

AUSD

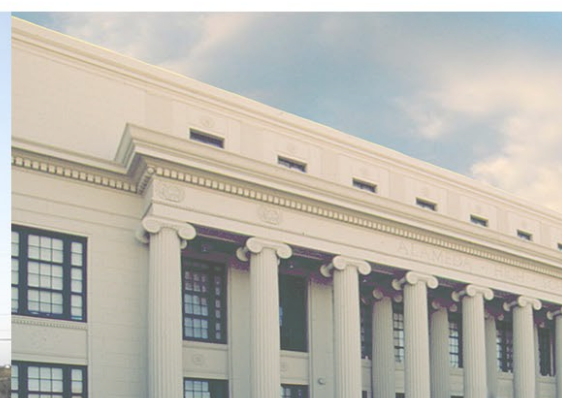
ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

FACILITIES USE HANDBOOK

Original Issue Date: 8/31/15

Revision Date: 8/18/2023

Effective Date: 10/10/2022



ACKNOWLEDGEMENT CERTIFICATION

The undersigned certifies that it has examined and is fully familiar with all of the provisions and requirements of the Facility Use Handbook. Additionally, the undersigned acknowledges that any Contract for use of AUSD facilities shall include all the provisions and requirements as set forth within the Facilities Use Handbook and shall be made therein part of the entire Contract. Violation of any part of the Facilities Use Handbook shall be considered a breach of contract.

Current state and local health orders regarding the COVID-19 virus require all persons to be masked in indoor facilities and in some outdoor settings. Renters are responsible for understanding current health requirements and ensuring adherence by all members in their party. The District may impose additional COVID-19 related requirements. The District reserves the right to rescind facilities use permits for anyone failing to comply with these orders.

NAME:

ORGANIZATION NAME & TYPE:

AUTHORIZED PRINTED NAME:

AUTHORIZED SIGNATURE:

DATE:

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I. Introduction

California law encourages the Governing Board of a school district to make available the school buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest. The general rules and guidelines are defined in the California Education Code under Section 38130 through 38138 all inclusive, and are cited as the "Civic Center Act."

This handbook sets forth all provisions and requirements for prospective users of Alameda Unified School District facilities, provides potential users of Alameda Unified School District facilities information regarding the application process, fee structures, insurance requirements, and other factors governing use of school facilities under the Civic Center Act.

State Guidelines (Education Code Sections 38130-38138)

- A. The governing board of any school district may grant the use of school facilities or grounds 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:
 - 1. Public, literary, scientific, recreational, educational or public agency meetings.
 - 2. Discussion of matters of general or public interest.
 - 3. Conduct of religious services for temporary periods, on a one-time or renewal basis, by any church or religious organization that has no suitable meeting place for the conduct of services, provided the governing board charges the church or religious organization using the facilities or grounds a fee as specified in subdivision (d) of Section 38134.
 - 4. Child care or day care programs to provide supervision and activities for children of preschool and elementary school age.
 - 5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
 - 6. Supervised recreational activities including, but not limited to, sports league activities for youths that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
 - 7. Other purposes deemed appropriate by the governing board.
 - 8. A community youth center.
 - 9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.
- B. State laws prohibit the use of school facilities for subversive, immoral, offensive, or harmful purposes. State laws also limit the use of school facilities for denominational or sectarian activities. The use of school facilities shall not be granted to persons, forums, corporations, groups, clubs, or associations which:
 - 1. May, by such use, be reasonably expected to expose the property of the district to damage through riot, mob action, or violence of any kind.
 - 2. Use the property in a manner which will be adverse to the best interest of the school district.

3. Use the facilities for a purpose not consistent with the Civic Center Act and/or adopted board policies.

II. Alameda Unified School District Board Policy 1330 - Use of School Facilities

The Board of Education recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. (Education Code 38131, 38132)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a **first-come, first-served basis**, with exception as referenced in Section III, Sub-Section C – Group 3.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133).

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings or 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

Fees The Board believes that the use of school facilities or grounds should not result in costs to the district. The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act.

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 district's students. (Education Code 38134)

III. Renter Classifications

The priorities and fee structure for renting facilities will be determined by the District for any Use of Facilities requests other than school district instructional and related activities based on the following classifications. Additional fees beyond rental fees may be required for all users. (See Section VII "Schedule of Fees"). All requestors must be 18 years of age or older.

A. AUSD Internal Use - Group 1

Highest priority is given to school activities generated by School District personnel for purposes directly related to the education and enrichment of School District students, as directed or approved by School Board or by District administration, and/or for the purpose of employee gatherings related to the operation of the District. No fees will be charged for these users.

