and regular use of the facilities or where the purpose of the meeting is immoral, obnoxious, or injurious.
- G. Permits for the use of school facilities shall be for specified hours and include the group's or organization's set-up and performance time. Last minute rehearsals or additional room use will not be permitted. The applicant shall not arrive before the time authorized for use of the school facilities. School employees shall not open the facilities at any time other than the time listed on the approved application. It shall be the responsibility of the group or organization to which the permit was issued to ensure that the unauthorized portions of the facilities are not used and that the school premises are vacated as scheduled.

- H. Any use contrary to or in violation of any law, Board Policy, or Administrative Regulation shall be grounds for cancellation of the permit, for removing the users from the property, and may be grounds for barring such group or organization from further use of school facilities.
- I. Any approved application for use of school facilities may be revoked without prior notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. For other cause, permits may be revoked at any time upon reasonable notice. Nonetheless, the District reserves the right to revoke any permit, at any time, upon disclosure of facts that the facility will be used in an event/activity of an illegal or unlawful nature.
- J. School facilities shall not be used by any person, group, or organization as its political campaign headquarters. In addition, no individual, group, or organization shall, at any time, post political literature on school property, distribute it on school property to students or adults, place it on school property for voluntary pickup, or place it in or on automobiles parked on school property.
- K. No literature shall be advertised or offered for sale on school property at any meeting, except for parent/faculty association publications, unless it has been approved by the Superintendent or designee.
- L. The number of people present shall not exceed the legal or specified maximum capacity for the facility, and materials used for decoration of the building must be fire resistant. This is a fire regulation.
- M. All juvenile groups or organizations seeking the use of school facilities must have adult sponsorship and adequate adult supervision. Sponsors and supervisors of such groups or organizations must at all times exercise control and maintain a high standard of conduct with all members of the group or organization. The District may require a permit from local police authorities and the hiring of police for large group supervision.
- N. No person, group, organization, or activity may engage in the following, nor shall any group or organization granted a permit for the use of school facilities permit in the facilities authorized, including accesses thereto, walks, porches, lawns, patios, parking lots or restrooms, any person to engage in the following:
 - 1. Possession or consumption of alcoholic beverages;
 - 2. Gambling, in any form whatsoever (including lotteries);
 - 3. Possession or use of narcotics or drugs for purposes other than medical, and then only under the prescription of a duly licensed medical physician;

4. Fighting, quarreling, using abusive or profane language, or making noise of any kind which may be offensive to other activities or the neighborhood;
5. Any illegal or immoral activity; and
6. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco (cf. 3513.3 – Tobacco-Free Schools)

Violations of any of the conditions described above shall be grounds for immediate revocation of the permit for the use of school facilities and for denial of future application requests. In the event of a revocation, all persons so affected shall immediately vacate the school facilities.

- O. When the permit allows the use of parking facilities, vehicles must be properly parked in designated areas only and in such a manner as to allow fire-fighting equipment clear access to all buildings and fire hydrants at all times.
- P. Only school employees are permitted to use the school office and equipment.
- Q. The school office shall assume no responsibility for mail for non-school groups or organizations, and shall not permit the use of the school telephone or school mail to any such group, organization, or representative thereof. The school telephone is available only to employees for official business, except in emergencies and when a pay telephone is not available.
- R. School furniture or equipment may not be removed or displaced by any group or organization without permission from and under the supervision of the District employee in charge.
- S. The loan of school furniture and equipment to individuals, groups, or organizations for personal or private purposes is prohibited.
- T. Groups or organizations granted the use of school facilities under the Civic Center Act provisions of the Education Code may be permitted to use school equipment which requires an operator, such as motion picture projectors, public-address systems, etc., provided they agree to pay all costs, including labor, to which the school may be subjected by reason of such use.
- U. If use of school equipment is granted, it may not be used other than on school property, and then only in conjunction with the use of facilities.
- V. Any group or organization using an auditorium or stage shall not disturb, move or change any existing equipment except with the permission of the school administrator and under the supervision of the school employee who is in charge of the facility. Any stage props used must be completely fireproofed. The

District, at its discretion, may request the fire department to check all stage props and to verify all certifications of fireproofing.

- W. Storage of non-District owned items on District property is prohibited except with prior written authorization from the Superintendent or designee. If allowed, the group or organization shall provide to the District a complete inventory of items to be stored and proof of appropriate insurance coverage.
- X. No preparations shall be used on the floors at any time by groups or organizations using the school facilities for dancing or any other purpose.
- Y. The group or organization to whom the permit is issued shall offer no gratuities to school personnel, nor shall school personnel accept gratuities from the group or organization.

