



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 12.11

**Meeting Date:** October 24, 2024

**Subject:** Approve Board Policy 1330 and Civic Permit Pricing Updates

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Facilities Support Services

**Recommendation:** Approve updates to Board Policy 1330 and accompanying price increases to Civic Permit fee tables.

**Background/Rationale:** The Civic Center Act directs School Districts to make publicly funded spaces available to the public. It also allows for school districts to charge some fees necessary for the upkeep and maintenance of those facilities. Board Policy 1330 is Sacramento City Unified School District's implementation of the Civic Center Act. The District has placed the management of the Civic Center Act and BP 1330 under the auspices of the Facilities Department.

Board Policy 1330 was last updated in 2001, and the Facilities Department believes updating the language in BP 1330 would improve implementation of the Civic Center Act.

The Facilities Department has conducted a Facility Use costs analysis and is suggesting price changes to our Direct Cost and Market Rate rental categories. A board presentation and public hearing opportunity was held during the October 3, 2024 board meeting. Facilities believes this will help better offset the maintenance and staffing costs associated with Civic Permit rentals and will have a positive benefit on the District budget.

**Financial Considerations:** Possible increase in revenue leading to positive budgetary impact.

**LCAP Goal(s):** Operational Excellence

**Documents Attached:**

1. Proposed Board Policy 1330
2. Proposed Price Changes

**Estimated Time of Presentation:** N/A

**Submitted by:** Ben Wangberg, Facilities Planning Manager

Nathaniel Browning, Director, Planning and Property Management

**Approved by:** Chris Ralston, Assistant Superintendent, Facilities Support Services

Janea Marking, Chief Business and Operations Officer

Lisa Allen, Superintendent

**Policy 1330: Use Of School Facilities**

**Status:** ADOPTED

**Original Adopted Date:** 11/16/1998 | **Last Revised Date:** 11/05/2001 | **New Proposal:** 10/24/2024

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.

(cf. 6145.5 - Student Organizations and Equal Access)

*Vision*

*We envision strong and vibrant neighborhoods making use of and bringing physical, financial, and human resources to our community's schools to help our students and all community members learn, recreate, and receive needed support services.*

*We envision schools as safe, clean, and welcoming full-service neighborhood service centers addressing community concerns in a welcoming, positive and safe environment by supporting:*

- *Parent and community involvement and commitment;*
- *Sharing and coordination of community resources, including the school's computers and other technology, to serve the needs and interests of local citizens from pre-school through senior citizens;*
- *Health, educational, cultural, and recreational opportunities to meet the needs and interests of the communities they serve;*
- *A wide range of neighborhood activities;*
- *Use by a diverse population of community members.*

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)

Certain Groups are exempt from these fees including, but not limited to: District sponsored and organized after school programs, Associated Student Bodies (ASB), Parent Teacher Associations (PTA) or other recognized parent groups such as Parent Teacher Organizations (PTOs) and Parent Teacher Student Organizations (PTSOs), staff unions/groups, local recreation groups and leagues, scouting groups and 4-H where all youth reside in the District. Events by these groups that occur on weekends may incur fees not normally associated with "free facility use".

## **Calculating Direct Costs**

Direct costs to be charged for community use of each, or each type of, school facility or grounds shall be calculated in accordance with 5 CCR 14038 and may reflect 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
2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services performed by 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)

Fees for all Facility Use for all renters will be outlined in a Fee Table to be regularly reviewed for changes in District Costs.

## **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)

## **Use of School Facility as Polling Place**

The Board may authorize the use of school buildings as polling places on any election day, and may also

authorize the use of school buildings, without cost, for the storage of voting machines and other vote-tabulating devices. However, if a city or county elections official specifically requests the use of a school building as a polling place, the Board shall allow its use for such purpose. If school will be in session, the Superintendent or designee shall identify to elections officials the specific areas of the school buildings not occupied by school activities that will be allowed for use as polling places. (Elections Code 12283)

When a school is used as a polling place, the Superintendent or designee shall provide the elections official a site with an adequate amount of space that will allow the precinct board to perform its duties in a manner that will not impede, interfere, or interrupt the normal process of voting and shall make a telephone line for Internet access available for use by local elections officials if so requested. He/she shall make a reasonable effort to ensure that the site is accessible to persons with disabilities. (Elections Code 12283)

The Superintendent or designee shall establish procedures to ensure student safety and minimize disruptions whenever school is in session while the facilities are being used as a polling place.

