

Woodside Elementary School District

Facility Use Schedule

Hours of Facility Use

Monday through Friday 3:30pm to 8:00pm

Saturday through Sunday 9:00am to 6:00pm (Outdoor Use Only)

Holidays 9:00am to 6:00pm (Outdoor Use Only)

Facility Description	Facility Use Fee (Hourly)	Priority Groups 3-5 Only	
		Minimum Hours *	Minimum Charge *
Library	\$ 100	2	\$ 200
Grass Field	\$ 120	3	\$ 360
Artificial Turf Field	\$ 120	3	\$ 360
McCovey Field	\$ 150	3	\$ 450
Playground - Pavement	\$ 100	3	\$ 300
Sellman Gym – Multipurpose	\$ 150	4	\$ 600
Community Gym	\$ 150	4	\$ 600
Amphitheater	\$ 150	4	\$ 600
Parking Lot	\$ 60	2	\$ 120
<i>Technology Consultation</i>	<i>\$ 140</i>		

* Minimum hours only applied to non-school related uses. Please see the priority section for details

Fees may be waived for Priority 1 and Priority 2 groups. Flat rate or season fees may be negotiated with the district. Proof of insurance and rental fees must be provided at least 3 days in advance of event. Any violation of the restrictions listed below will result in denial of future facility use requests. Technology consultation may be requested for \$140 per hour. Use of district equipment must be preapproved.

Priority will be given based on the categories below:

Priority 1 District – District activities including but not limited to performances, meetings, athletics, student body, clubs, etc.

Priority 2 District-Affiliated Groups – Woodside Teachers Association (WTA), Parent Teacher Association (PTA), Woodside School Foundation (WSF).

Priority 3 Local Agencies & Community-Based Organizations – Town of Woodside, Woodside Fire Department, Woodside Recreation Commission, Woodside Village Church, League of Women Voters, Sheriffs Department, etc.

Priority 4 Youth Organizations – Sports, events, clubs, performances, summer camps, educational, etc.

Priority 5 Adult Organizations – Sports, events, clubs, performances, etc.

Restrictions

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of drugs or any restricted substances, including tobacco
4. Any use which involves the possession, consumption, or sale of alcoholic beverages, except for special events approved by the Superintendent or designee pursuant to Business and Professions Code 25608 which are covered by a special events permit pursuant to Division 9 of the Business and Professions Code and which will occur at a time when students are not on the grounds. Any such use of school facilities shall be subject to any limitations that may be necessary to reduce risks to the district and ensure the safety of participants, as determined by the Superintendent or designee. Applicable limitations shall be clearly stated in the facility use agreement to be signed by the user's representative.

The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134) The district will facilitate the necessary repairs and invoice the responsible parties.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

When permitted by law, the Superintendent or designee shall require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

Insurance Requirements

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000

Commercial General Liability Insurance that shall protect the renter, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the activity.