

FEEES

1. Fees will be based on the current fee schedule.
2. Payment in full is due one business week prior to the event. If payment is not received one business week prior to the request date, approval to use the facility will not be given.
3. Returned checks will be charged a \$35.00 fee which will be applied to the amount owed and future payments will only be accepted in the form of a cashier's check or money order. Request for future use will not be approved pending payment of past due invoices.

The District's fees for Direct Costs are determined using a cost per square foot per hour. Provided below are standard hourly rates for the following areas:

<u>Facilities (Hourly)</u>	<u>Direct Cost</u>	<u>Fair Rental</u>
MPR/Auditorium w/restrooms (5,040 sq. ft.)	\$16.24	\$25.77
With kitchen facility (1,440 sq. ft.)	\$18.39	\$30.44
Library/Meeting Room (960 Sq. Ft.)	\$2.86	\$4.54
Restrooms (408 sq. ft.)	\$1.22	\$6.93
Soccer field (33,000 sq. ft.)	\$8.91	\$32.77
Football field (50,000 sq. ft.)	\$13.50	\$16.08
Baseball field (50,000 sq. ft.)	\$13.50	\$21.46
Hardscape Playground (10,000 sq. ft.)	\$5.15	\$9.33
Basketball court (4,280 sq. ft.)	\$1.15	\$2.84
Tennis court (5,750 sq. ft.)	\$1.55	\$3.84
Parking lot (20,000 sq. ft.)	\$5.40	\$13.35

Additional charges (Direct Cost and Fair Rental):

- Minimum of 2 hr. use.
- \$45.00 hourly fee for custodian, kitchen or other personnel, if required.
- \$75.00 hourly charge for after-hours response
- \$45.00 charge for opening & closing facility

The above fees are subject to change without notice

Group #1– Free Use (Non-Profit, Youth Servicing Groups).

The Board shall not charge any room fees for the use of school facilities or grounds for groups that meet after a school day, when an alternative location is not available, for activities of non-profit organizations and clubs or associations which promote youth and school activities and do not other- wise qualify for the Fair Rental Value Fee (Board Policy 1330) Examples of groups that qualify for free use are:

- Any District sponsored event
- School sponsored groups or clubs
- PTA/PTO
- Boy Scouts/Girl Scouts
- Police/Fire where event benefits OMSD students
- Registrar of Voters

(Direct costs apply for staffing on Saturday, Sunday and Holidays)

Group#2– Direct Cost (Community Groups that Charge a Fee/Solicit Contributions)“Direct Cost” shall apply to those organizations that charge admissions fees or solicit contributions and the net proceeds are not totally expended for the welfare of the students of the District.

- Youth Sports Leagues
- Churches
- Public Agencies
- Community Events

Group #3– Fair Rental Value– (Commercial Use)

Use of the facilities for commercial purposes shall apply to all citizens, associations, clubs or organizations which are not qualified for classification in Groups 1 or 2. Any monies received may be used for the purposes other than welfare of the students in the District.

- Sports Teams– Adults
- Private Educational Agencies or Institutions
- Local Businesses or Industrial Organizations
- Private Dance Clubs/Karate/Baton/Cheer/Drama
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DISTRICT PERSONNEL REQUIREMENTS

Custodial/Grounds service is required the entire time the building facilities are in use. The assigned custodian/grounds staff member shall be responsible for verifying the group's authority to use the facility; for making necessary arrangements to accommodate the meeting; for cleaning and returning facilities to a proper condition for school use and for reporting custodian/grounds staff member shall not open any facilities unit the sponsor or director has arrived.

Use of a school kitchen requires the presence of a Food & Nutrition Services employee during the entire use of the kitchen or for a minimum of three hours.

Security staff to be assigned as determined by the District.

The District shall determine the need for additional personnel such as custodians, nutrition services workers, security officers, grounds keepers, audiovisual technicians, etc. depending on the nature of the activity. The cost of services provided by District personnel is the responsibility of the user group.

The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act. “Direct Costs” are defined as the cost of supplies, equipment, utilities, custodial and other personnel services provided by District employees necessitated by the organization's use of school facilities and grounds of the Ontario-Montclair School District.