# Classification A

Activities of District sponsored non-profit organizations, clubs, associations or other groups whose primary focus is the promotion of youth and school activities, including (but not limited to): curricular and extra-curricular student activities, District sponsored and organized after school programs, Associated Student Bodies (ASB), Parent Teacher Associations (PTA) or other recognized parent groups such as Parent Teacher Organizations (PTOs) and Parent Teacher Student Organizations (PTSOs), staff unions/groups, local recreation groups and leagues, scouting groups and 4-H where all youth reside in the District.

Use of a facility that occurs during off hours/weekends/holidays will be charged for district employees (custodians, cafeteria workers, etc.) per hour with a two-hour minimum during weekdays, four hour minimum during weekends and holidays.

Events occurring on weekends, holidays, or after custodial shifts become Class "B".

<i>Item</i>	<i>Current</i>	<i>Fee</i>	<i>Proposed Fee</i>	<i>Change</i>
Application Fee	\$10.00		\$10.00	\$0.00
Cafeteria/Multipurpose	\$0.00		\$0.00	\$0.00
Classroom	\$0.00		\$0.00	\$0.00
Gym	\$0.00		\$0.00	\$0.00
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	\$0.00		\$0.00	\$0.00
Kitchen	Food Service Asst – OT \$30.30/hr 4 hr min for weekends; Holiday \$40.40/hr 4 hr min		OT: SEIU Range 39 Step 5 x 1.5; Holiday: SEIU Range 39 Step 5 x 2	Variable, currently \$7.14/hr
Library	\$0.00		\$0.00	\$0.00
Locker Room(s)	\$0.00		\$0.00	\$0.00
Parking Lot	\$0.00		\$0.00	\$0.00
Rest Room(s)	\$1.00/hour		\$1.00/hour	\$0.00
Performing Art Center (HS) (Rosemont & JFK)	\$0.00		\$0.00	\$0.00
Serna	\$0.00		\$0.00	\$0.00
Stadium	Lighting Charges, \$5.00/hour		Lighting Charges, \$5.00/hour	\$0.00
Swimming Pool	No Charge: Energy and chemical surcharge may apply		No Charge: Energy and chemical surcharge may apply	\$0.00
Theater/Auditorium	\$0.00		\$0.00	\$0.00
Unimproved Field	\$0.00		\$0.00	\$0.00
Custodian	Overtime \$40.81/hr; 2 hr minimum for weekdays 4 hr min for weekends		Overtime: Teamsters Salary Range 53 x 1.5	Variable, currently \$11.33/hr

## Classification B

Activities of non-profit organization residing in the District whose primary focus is the promotion of youth groups having a residency requirement, local senior citizen groups, non-district sponsored recreation groups and leagues that do not require try-outs for participation, neighborhood groups, and local homeowners associations. The net receipts of admission fees, membership fees or donations collected by these groups must be expended for the welfare of the youth within the District Boundary.

