

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**USE OF FACILITIES
HANDBOOK**

District Board Policy 1330 and Staff Rules 1330 are the District's Use of Facilities policies. This handbook is provided as a supplemental guide to help in the management of Use of Facilities requests.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
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ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Name of Organization Making Request

I. The Basic Questions

“Who or What is the Organization Renting the Facility?”

“Who are You?”

Generally: The Event is not the Organization
The Organization is not the Event

II. Required Format (Acceptable Examples):

Comments:

- | | |
|------------------------------------------|------------------------------------------|
| 1. GBHS Boys Basketball Team | The High School team |
| 2. GBHS ASB Club #107 – Boys Basketball | The Associated Student Body Club – Boys |
| 3. GBHS ASB Club #132 – Girls Basketball | The Associated Student Body Club – Girls |
| 4. GBHS Boosters | Boosters (an outside organization) |
| 5. Granite Bay Jr. Grizzlies Basketball | An outside organization |
| 6. Granite Bay Basketball Association | An outside organization (for profit?) |

III. Not Acceptable:

Boys and Girls Basketball GBHS

What/Who? (name listed is too generic to identify type of user)

IV. Conclusion

Each site is responsible for ensuring that the Organization Making Request is correctly identified. The Required Format outlined in Section II above will help the site to identify the entity using its facility. If available, flyers, brochures or business cards of requestor should be attached to further clarify the organization’s structure.

Org Code	A. Organization Type <small>(Organization name example)</small>	B. All fees collected examples. Admission, Camp Fees, etc.	C. Advertising Restrictions of Event Disclaimer required of certain renters	D. Expenses Paid By (Not People)	E. Facility Fees Charged, Insurance Requirements, Participation Waivers, etc.	F. Coach pay, stipends, salaries
1	ASB Club or District Curricular Program (GBHS ASB Club #132 -- Girls Basketball) (Drama, Drill Team, etc.)	1. All Fees collected for activity must be made out to School Name, ASB Club. 2. Fees collected must be accounted for using the ASB policy & procedures. 3. Deposit 100% of all funds/fees collected into the ASB Club account only.	Advertising okay Disclaimer not required	ASB Club Check Request only No <u>cash</u> payments made from fees collected!	1.Usually no direct costs during school days & hours when HVAC operates and custodial staff is available, otherwise #2 below 2.ASB/Booster Fee Rates 3.Liability insurance is part of the district's umbrella policy 4.Medical insurance is not provided by the district 5. Students & participants must sign a Voluntary Participation Waiver and provide proof of own medical coverage	Not allowed by district policy. Scorekeepers and ticket takers can be paid through the ASB club check request process
2	High School Team or District Curricular Prog. (GBHS Boys Basketball Team) Drama. Drill Team, etc.)	1. N/A. Use ASB or Boosters. 2. The Team doesn't have a checkbook and is not allowed to have one so it cannot be a stand-alone entity and cannot collect fees. 3. Curricular/Instructional Programs See 2.2 for explanation.	Advertising okay Disclaimer not required	N/A	1.Must follow the CIF rules for Limited/Dead Periods, Season of Sport, Out of Season, etc. as applicable. 2.Schedule practices to reduce HVAC and lights use. 3.Usually never any direct costs charged. 4.Liability Insurance is part of the district's umbrella policy.	Covered under District Salary Schedule and Payroll System/ "Booster Paid Coaches" is allowed, controlled and coordinated through the Personnel Dept. only.
3	Non-Profit organization such as "Jr. Teams" (Woodcreek Jr. Timberwolves)	1. 100% belongs to organization. 2. They collect and deposit to their own private checking account.	1. Advertising cannot use district/school name since it is not a district or school event and to do such advertising would mislead the public. 2. Disclaimer required for activity and on any printed materials, fliers, etc. 3. Disclaimer should state "The Roseville Joint Union High School District neither endorses nor sponsors the organization or activity represented. This is not a program of the District and RJUHSD accepts no liability or responsibility for this program."	Their checkbook, not a district control.	1. Must pay rental fees, HVAC, custodial, paper/cleaning fee, utilities 2. Fair Rental Direct Rates per hour apply 3. Provide insurance coverage (Cert. of Ins. w/Additional Insured Endorsement). 4.Hold Harmless page of UOF form must be signed.	Not a district issue, expense, or under district control.
4	Boosters (Antelope Performing Arts Boosters)	1. 100% belongs to the boosters. 2. They collect and deposit into its Booster checking account.	Advertising okay Disclaimer not required	Their checkbook, not a district control.	1.Must provide Proof of Insurance coverage as not under a district policy effective 7-1-12. Hold Harmless in UOF required. 2.Usually no costs for mtgs. during school days & hours when HVAC operates & custodial staff is available, otherwise #3 below 3.ASB/Booster Fee Rates 4.Medical insurance is not provided by the district 5. Boosters responsible for participants' waivers.	"Booster Paid Coaches" is allowed, controlled and coordinated through the Personnel Dept. only. Otherwise, not a district issue, expense, or under district control.
5	Any Private Organization Profit Organization "Outside Organization" Charitable Organization All Others (Ford Motor Co.)	1. 100% belongs to organization. 2. They collect and deposit into its own private checking account.	1. Advertising cannot use district/school name since it is not a district or school event and to do such advertising would mislead the public. 2. Disclaimer required for activity and on any printed materials, fliers, etc. 3. Disclaimer should state "The Roseville Joint Union High School District neither endorses nor sponsors the organization or activity represented. This is not a program of the District and RJUHSD accepts no liability or responsibility for this program."	Their checkbook, not a district control.	1. Must pay rental fees, HVAC, custodial, paper/cleaning fee, utilities 2. Fair Rental Direct Rates per hour apply 3. Provide insurance coverage (Cert. of Ins. w/Additional Insured Endorsement). 4.Hold Harmless page of UOF form must be signed.	Not a district issue, expense, or under district control.
6	Political Elected Officials	N/A	No district advertising or endorsement permitted.	Their checkbook	Same as Private Organization, Profit Organization, etc. See 5.E. immediately above	N/A
7	Elections-Polling Stations	N/A	N/A	N/A	Exempt-No costs charged	N/A