VII. Kitchen Use

- A. If kitchen facilities will be used, a District food service employee shall be present to oversee the use of the kitchen equipment.
- B. When kitchen use is required, trays and silverware must be processed through the dishwashing machine and not hand washed. To insure sanitation and proper handling of the above equipment, cafeteria personnel will be assigned and the user will be charged for any services of cafeteria personnel who are required. Such additional charges will be in addition to the fee schedule.
- C. The cafeteria employee(s) on duty in a supervisory capacity is not to assist in the preparation of food. The group or organization using the facility is responsible for having its members present to do the actual work of preparation and cleaning up. The cafeteria employee's primary purpose is to (a) protect the District property; (b) give proper instructions in the use of equipment; and (c) see that regulations set up by the County Health Department and the District are met.
- D. The group or organization using the facilities must furnish towels, sugar, cream, salt, pepper, and all other supplies necessary to carry out its activity. Soap will be furnished by the District and will be included in the rental fee.
- E. Dishes, silverware, cups, and utensils shall be furnished by the group or organization using the facilities unless the applicant has requested and received written approval for the use of an exact number of these items from the District.
- F. To protect the health of the children of the District, the kitchen equipment used must always be thoroughly cleaned under the supervision of District personnel.
- G. District equipment shall not be used to transport food to and from the requested facility.

VIII. Application

- A. All applications for use of school facilities shall be made on official forms provided by the District.
- B. The completed application submitted to the District serves as the agreement for use of school facilities. Therefore, the applicant group or organization shall review the Rules and Regulations of the application as well as the Board Policy and this Administrative Regulation prior to submitting its application.
- C. Applications for the use of school facilities during the current academic year should be filled-in completely and returned to the District at least thirty (30) days in advance of the time the use of the facilities is desired. Late applications may be denied. Calendar approval may be expected, if granted, within two weeks.
- D. If a change in the date or details occurs, notice must be given to the school administrator at least seventy-two (72) hours in advance of the date of intended use.
- E. Applications shall be specific as to furniture or equipment needed and as to room arrangements required. If necessary, additional information giving full details shall be attached to the application. The District personnel will not be expected to supply furniture or equipment or to do work not called for on the application.
- F. Any person applying for the use of school property on behalf of any group or organization shall be a member of such applicant group or organization and, unless he/she is an officer of such group or organization, must present written authorization to represent the group or organization.
- G. An authorized representative of a group or organization applying for use of school facilities shall submit a statement of information certifying, under penalty of perjury, that the school facilities will not be used for the commission of any act which is prohibited by law, or the commission of any crime.
- H. Upon receipt of the application for use of school facilities, the school administrator will determine if the calendar is open, sign the application, if appropriate, and forward it to the Facilities Department for approval and establishment of charges. If the application is approved, the applicant group or organization will be notified in writing.

- I. When an application shows irregularities, which the school administrator believes are unusual, the school administrator shall notify the Superintendent, or designee, who shall review the application. The Superintendent, or designee, will notify the applicant of the time and place for an in-depth review and extend to the applicant an invitation to answer questions which may arise regarding the application.
- J. No application will be approved if the activity or the school facilities applied for will in any way conflict with any school function.
- K. Facilities may be available for use during vacation periods if the use does not conflict with cleaning and renovating schedules.
- L. The Superintendent, or designee, may deny the use of or cancel any permit for the use of school facilities to anyone if the activity is discriminatory upon any person because of race, creed, or color.
- M. Charges shall be determined from the fee schedule effective at the time the application is approved. Payment in advance must be made immediately upon receipt of the invoice by check, cash, cashier's check or money order payable to the Corona-Norco Unified School District and delivered to the Facilities Department, 2820 Clark Avenue, Norco, CA 92860. Such payment shall be accompanied by the group's or organization's comprehensive public liability insurance certificate for a minimum of \$1,000,000 liability coverage naming the District as an additional insured.
- N. If additional expenses are incurred or if District employees are required to work longer than scheduled on the approved application, the applicant will be invoiced for the additional cost or overtime involved.
- O. Failure to make prompt payments, where a charge has been made by the District, shall be grounds for denying future applications of the group or organization failing to make such payment.
- P. After facility use approval, the Superintendent, or designee, may deny any application or cancel any permit when in his/her opinion the use may be contrary to any existing law or board policy or create a condition which may cause a disturbance or pose a safety hazard.
- Q. Any permit issued may be cancelled at any time prior to use if the school facilities are needed for school purposes.

