

**Superintendent Policies and Regulations Manual  
Sutter County Superintendent of Schools**

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***Series 1000 – Community Relations***

**USE OF SCHOOL FACILITIES**

The County Board of Education believes that the facilities and grounds of the Sutter County Superintendent of Schools should be made available under the supervision of responsible persons for purposes provided for in the Civic Center Act to the extent that such use does not interfere with the Superintendent of Schools' activities or other school-related uses.

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, including the designation of 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 schoolwork

There shall be no advertising on school facilities and grounds except as specified in Board Policy 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 County Office 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)

The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of the County Office or schools within the County of Sutter. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs

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determined in accordance with 5 CCR 14037-14041.

Additionally, when any use of school facilities or grounds is for religious services, the County Office shall charge an amount at least equal to the County Office's direct costs. (Education Code 38134)

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 net receipts are not to be expended for charitable purposes or for the welfare of the County Office's students or the students of schools within the County of Sutter. (Education Code 38134)

The Superintendent or designee may grant the use of school facilities or grounds on those days on which schools are closed. A fee will be imposed as follows (Education Code 37220):

- a. Costs of opening and closing the facilities, if no Superintendent of Schools employee would otherwise be available to perform that function as part of his/her normal duties.
- b. Costs of a Superintendent of Schools employee's presence during the group's use of the facility if that employee would not otherwise be present as part of his/her normal duties.
- c. Costs of the service if the services are necessary and would not have otherwise been performed as part of the employee's normal duties.

**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 County Office employees and/or contracted workers, and salaries and benefits paid to County Office employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

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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)

**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 or voting centers for election day. The Board 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, or vote center on election day and/or during the 10 days preceding election day, as well as during key dates necessary for drop-off, set-up, and pick-up of election materials, as determined by the elections official, 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 a polling place or vote center. (Elections Code 12283)

When a school is used as a polling place or vote center, 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. The Superintendent or designee 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 or vote center.

**Term and Revocation**

No use shall be granted for a duration exceeding one year, and permission for any use shall automatically terminate on June 30. Permission to use facilities and grounds may be renewed or revoked at the discretion of the Superintendent or his or her designee.