Users in this classification include:

- School Sites
- District Office

- Board of Education
- School Employee Collective Bargaining Units
- School Athletic Teams
- Student Body Clubs

B. AUSD Affiliated Partners - Group 2

Second highest priority is given to school activities generated by AUSD Affiliated Partner Organizations or volunteers for purposes directly related to the enhancement of School District students, as approved by School Board or by District administration, and/or for the purpose of student gatherings. With the exception of Custodial and Trash fees, no fees will be charged to these users.

Users in this classification include:

- PTA/PTSA(s) or other school-associated parent/teacher/student associations
- Boosters Clubs
- Alameda Education Foundation
- Boys & Girls Club
- City of Alameda
- Alameda County Office of Education

C. Alameda Non-Profit Organizations - Group 3

Fees for this group shall be based on direct cost rent, which is defined as an estimate of those costs of supplies, utilities, custodial services, building maintenance, services of any other District employees, as a result of the organization's use of the school facilities and grounds of the District. Non-Profit organizations based in Alameda will receive priority over non-local organizations.

Users in this classification include:

- Civic and service groups (e.g., Rotary, Chamber of Commerce, League of Women Voters, non-profit Organizations) whose purpose, through the use of school facilities, is to improve the general welfare of the community, and whose net receipts are expended for welfare of the youth or other charitable purposes (e.g., foundations, scout troops, supervised recreational activities, religious organizations or churches, local governmental agencies, city and/or county services).
- Conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization which has no suitable meeting place for the conduct of services while meeting.
- Alameda Non-Profits will receive priority booking before Non-Alameda Non-Profits & Fair Market Renters *within the same 72 hours booking period*.

D. Non-Alameda Non-Profit Organizations - Group 4

Fees for this group shall be based on direct cost rent, which is defined as an estimate of those costs of supplies, utilities, custodial services, building maintenance, services of any other District employees, as a result of the organization's use of the school facilities and grounds of the District.

Users in this classification include:

- Non-local civic and service groups (e.g., Rotary, Chamber of Commerce, League of Women Voters, non-profit Organizations) whose purpose, through the use of school facilities, is to improve the general welfare of the community, and whose net receipts are expended for welfare of the youth or other charitable purposes (e.g., foundations, scout troops, supervised recreational activities, religious organizations or churches, local governmental agencies, city and/or county services).
- Conduct of religious services for temporary periods, on a one-time or renewable basis, by any non-local church or religious organization which has no suitable meeting place for the conduct of services while meeting.

E. Fair Market Rent - Group 5

For all other entities, fees shall be based on fair market rent, which represents direct costs the amortized costs (see Schedule of Fees) .This fee structure may apply even to "nonprofit" organizations where organizers, activity supervisors, coaches, etc., draw salary from the activity or organization, and participation fees are received from students or adults.

Users in this classification include:

- Rentals where admission or participation fees are charged, or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the District or for charitable purposes.
- Rentals which are not directly beneficial to youth, public school activities of the District, or general welfare of the community.



<https://tinyurl.com/ccs4vxc>

IV. Renter Requirements

A. Application

The user shall obtain a login for School Dude by applying online at _____ or by contacting the Maintenance, Operations and Facilities office at 510-337-7090. Youth organizations must have adequate adult sponsorship and supervision.

B. Site Request

Desired dates shall be coordinated with individual sites and the completed in the online booking system, which is then submitted to the district designee for approval.

C. Permit Approval

The district designee's approval is required for the rental of the facility. Availability can be verified using the online booking system, and the district arrange for support staff (e.g., custodian, kitchen staff), as required.

D. Confirmation

District designee will send the user a confirmation of the Facility Use Permit after the estimated costs have been paid. The confirmation will include a telephone number to call if any facility issues arise that require immediate attention. Users are advised to always carry their Facility Use Permit in case there is a question as to who has priority/reservation for the use of the facility or field area.

E. Insurance Requirements

User shall provide a certificate of insurance in the amount of \$1,000,000 General Aggregate and per single limits, naming AUSD an additional insured at least seven (7) calendar days prior to the requested use; if not received, the event will be cancelled. Depending on activity and attendee count, the insurance amounts may be increased at the discretion of the district.

F. Indemnification/Hold Harmless

In making an application for use of facilities, all users agree to defend, indemnify and hold harmless the district, its officers, employees and agents from any and all injuries, losses or damages, including damage to district property, which may result or arise in any way out of their use of the facilities, negligence of the user group, its officers, employees or agents. Organizations or groups using a district facility shall assume the responsibility to ensure that all activities, equipment used or placed on school premises, and all information distributed shall comply with applicable state and local fire, health and safety laws and regulations.