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**Special Processing for Visual & Performing Arts (VAPA)
and similar high school district programs, such as:**

Art	Band	Ceramics	Cheer
Culinary (except ROP)	Dance	Drama	Drill Team
Guitar	Other High School curricular activities, such as: dances, football games, class meetings, homecoming, graduation events, etc.		

1. These programs are school site curricular programs that sometimes do not fit into an easily defined Organization Type. However, to ensure a consistent processing of the Use of Facilities, these curricular programs will be a close fit to and can logically be considered to follow the same organization rules as the "High School Team". Reference UOF section 2.1 "Type of Organizations Making Request..." for the information and rules that apply.
2. The CIF season rules do not logically apply since these special school curricular programs function during the entire **school year** and there is no Fall, Winter, or Spring season. Accordingly, the District is defining the "High School Team Season" that applies to these curricular programs as follows:
 - **School year** is defined as every calendar day from the first day school is in session through the last day of school.
 - During the **school year**, the organization categorization is "**High School Team**"
 - **Summer** is defined as the day after the last day of the school year through the day before the next school year starts.
 - During Summer, the organization categorization is "**ASB Club**"
3. Clarification when Fees are involved, regardless of time of year:
 - If a **participation fee** is charged, then **ASB organization UOF fees apply.** (Example: During the school year, the Band holds a band camp during Winter Break and charges outside participants a fee to participate in the camp.)
 - All of the fees collected must be deposited into the applicable ASB club account.
 - If only the **public or students are charged a ticket fee**, then the organization is still categorized as a **High School Team organization.**
 - All of the fees collected must be deposited into the applicable ASB club account. Usually game ticket sales are deposited into the Gate account.

FALL SEASON

July 21 – Aug. 10	↔	Dead
Aug. 11 – Last Contest Date	↔	Season
Last Contest Date – Nov. 30	↔	Dead
Dec. 1 – April 30	↔	Out of Season
May 1 – May 31 (equipment restrictions for football)	↔	* Limited or Out of Season
June 1 – July 19 (equipment restrictions for football)	↔	Summer

WINTER SEASON

Aug. 11 – Sept. 21	↔	Out of Season
Sept. 22 – Oct. 19	↔	* Limited or Out of Season
Oct. 20 – Nov. 9	↔	Dead
Nov. 10 – Last Contest Date	↔	Season
Last Contest Date – March 15	↔	Dead
March 16 – May 31	↔	Out of Season
June 1 – Aug. 9	↔	Summer