<i>Item</i>	<i>Current Fee</i>	<i>Proposed Fee</i>	<i>Change</i>
Application Fee	\$10.00	\$10.00	\$0.00
Cafeteria/Multipurpose	ES \$10/hr MS/HS \$20/hr	ES \$10/hr MS/HS \$20/hr	\$0.00 \$0.00
Classroom	\$0.00	No Charge	\$0.00
Gym	Small MS \$10/day Small HS \$20/day Large MS/HS \$20/day	Small MS \$10/day Small HS \$20/day Large MS/HS \$20/day	\$0.00 \$0.00 \$0.00
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	ES/MS \$10/week HS \$10/week HS Track & Field (CKM, Hiram Johnson, JFK, Sacramento) \$100/day; \$25/hr for lights	ES/MS \$10/week HS \$10/week HS Track & Field (CKM, Hiram Johnson, JFK, Sacramento) \$100/day; \$25/hr for lights	\$0.00 \$0.00 \$0.00
Kitchen	ES \$2.50/hr MS/HS \$6/hr Food Service Asst – Regular \$20.20/hr; OT \$30.30/hr 4 hr min for weekends; Holiday \$40.40/hr 4 hr min	ES \$2.50/hr MS/HS \$6/hr OT: SEIU Range 39 Step 5 x 1.5; Holiday: SEIU Range 39 Step 5 x 2	\$0.00 \$0.00 Variable, currently \$7.14/hr
Library	ES \$5/hr MS \$10/hr HS \$12.50/hr	ES \$5/hr MS \$10/hr HS \$12.50/hr	\$0.00 \$0.00 \$0.00
Locker Room(s)	MS \$5/hr HS \$10/hr	MS \$5/hr HS \$10/hr	\$0.00 \$0.00
Parking Lot	\$3.00/hr	\$0.50/hr	(\$2.5/hr)
Rest Room(s)	\$0.00	\$3/hr	\$3/hr
Performing Art Center (HS) (Rosemont, CKM & JFK)	\$25/hr	\$25/hr	\$0.00
Serna	Large Conference Room (Indiana OR Washington) \$5/hr Small Community Room (Michigan OR Minnesota) \$5/hr Large Community Room (Pennsylvania OR Tennessee) \$11/hr	Large Conference Room (Indiana OR Washington) \$5/hr Small Community Room (Michigan OR Minnesota) \$5/hr Large Community Room (Pennsylvania OR Tennessee) \$11/hr	\$0.00 \$0.00 \$0.00
Stadium	\$200/day; \$25/hr for lights	\$200/day; \$25/hr for lights	\$0.00
Swimming Pool	\$38/hr; Energy and chemical surcharge may apply	\$38/hr; Energy and chemical surcharge may apply	\$0.00
Theater/Auditorium (HS)	\$10/hr	\$10/hr	\$0.00
Unimproved Field	\$25/month per school	\$25/month per school	\$0.00
Custodian	Regular \$27.21/hr Overtime \$40.81/hr; 2 hr minimum for weekdays 4 hr min for weekends Holiday \$54.41/hr; 4 hr min	Regular Time: Teamsters Salary Range 53 Overtime: Teamsters Salary Range 53 x 1.5, 2 hr min weekdays; 4 hr min weekends Holiday: Teamsters Salary Range 53 x 2	Variable, \$7.55/hr Variable, \$11.33/hr Variable, \$15.11/hr

## Classification C

Activities of non-profit organization whose primary focus is serving the general public including (but not limited to) civic and service groups (Kiwanis, Rotary, Elks, Moose, Lion, etc.), chambers of commerce, youth organizations without a residency requirement

(including youth sports with skill based try-outs), non-profit supplemental educational services providers, and religious services.