INSURANCE

Certificate of General Liability Insurance (\$1,000,000.00 per occurrence) naming the Ontario Montclair School District as Additional Insured must be submitted to the Facilities Planning Department prior to final approval of the application. Fax number is (909) 459-2572. A separate Insured Endorsement may be required for certain activities.

Applicant will indemnify, defend and hold harmless the District, its officers, employees, agents and volunteers for any and all claims and expenses (including reasonable attorney's fees) arising out of the use of the facility.

FIELD USE

In order to ensure that our fields are kept properly for instructional use by the students, the fields are subject to periodic closure for restoration, maintenance, and conservation.

Outside Facilities may only be used with an approved District Facility Use Agreement.

Restrooms are not available for field use. Portable restrooms are the responsibility of the user group. Location and placement of the portable restroom is to be determined by site administrator and District staff.

Fields shall be left in the same condition in which they were found. Users shall clean up the area after each use. Dam- aged beyond normal wear or failure to leave grounds in a clean condition after use can result in terminating the applicant's use. Costs incurred by the District to affect repairs or to clean up after a user must be paid by the user. Users will be billed for costs when the organization's use has resulted in expense for the District.

Vehicles are prohibited on fields because of the risk to field damage. No lighting, intercoms, or temporary structures are permitted.

“Peppering” (hitting balls against the fence) is PROHIBITED. When fields or runways are flooded, use is PROHIBITED.

Mowing of the grass is the responsibility of Ontario Montclair School District Operations Department.

Applicant shall inspect the facilities and grounds for existing hazards prior to use and agree accept the facility and grounds in an “as is” condition. Hazards or other problems are be reported District during operating hours at (909) 418- 6482 and after-hours at (909) 398-0256.

Athletic field users may use pylons of delineators to delineate the field, use of weed oil, paint or any other substance, toxic or otherwise, is prohibited by law and may result in a penalty imposed by the South Coast Air Quality Management District as will a loss of facility/ground use privileges.

Fields may be closed due to drought conditions, renovation and restoration. Tenant user will be notified.

**SMOKING IS
PROHIBITED ON ALL
DISTRICT PROPERTY**

Use of Facilities Policy, Regulations & Fees



**Facilities Planning
&
Operations**

950 W. D Street

Ontario, CA 91762

(909) 418-6366

CIVIC CENTER ACT

There is a civic center at each and every public school facility and grounds within the state where the citizens, parent teachers associations, Camp Fire girls, Boy Scout troops, veterans' organizations, farmers' organizations, school-community advisory councils, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school district may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions that in their judgment pertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside. For purposes of this section, "veterans' organization" are those groups included within the definition of that term as specified in subdivision (a) of Section 1800 of the Military and Veterans Code.

The governing board of any school district may grant the use of school facilities or ground as a civic center upon the terms and conditions the board deems proper, subject to the limitations, requirements, and restrictions set forth in this article, for any of the following purposes:

Public, literary, scientific, recreational, education or public agency meetings. The discussion of matters of general or public interest.

The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place for the conduct of the services, provided the governing board charges the church or religious organization using the school facilities or grounds a fee as specified in subdivision (d) of Section 38134.

Child care or day care programs to provide supervision and activities for children of preschool and elementary school age.

The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.

Supervised recreational activities including, but no limited to, sports league activities for youths that are arranged for an supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious or denomination. A community youth center. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.

Other purposes deemed appropriate by the governing board. (Amended by Stats. 2006, Ch. 205, and Sec.2.)

BOARD POLICY

User groups shall comply with current Board Policy 1330 as well as other policies established by the Board of Education as may be amended or revised.

RULES FOR USE

Use is limited to the specific facilities, dates, times and equipment as requested and approved. Use of the facility is not guaranteed and is subject to the demands of the Ontario-Montclair School District.

All facilities MUST be vacated by 10:00 pm.

No intoxicants, narcotics or tobacco products are permitted on school property. Profane language, quarreling, fighting and gambling is prohibited. Violation of this rule by any organization during occupancy shall be sufficient cause for denying use of school facilities to the organization. (Board Policy 1330)

All vehicles must park in designated parking spaces. Vehicles are not allowed beyond access gates. Vehicles blocking access gate areas may be cited.

User is responsible for any graffiti resulting from the event. Removal of graffiti by District personnel will result in charges to user group.

