

Frequently Asked Questions

Use of School Facilities Application

1. What are the policies governing the use of school facilities and fields by community groups?

Board Policy 1330 and Administrative Regulation 1330 govern the use of school facilities and fields by community groups. The Board of Education recognizes that District facilities are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups whose purpose and objectives contribute to the development and welfare of the community when such use does not interfere with school activities.

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act. 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 new receipts are not to be expended for the welfare of the District's students.

All facilities users shall complete an application subject to the approval of the Superintendent or designee. The completed online application is forwarded to the school site and multiple departments for review to ensure that the requested facilities use is in compliance with the AR1330, and that the facilities are well supplied, maintained, and staffed.

2. What are the applicable charges of using school facilities and fields?

Organizations will be invoiced for all applicable charges at the end of the facilities use term. Late payment of facilities use invoices will be subject to interest and penalty. The District retains the right to deny approval of facilities use to organizations that have outstanding billings.

Direct costs hourly rate will be charged to organizations granted facility use. The direct costs hourly rate includes a utility charge and supply fee. Personnel fees are in addition to these fees. Personnel time will be charged per the current employee salary schedule. Established rates are a minimum of three (3) hours on weekends, holidays and after 5:00 p.m. A two-hour minimum rate will be charged for use between the hours of 8:00 a.m. – 5:00 p.m. during a regular school day.

Fair rental value hourly rate will be charged to organizations 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 the welfare of the students of CVUSD. The rate includes one (1) hour of custodial labor. Additional personnel time will be charged per the current employee salary schedule. Established rates are a minimum of three (3) hours on weekends, holidays and after 5:00 p.m. A one-hour minimum rate will be charged for use between the hours of 8:00 a.m. – 5:00 p.m. during a regular school day.

Custodial service is required the entire duration when District facilities are in use. The District shall determine the need for additional personnel depending on the nature of the activity. The cost of services rendered by District personnel is the responsibility of the user organization.

Field Use Fee will be charged to all organizations that have been approved to use District fields.

The current fee schedule is available online at www.chino.k12.ca.us. Scroll to the bottom of the front page and click on the “SchoolDude.com Online Facilities Use Application” icon.

3. Who is required to complete a use of facilities application?

All non-school organizations requesting the use of school facilities and/or fields must complete an online Use of District Facilities Application and Agreement (Application). This includes PTA, PFA, PTSA, Boosters, etc.

All internal organizations requesting the use of school facilities after normal school hours must complete an online Application. All internal organizations bringing in a vendor must include the vendor information as part of the Application. Additionally, the vendor must have a Board-approved contract prior to the request of facilities use. The Site Administrator and vendor shall work directly with the Purchasing Department to obtain the necessary approval. All District internal organizations will be given first priority in the facilities/field use applications.

All fundraising events must be approved by the Board prior to the request for facilities use. The Site Administrator shall work directly with the Business Services Department to obtain the necessary approval.

Non-profit organizations must file proof of “Not for Profit” or “501(c)(3)” status to the Application.

Requests for use of District fields in the cities of Chino and Chino Hills are to be coordinated with their respective recreation departments. The applications submitted by the cities will take priority over that from other community groups.

4. What are the legal requirements of the use of facilities/field?

Insurance Requirements

All non-school organizations requesting the use of school facilities and/or fields must submit to the Facilities/Planning Department a Certificate of General Liability Insurance (\$1,000,000 per occurrence; \$2,000,000 aggregate) that names the Chino Valley Unified School District as additional insured. Events posing significant degrees of risk may be required to carry more than \$2,000,000 aggregate. The insurance coverage period must include all dates requested on the Application.

Terms and Conditions

The terms and conditions for use of District facilities are posted on the District website. Upon submitting the Application, the applicant agrees to the stated terms and conditions of use. Facilities not identified on the approved online Application shall not be used. Any unauthorized use of facilities will be subject to charges identified in the Schedule of Fees plus a penalty fee. All facilities must be vacated by 10:00 p.m., unless prior arrangements have been approved by the site administrator and Facilities/Planning Department.

5. How do I get started?

Online applications shall be completed and submitted electronically by the requester. All requesters must have a valid email address affiliated with an approved organization. If the applicant is not affiliated with an approved organization, they will access the “New Organization and New Users to

FSDirect” document linked on the Facilities, Planning & Operations Department-SchoolDude FSDirect Facilities Use webpage and follow the steps listed there to have the organization added into the system.

The Site Administrator shall approve or deny the request based on availability, current usage and impact to the site. Upon approval by the Site Administrator, the online Application will be routed to the District office for final approval.

The link to the Application is also available on the District website at www.chino.k12.ca.us on the Facilities, Planning & Operations Department-SchoolDude FSDirect Facilities Use webpage.

Completed online applications must be received by the District **15** calendar days prior to event date, for processing of District approval. The Site’s approval of the use does not guarantee final approval from the District.

Incomplete online Applications will be declined and the requester will receive an email notification. Submission of an Application within the **10** days processing timeline does not guarantee final approval from the District in time for the event.

6. How do I complete the online application?

Access to the Requesters’ Guide to Facilities Use Online Application Process is through the Facilities, Planning & Operations Department-SchoolDude FSDirect Facilities Use webpage on the District website.

7. Who do I contact for more information?

Please contact Facilities, Planning & Operations Department, Ext. 1200, if you have general questions regarding facilities use. For specific questions, please call 909.628.1201 and contact the following extensions:

Contracts: Vendors

Greg Stachura, Asst. Supt., Facilities,
Planning, and Operations, Ext. 1200

Insurance Requirements

Dan Mellon, Director
Risk Management, Ext. 1300

Fundraising Applications

Wendy Coda, Admin. Secretary
Business Services, Ext. 1260

Kitchen Use

Terri Basaites, Admin. Secretary,
Nutrition Services, Ext. 1500

Security

Pat Miller, Educational Services, Ext. 1310

Facilities Use Billing

Connie Babbitt
Facilities/Planning, Ext. 1200

Field Use

City of Chino, Mike Campos-464-0751
City of Chino Hills, Jesse Cortez-597-4443

Custodial

Contact the site administrator

Grounds

Maintenance, Operations, and Construction
Ext. 1450