SPRING SEASON

Aug. 11 – Sept. 7	↔	Out of Season
Sept. 8 – Oct. 5	↔	* Limited or Out of Season
Oct. 6 – Jan. 18	↔	Out of Season
Jan. 19 – Feb. 8	↔	Dead
Feb. 9 – Last Contest Date	↔	Season
Last Contest Date – May 31	↔	Dead
June 1 – Aug. 9	↔	Summer

(Baseball & Softball)

Feb. 2 – Feb. 7: Pitchers and Catchers may play catch (no bats & no fielders)

NOTE: Conditioning / Weight training can be done year-round

* Each school must choose either "Limited or Out of Season" for each of its sports during this period and be bound by the rules in this document.

Dead Periods

- Dead periods will adhere to Bylaw 511.6

Limited Periods

- Practice is allowed Monday–Friday for 1.5 hours/day. Saturday practice may be extended for up to 4 hours. However, a maximum of 8 hours/week is allowed, including Monday-Saturday. Sunday practices are not allowed.
- No outside competition of any kind is permitted during the Limited Period.
- For the sport of football, the use of any football equipment will not be allowed during the limited period (See Bylaw 1903.3).
- All football activities must meet the provisions of CIF Sac-Joaquin Section bylaws 1903.1, 1903.2 and 1903.3.

Out of Season

- Out of Season activities must be sponsored by an agency not under the authority of the CIF as specified in Bylaw 504.7 and 504.8h. If this option is chosen, the use of school equipment is not permitted, any facility usage must be approved by school district administration, and the group must provide proof of insurance.
- All football activities must meet the provisions of Sac-Joaquin Section bylaws 1903.1, 1903.2 and 1903.3.

Summer

- Summer (See Bylaws 501F and 504.7b and c): The Sac-Joaquin Section will be dark from June 1 (with the exception of Bylaw 1903.2) until the first day of fall practice. Therefore, all athletic activities during this time period shall be under the authority of each league and/or school district.
- All football activities must meet the provisions of Sac-Joaquin Section bylaws 1903.1, 1903.2 and 1903.3.

Last Contest Date

- The Last Contest Date is the last day permissible for any regular season competition, practice or activity in that sport as determined in the Sport Calendar.

End of Season Dead Period

- The end of season dead period begins immediately following the last contest date for each respective sport. Coaches and their athletes are not allowed to participate in club activities together during this time. The same rules as the preseason dead period apply. (Bylaw 504.8)

Revised June 13, 2014

**Staff Rule 1330.HANDBOOK
USE OF FACILITIES**

3.2

**ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
DISTRICT'S SEASON OF SPORT TO ALIGN WITH CIF DESIGNATIONS**

SEASON	SPORT	SEASON	SPORT
SPG	BASEBALL VAR	SPG	SOFTBALL VAR
SPG	BASEBALL JV	SPG	SOFTBALL JV
SPG	BASEBALL FRESH	SPG	SWIMMING (B/G)
WNTR	BASKETBALL VAR. (B/G)	FALL	TENNIS (BOYS)
WNTR	BASKETBALL JV (B/G)	SPG	TENNIS (GIRLS)
WNTR	BASKETBALL FRESH (B/G)	SPG	TRACK (B/G)
FALL	CROSS COUNTRY (B/G)	FALL	VOLLEYBALL VAR (BOYS)
FALL	CROSS COUNTRY JV	SPG	VOLLEYBALL VAR (GIRLS)
SPG	DIVING	FALL	VOLLEYBALL JV(BOYS)
FALL	FOOTBALL VAR	SPG	VOLLEYBALL JV(GIRLS)
FALL	FOOTBALL JV	FALL	VOLLEYBALL FR GIRL
FALL	FOOTBALL FRESH	FALL	WATER POLO VAR (B/G)
FALL	GOLF (BOYS)	FALL	WATER POLO JV (B/G)
SPG	GOLF (GIRLS)	WNTR	WRESTLING
SPG	LACROSSE (B/G)		
FALL	SOCCER VAR (BOYS)		
SPG	SOCCER VAR (GIRLS)		
FALL	SOCCER JV (BOYS)		
SPG	SOCCER JV (GIRLS)		

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**CIF Limited or Out of Season “Choice” Periods
CIF Summer Period**

1. CIF “Limited or Out of Season” Choice time periods policy

The CIF Sanctioned Sports Activity sheet indicates a time period each fall, winter and spring of “Limited” **OR** “Out of Season” CIF period.