Item	Current Fee	Proposed Fee	Change
Application Fee	\$20	\$20	
Cafeteria/Multipurpose	ES \$15/hr; MS \$20/hr HS \$20/hr	ES \$25/hr; MS \$40/hr HS \$50/hr	\$10/hr \$20/hr \$30/hr
Classroom	\$5/hr	\$7/hr	\$2/hr
Gym	Small MS \$20/hr Small HS Large MS \$25/hr Comprehensive HS \$30/hr	Small MS \$40/hr Small HS Large MS \$50/hr Comprehensive HS \$70/hr	\$20/hr \$25/hr \$40/hr
Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)	ES/MS \$10/hr HS \$10/hr  HS Track & Field \$30/hr \$25/hr for lights	ES/MS \$25/hr HS \$35/hr  HS Track & Field \$90/hr \$5/hr for lights	\$15/hr \$25/hr \$60/hr lights (\$20/hr)
Kitchen	ES \$5/hr MS/HS \$12/hr Food Service Asst – Regular \$20.20/hr; OT \$30.30/hr 4 hr min for weekends; Holiday \$40.40/hr 4 hr min	ES/MS \$6/hr HS \$15/hr OT: SEIU Range 39 Step 5 x 1.5; Holiday: SEIU Range 39 Step 5 x 2	\$1/hr \$3/hr Variable, currently \$7.14/hr
Library	ES \$10/hr MS \$15/hr HS \$25/hr	ES \$12/hr MS \$16/hr HS \$38/hr	\$2/hr \$1/hr \$13/hr
Locker Room(s)	MS \$10/hr HS \$25/hr	MS \$20/hr HS \$35/hr	\$10/hr \$10/hr
Parking Lot	\$5/hr	\$3/hr	(\$2/hr)
Rest Room(s)	0	\$3/hr	\$3/hr
Performing Art Center (HS) (Rosemont, CKM & JFK)	\$50/hr	\$90/hr	\$40/hr
Serna	Large Conference Room (Indiana OR Washington) \$5/hr Small Community Room (Michigan OR Minnesota) \$10/hr Large Community Room (Pennsylvania OR Tennessee) \$20/hr	Large Conference Room (Indiana OR Washington) \$12/hr Small Community Room (Michigan OR Minnesota) \$14/hr Large Community Room (Pennsylvania OR Tennessee) \$18/hr	\$7/hr \$4/hr (\$2/hr)
Stadium	\$60/hr; \$25/hr for lights	\$100/hr; \$5/hr for lights	\$40/hr lights (\$20/hr)
Swimming Pool	\$70/hr; Energy and chemical surcharge may apply	\$70/hr; Energy and chemical surcharge may apply	0
Theater/Auditorium (HS)	\$20/hr	\$50/hr	\$30/hr
Unimproved Field	\$5/hr	\$10/hr	\$5/hr
Custodian	Regular \$27.21/hr Overtime \$40.81/hr; 2 hr minimum for weekdays 4 hr min for weekends Holiday \$54.41/hr; 4 hr min	Regular Time: Teamsters Salary Range 53 Overtime: Teamsters Salary Range 53 x 1.5, 2 hr min weekdays; 4 hr min weekends Holiday: Teamsters Salary Range 53 x 2	Variable, \$7.55/hr Variable, \$11.33/hr Variable, \$15.11/hr



## Classification D

Commercial use shall apply to those organizations or individuals requesting to use school facilities for conducting any type of commercial business or function including for profit businesses, for profit organizations, and for profit supplemental educational services providers. It shall be considered commercial if the publicity and/or advertising would benefit a particular person or concern in a commercial way. This includes: Organizations/groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the youth of the District or for charitable purposes, a charge shall be made for the use of school facilities or grounds, in accordance with the fees schedule.