Applicant is fully responsible for damage which occurs to the school during usage by the applicant. The cost for repair shall be paid by the applicant. Such damage shall be grounds for cancellation of use permit. This condition is in accordance with Education Code 38134.

The school property, for use of which application is hereby made, will not be used for the commission of any crime, violation of Board Policy, or any act intended to further any program or movement; the purposes of which is to accomplish the overthrow of the government of the United States.

All individuals, groups or organizations in their use or occupancy of school property, shall comply with all applicable laws, rules and regulations. Any use contrary to or in violation of any law, rules or regulation, shall be grounds for cancellation of the permit and for removing the users from the property, and may bar such individual, group or organization from further use thereof. (Education Code 381135)

No lottery shall be conducted on school grounds or in any way be connected with the permit to use District facilities.

Users wishing to cancel their scheduled use must do so no later than 72 hours prior to the date of the event to avoid being charged.

The use of smoke/fog machines is prohibited.

No modification to the facility is permitted, including hanging signs on internal/exterior walls, ceilings, windows, fences, etc.

INDEMNIFICATION

The applicant agrees to and does hereby indemnify and hold harmless the Ontario-Montclair School District, its officers, agents, and employees from every claim or demand made, from every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

Death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense which may have been sustained by the district or any persons, firms or corporations employed by the district upon or in connection with the activity called for in this agreement.

Any injury to or death of persons or damages to property, any loss or theft sustained by person, firms or corporations including the applicant arising from any act of neglect, default, omission, negligence or willful misconduct of the applicant or any person, firm or corporation employed by the applicant, either directly or by independent contract and attributable in connection with the activity covered by this agreement, on or off district property.

The applicant, at his/her own expense, cost and risk, shall defend any and all actions, suits or other proceedings that may be brought or instituted against the district, its officers, agents or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the district, its officers, agents, or employees in any action, suit or other proceedings as a result of the activity called for in this agreement.

The undersigned, states that to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that the organization on whose behalf he/she is applying for the use of school property upholds and defends the Constitutions of the United States and the State of California.

The organization agrees to abide by all rules and regulations governing the use of school facilities.

Liabilities and Damages

Organization agrees to pay for damages and injuries due to an unsafe use or misuse of school facilities, including the permitting of access to the District's property by third parties, and agrees not to hold the District liable for injuries, damages as a result of misuse or equipment or failure to follow procedures and safety rules.

STATEMENT OF INFORMATION

Legal authorization for use of school property for public purposes shall be determined by the Education Code, State of California-Division 12, Chapter 4- PUBLIC USE OF SCHOOL PROPERTY FOR PUBLIC PURPOSES, Section 40040 through 40058, inclusive.

PROCEDURE FOR OBTAINING FACILITY USE

1. Download Facility Use Application and Terms of Conditions.
2. Fill out the portion above "Facilities Planning Department Use Only"
3. Submit the completed and signed to the school site. Once approved, the application will be forwarded to the Facilities Planning Office for final review and approval. Terms & Conditions: if you are a youth league a copy of your team(s) roster may be requested. ONLY the student name, age and school of attendance is to appear on the roster.
4. You can call the Facilities Planning Dept. to make sure that the site you are looking to use is available. (909) 418-6483 or (909) 418-6482. Address: 950 W. D St. Ontario, CA 91762

We are to the back of the district office, more easily accessible from Flora St. between Mountain Ave. and Boulder St. You are able to park in any available parking space to the west of our office building.
5. The applicant is required to provide a copy of the Certificate of Liability Insurance, naming Ontario Montclair School District additionally insurance and coverage minimum of \$1,000,000.

Once the Facilities Planning Dept. receives all required documents, the Director will review and give final approval. A copy of the approved application will be sent by e-mail, mail, or fax to the applicant and the site for their records.

Fees

4. The application is first reviewed by the Site Principal who determines if the facilities are available.
5. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.
6. Permit to use District facilities are on a first come first serve basis.

All applications must be received at the school site at least three weeks in advance of the requested date. After the school site approves the request, it will be routed for final approval to the Facilities Planning Department prior to the requested date. You must have final approval five business days prior to the scheduled event.

(CONTINUED ON OTHER SIDE)