Per CIF: “Each school must choose either “Limited or Out of Season” for each of its sports during this period and be bound by the rules of this document.”

RJUHSD policy will be defined as Limited CIF period for for all sports and all seasons (fall, winter and spring) during these “choice” “Limited or Out of Season” time periods.

2. CIF Summer policy

RJUHSD requires that all CIF Summer period activities be run following the CIF Out of Season guidelines.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Fee Schedule @ SR 1330.1

The Use of Facilities Fee Schedule is found on the District's website:

Go to: www.rjuhsd.us

Then, click:

- School Board (on menu bar)
- Board Policies and Staff Rules
- Community Relations – Series 1000
- Staff Rule 1330.1

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Parameters for assigning M&O Staff to overtime events

1. Events run by outside groups are required to have custodial support at all times during their event and pay the associated charges. During the event custodial staff will monitor the facility, enforce District policies (food, pets, trespassing, etc...), maintain restrooms, haul trash as needed and be available for event support. Note: Large events over 500 people and/or run over 6 hours and/or use multiple venues may require more than one custodial person to complete the clean up in a reasonable amount of time. Contact M&O for confirmation.
2. In-house events with extended preparation time where other responsible staff members (coach, teacher or advisor) will be present are not required to have custodial support until the general public or student body will be in attendance. At which time, follow #3 for custodial support beginning one hour prior to actual event starting time and the public being in attendance. (Example- student government students arrive at 8am on a Saturday to decorate the gym but the dance is not open up to the public until 6pm) Note: Large events over 500 people and/or run over 6 hours and/or use multiple venues may require more then one custodial person to complete the clean up in a reasonable amount of time. Contact M&O for confirmation.
3. Custodial support will arrive one hour prior to requested access time and remain for at least one hour after the events scheduled ending time. Requester is to be charged for this one hour before and one hour after (event is schedule for 8 hours but they are charged for 10 hours of labor). Custodian arrives early to open up the gates, doors and restrooms. It is typical for users to arrive early of their requested start time. Custodial remain one hour after the event ends to complete clean-up, lock doors and gates once everyone is gone. Note: Large events over 500 people and/or run over 6 hours and/or use multiple venues may require more then one custodial person to complete the clean up in a reasonable amount of time. Contact M&O for confirmation.
4. If the site approves any use of the campus without custodial support (not an option available for organization types #5 & #6), then the site shall assume full responsibility for the event and facility during that time. Maintenance and Operations Management and or Staff are not on-call and are not to be called or contacted for support in the event of emergency.
5. When our own teams, clubs or programs are on campus but the public is not in attendance (practices, rehearsals, preparation projects), no custodial support is required as long as the responsible staff member (coach, teacher, advisor) cleans up and locks up the facility before they leave.

Custodial staff is assigned to events to provide support, general security and cleaning services so that the facility is maintained in its best possible condition to meet its #1 function, providing a proper learning environment for our students Monday through Friday.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Site Initially Lists UOF Cost

The Site must write UOF costs on the UOF form. Even if this is the initial cost to be verified by M&O, it lets the UOF user have an idea of how much it will cost for them to rent our facility.

To determine cost, staff will need to:

- Determine type of user.
- Reference Fee Schedule for Use of District Facilities

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

Form for Use of Facilities @ SR 1330.2

The Use of Facilities Form is available at high school sites or found on the District's website:

Go to: www.rjuhsd.us

Then, click:

- School Board (on menu bar)
- Board Policies and Staff Rules
- Community Relations – Series 1000
- Staff Rule 1330.2

The completed form is submitted to the requested high school. High school staff is responsible for processing requests for use of its facilities.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**Hold Harmless Agreement,
Certificate of Insurance & Additional Insured Endorsement**

The execution of the Hold Harmless agreement (2nd page of UOF Form) and a Certificate of Insurance with an Additional Insured Endorsement is required to be provided by the following types of organizations:

- Non-Profit Organization
- Boosters
- Private Organization/Profit Organization
- Political Elected Officials

The name of the “Insured” on the Certificate of insurance (COI) must match the name of the Organization Making Request to use district facilities.