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Change</u>
<u>Application Fee</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$0.00</u>
<u>Cafeteria/Multipurpose</u>	<u>ES \$25/hr</u> <u>MS/HS \$50/hr</u>	<u>ES \$30/hr</u> <u>MS/HS \$60/hr</u>	<u>\$5/hr</u> <u>\$10/hr</u>
<u>Classroom</u>	<u>\$10/hr</u>	<u>\$15/hr</u>	<u>\$5/hr</u>
<u>Gym</u>	<u>Small MS \$33</u> <u>Small HS \$77</u> <u>Large MS/HS \$136</u>	<u>Small MS \$50</u> <u>Small HS \$75</u> <u>Large MS/HS \$136</u>	<u>\$17/hr</u> <u>(\$2/hr)</u> <u>\$0.00</u>
<u>Improved Field (Baseball/Softball Diamonds; Tennis Courts; Football Goal Posts)</u>	<u>ES/MS \$16/hr</u> <u>HS \$30/hr</u>  <u>HS Track &amp; Field (CKM, Hiram Johnson, JFK, Sacramento) \$98/hr; \$25/hr for lights</u>	<u>ES/MS \$30/hr</u> <u>HS \$40/hr</u>  <u>HS Track &amp; Field (CKM, Hiram Johnson, JFK, Sacramento) \$100/hr; \$5/hr for lights</u>	<u>\$14/hr</u> <u>\$10/hr</u>  <u>\$2/hr</u> <u>lights</u> <u>(\$20/hr)</u>
<u>Kitchen</u>	<u>ES/MS \$11/hr</u> <u>HS \$30/hr</u> <u>Food Service Assistant – Regular \$20.20/hr; OT \$30.30/hr 4 hr min for weekends; Holiday \$40.40/hr 4 hr min</u>	<u>ES/MS \$15/hr</u> <u>HS \$20/hr</u>  <u>OT: SEIU Range 39 Step 5 x 1.5; Holiday: SEIU Range 39 Step 5 x 2</u>	<u>\$4/hr</u> <u>(\$10/hr)</u>  <u>Variable,</u> <u>currently</u> <u>\$7.14/hr</u>
<u>Library</u>	<u>ES \$25/hr</u> <u>MS \$37/hr</u> <u>HS \$62/hr</u>	<u>ES \$25/hr</u> <u>MS \$37/hr</u> <u>HS \$62/hr</u>	<u>\$25/hr</u> <u>\$0.00</u> <u>\$0.00</u>
<u>Locker Room(s)</u>	<u>MS \$40/hr</u> <u>HS \$83/hr</u>	<u>MS \$25/hr</u> <u>HS \$40/hr</u>	<u>(\$15/hr)</u> <u>(\$43/hr)</u>
<u>Parking Lot</u>	<u>\$9/hr</u>	<u>\$10/hr</u>	<u>\$1/hr</u>
<u>Rest Room(s)</u>	<u>\$0.00</u>	<u>\$5/hr</u>	<u>\$5/hr</u>
<u>Performing Art Center (HS) (Rosemont, CKM &amp; JFK)</u>	<u>\$100/hr</u>	<u>\$200/hr</u>	<u>\$100/hr</u>
<u>Serna</u>	<u>Large Conference Room (Indiana OR Washington) \$12/hr</u> <u>Small Community Room (Michigan OR Minnesota) \$12/hr</u> <u>Large Community Room (Pennsylvania OR Tennessee) \$28/hr</u>	<u>Large Conference Room (Indiana OR Washington) \$15/hr</u> <u>Small Community Room (Michigan OR Minnesota) \$20/hr</u> <u>Large Community Room (Pennsylvania OR Tennessee) \$30/hr</u>	<u>\$3/hr</u>  <u>\$8/hr</u>  <u>\$2/hr</u>
<u>Stadium</u>	<u>\$102/hr; \$25/hr for lights</u>	<u>\$150/hr; \$5/hr for lights</u>	<u>\$28/hr</u> <u>lights</u> <u>(\$20/hr)</u>
<u>Swimming Pool</u>	<u>\$95/hr; Energy and chemical surcharge may apply</u>	<u>\$100/hr; Energy and chemical surcharge may apply</u>	<u>\$5/hr</u>
<u>Theater/Auditorium (HS)</u>	<u>\$50/hr</u>	<u>\$75/hr</u>	<u>\$25/hr</u>
<u>Unimproved Field</u>	<u>\$16/hr</u>	<u>\$16/hr</u>	<u>\$0.00</u>
<u>Custodian</u>	<u>Regular \$27.21/hr</u> <u>Overtime \$40.81/hr; 2 hr minimum for weekdays 4 hr min for weekends</u> <u>Holiday \$54.41/hr; 4 hr min</u>	<u>Regular Time: Teamsters Salary Range 53</u> <u>Overtime: Teamsters Salary Range 53 x 1.5, 2 hr min weekdays; 4 hr min weekends</u> <u>Holiday: Teamsters Salary Range 53 x 2</u>	<u>Variable,</u> <u>\$7.55/hr</u> <u>Variable,</u> <u>\$11.33/hr</u> <u>Variable,</u> <u>\$15.11/hr</u>