- R. If the group or organization needs to cancel the use of the school facilities, it must notify the District as soon as possible. Unless cancellations are made within seventy-two (72) hours of the requested date, the use fee amount may be retained by the District.
- S. After the application is approved, the District custodial supervisor will assign a regular employee to open the building, to be in charge during the use, and to close the building after use. Custodial must be present during the entire time of the specific event.
- T. Opening of the school facilities may be refused if applicant cannot show receipt for payment or a copy of an approved application form.
- U. The District employee in charge of the school facilities, within or upon which any meeting may be held, is empowered to take all necessary means to enforce this Administrative Regulation. There shall always be a school employee to report to the custodial supervisor any violation of this Administrative Regulation which he/she observes.
- V. All permits for use of school facilities expire on June 30 of each school year and must be re-negotiated as of July 1 for subsequent use.

IX. Report of Use

- A. An employee's report of use of school facilities shall be completed by the employee in charge after each usage. This report, completed by the principal, custodian or cafeteria manager, is most important. Any irregularities in usage must be reported.
- B. Periodic reports shall be made to the Board of Education of any unusual developments concerning the operation of the Civic Center Act program.

X. Precedence

The District's Board Policy and this Administrative Regulation establish the District's policy with respect to the use of school facilities and shall take precedence over any conflict that may arise as a result of forms employed or interpretation thereof by District personnel.

CORONA-NORCO USD FEE SCHEDULE - USE OF FACILITIES					
FACILITY	CAPACITY	SQUARE FEET	GROUP 1 Non-Profit No Impact	GROUP 2 Non-Profit Direct Cost	GROUP 3 Fair Rental Value
Standard Classroom	35	960	N/C	\$20	\$40
Small Multi-Purpose Room (ELEM, INT, HS) CCA, HLES, JES, PRES, SHS, GWES, WWES	160 (Eat) 350 (Sit)	2500	N/C	\$30	\$75
Large Multi-Purpose Room (Elementary)	250 (Eat) 550 (Sit)	4000	N/C	\$40	\$90
Multi-Purpose Room (Intermediate) AIS, CFIS, LRIS, NIS	250 (Eat) 550 (Sit)	3500	N/C	\$50	\$100
Gymnasium/Multi-Purpose Room (Intermediate)CHIS, ECMS, RHIS	450-500	9260 10123	N/C	75	\$150
Small Multi-Purpose Room (High School) CHS (Star Room), LVP	170-200	3540 4079	N/C	\$50	\$100
High School Wrestling Rooms	150-250	3087 5012		\$50	\$100
Large Multi-Purpose Room ARIS, ERHS, JFK	350	6826 7344	NC	\$75	\$150
Norco High MPR	400	8927	N/C	\$80	\$160
Gymnasium (Small - 1 Court) CEHS (Aux), CHS (Aux), ARIS	300-400	6794 8077 8636	N/C	\$50	\$100
High School Gymnasium (Med - 1 Court) CEHS, CHS, NHS	1000+	9798 12480 12000	N/C	\$75	150
High School Gymnasium (Large - 3 Courts) ERHS, SHS	1500+	19051 18800	N/C	\$75/\$225	\$450
High School Locker Rooms				\$25	\$50
High School Theater CEHS(426), CHS(511), NIS(507), ERHS(504) SHS(508)	425-500		N/C	\$150	\$450
Tennis Court Lights Per Hour/4 Hour min - 2 Courts			N/C	\$5	\$15
Outdoor Basketball Courts			NC	\$5	\$15
Quad Area/Lunch Tables			NIC	\$5	\$15
District Office H-I-J ABC/Leaming Center N/Board Room Leaming Center S	40 75 200	960 2160 4320	N/C	\$30 \$75	\$75 \$150
High School Parking Lot Lights			N/C	\$20	\$60
CEHS, CHS, NHS, SHS Swimming Pool			N/C	\$60	\$180
Roosevelt High Swimming Pool			N/C	\$85	\$255
Monthly Charge for Pool			N/C	\$1 500	\$1 500
High School Stadium Lights High School Baseball Field Lights			N/C	\$40	\$120
Elementary/Intermediate Field School Baseball Field (No Lights) High			N/C	\$15	\$45
CEHS,CHS,HGA,NHS,ERHS,SHS Track/Field			N/C	\$120	\$200
Elementary School Library	70-150		N/C	\$20	\$60
Intermediate/High School Library	100-200		N/C	\$30	\$90
Custodian/Security/Cafeteria Worker			N/C	\$50	\$75
Additional Custodial Clean-Up Charge (If Needed)			N/C	\$50	\$75
Theater Technician Theater Lights/Sound				\$50 \$25	\$100 \$50
Parking Lot/Day				\$30	\$60
Board Approved 6-22-21			Rates Effective July 1, 2021		