Ordering Certificate of Insurance (with Additional Insured Endorsement):

When the user organization orders a Certificate of Insurance, please:

- **List Certificate Holder as follows:**

Roseville Joint Union High School District
1750 Cirby Way
Roseville, CA 95661

- **Include within COI Description box:**

- Site being used (for example: “Roseville HS”)
- Reason for use (for example, “Dance Performance”)

Sample of Certificate of Insurance with an Additional Insured Endorsement is attached.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**Voluntary Activity Waiver Form and
Voluntary Activity and Medical Authorization Form
Required of Participants at District-sponsored (ASB) Camps**

When a District-sponsored activity is taking place on our campuses and it is something out of the normal course of the district's school functions, sports and extra-curricular activities, each participant of the activity must complete two forms:

1. Voluntary Activity Waiver Release & Indemnity Agreement
2. Voluntary Activity and Medical Authorization

Examples of activities requiring these forms would be:

- Fun Run hosted by Track ASB Club and attended by team members and public
- Summer Cheer Camp or band camp

Samples of these forms are attached.

Please note: No health insurance is provided by the District.

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
VOLUNTARY ACTIVITY WAIVER RELEASE
AND INDEMNITY AGREEMENT

For and in consideration of permitting _____
(Participant) to enroll in and participate in _____ (Activity)
and class instruction _____ (Activity)
given by the Roseville Joint Union High School District (RJUHSD) in the City of _____,
County of _____, State of California,
beginning on the _____ day of _____, 20____, the undersigned
hereby voluntarily releases, discharges, waives and relinquishes any and all
actions or causes of action for personal injury, property damage or wrongful
death occurring to him/herself arising as a result of engaging in or receiving
instructions in said activity or any activities incidental thereto wherever or
however the same may occur and continue, and the undersigned does for
him/herself, his/her heirs, executors, administrators and assigns hereby release,
waive, discharge and relinquish any action or causes of action which may
hereafter arise for him/herself or his/her estate, and agrees that under no
circumstances will he/she or his/her heirs, executors, administrators and assigns
prosecute, present any claim for personal injury, property damage or wrongful
death against RJUHSD or any of its officers, agents or employees for any of said
causes of action, whether the same shall arise by the negligence of any said
persons, or otherwise.

IT IS THE INTENTION OF _____ (Participant)
BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE RJUHSD FROM
LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL
DEATH CAUSED BY NEGLIGENCE.

The undersigned, for him/herself, his/her heirs, executors, administrators or
assigns, agrees that in the event any claim for personal injury, property damage
or wrongful death shall be prosecuted against RJUHSD, he/she shall indemnify
and save harmless the same RJUHSD from any and all claims or causes of
action by whomever or wherever made or presented for personal injuries,
property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing Waiver of
Liability Notice and the foregoing three (3) paragraphs, has been fully and
completely advised of the potential dangers incidental to engaging in the activity
and instructing of _____ (Activity), and is
fully aware of the legal consequences of signing this instrument.

Signature (Participant) Date

Signature (Witness) Date

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT

**VOLUNTARY ACTIVITY AND
MEDICAL AUTHORIZATION-MINOR**

The Roseville Joint Union High School District does not provide health insurance to students or other participants of activities held on District premises.

Dear Parent/Guardian: Kindly complete this form.

_____ has my permission to participate in the
(Minor's Name)

following activity: _____

Location: _____

Begin Date & Time: _____ End Date & Time: _____

Parent/Guardian:

1. All drugs must be registered on this form;
2. All drugs excepting those which must be kept on the student's person for emergency use, must be kept and distributed by the staff;
3. () Check here if there are no special problems that the staff should be aware of and no drugs are required on the trip; (4) If any medication or drugs are to be taken by student, list them here:

Name of drug(s) and reason: _____

If your son or daughter has a special medical problem, kindly attach a description of that problem to this sheet.

In the event of illness or injury, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

I fully understand that participants are to abide by all rules and regulations governing conduct during this activity. Any violation of these rules and regulations may result in that individual being sent home at the expense of his/her parent/guardian.

Parent/Guardian Signature: _____ Date: _____

Address: _____ Phone: _____

Student Signature: _____ Date of Birth: _____

Medical Insurance Carrier _____ Policy No. _____ Phone # _____