COVID-Specific Indemnification

Users further understand the dangers of the contagious COVID-19 virus and rental groups voluntarily and fully assume all risks related in any way to COVID-19 for its members attendance or participate in Events. Users hereby agrees to indemnify, defend, and hold harmless the district, its officers, employees and agents (collectively "AUSD") from and against any and all injuries, losses or damages, costs, expenses, claims, lawsuits, judgments, and/or liabilities (including attorney fees) arising directly or indirectly from, or related in any way to, any claims made by or on behalf of any individual(s) for bodily injury, death, loss of use, monetary loss, or any other injury from or related to COVID-19. Users themselves also hereby release, waive and discharge any claims, demands, damages, expenses, losses or liabilities (including attorney fees) against AUSD for any injury, illness, death or monetary loss relating in any way to COVID-19 in connection with the use of District facilities. The indemnification obligations in this agreement survive after discontinuation or expiration of facility rental.

G. Payments

Advance payment in full is required at least seven (7) days prior to the event; if not received, the event will be cancelled. New Facility Use Permits will not be issued to groups with past due accounts. ***This policy will be strictly enforced.***

The District reserves the right to refer any delinquent account to a collections agency and/or report to a credit bureau. Legal proceedings may be initiated for any delinquent account. By reserving a permit, user

agrees to pay the District's legal costs incurred to seek any payment of unpaid amounts owed by any group or organization.

H. Documentation

Requestor must submit all documentation to the district office prior to permit issuance.

I. Refunds

Refunds, less processing fees, will be provided fourteen (14) calendar days after notification of cancellation by user or due to circumstances unforeseen by AUSD.

J. Cancellations & Transfers (applicable to Categories 3-5)

Cancellation of an application must be received at the MOF Office at least two (2) weeks prior to a scheduled date to avoid a cancellation fee of \$50.00 being incurred. ***Permits/reservations cannot be transferred, assigned or sub-let to any other group or organization for any reason.***

K. Revocation of Permit

Any violations of law, District policy and/or procedure will result in the immediate revocation of the Use of Facilities permit and removal of the group from District property. District reserves the right at its sole discretion to ban violating user group(s) from future use of District facilities indefinitely.

L. Violations

Applications will be denied if past use by an organization has resulted in violation of Board Policy, inconvenience for school use, damages to property, consistent lack of supervision, adverse behavior or non-payment of fees. Intoxicants, narcotics, profane language, quarrelling, fighting and gambling are sufficient causes to denying future use of district facilities to the organization. Complaints from surrounding neighborhood residents as to noise level, litter, debris and disregard for use of parking regulations could result in cancellation of the permit and denial of future use.

V. General Requirements

A. Special Arrangements

Use of Facilities permit does not authorize the use of certain District, school, or student body equipment. Arrangements for supervision and operation of any equipment shall be made by the applicant with the school administrator. Applicant will be liable for any damage or loss of equipment during facilities usage.

B. Structures Electrical, Mechanical, or Other Equipment

No structures (including tents, canopies, or sunshades), whether permanent or temporary, may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment (including, but not limited to small appliances such as refrigerators or microwaves, popcorn machines, hot plates, etc.) be brought thereon unless special approval has been obtained from the Maintenance, Operations & Facilities Department.

C. Fireproofing

Any group using an auditorium or stage shall not disturb, move or change any existing equipment except with the permission of the district designee and under the supervision of the site employee who is in charge of the facility. Any stage props and decor used must be completely fireproofed. The district may request the fire department to verify certification of fireproofing at the renter's expense.

D. Vehicles/Parking

No modifications to site parking provisions will be allowed, except for temporary changes for a specific event as approved by District at the time of permit approval. **All vehicles will be operated on paved driveways and parking lots only; parking on paved play areas, on fields or in marked fire lanes is prohibited.**

E. Indoor Facilities

For all facilities that are lockable and connected to an alarm system (e.g., library, gymnasium, secured outdoor athletic facilities), there must be a custodian or District representative on site for all events. The District's site employee shall unlock and check-in the user at the beginning of the event, be present for the duration of the event, clean the area used, check-out the user and lock the facility at the end of the event. In the event the activity requires additional personnel for event support, only District employees shall be utilized. The rate of pay will follow the fee schedule. Payment directly to District employees is prohibited.

Locker rooms must be under constant supervision for the entire period of use.

It shall be the responsibility of the organization to make certain that all wrappers, containers, cores, etc. are placed in the proper receptacles. There will be no eating or drinking on the gymnasium floor(s).

F. Field Facilities

There is no field supervision by a District employee; therefore, the User is responsible for monitoring the behavior of participants and spectators, and must mediate any issues that may arise, or alternately, call the Alameda Police Department at 510-337-8340. **All field use will be charged on an hourly basis in accordance with the Schedule of Fees table in Section VII.** Refunds will be given when the fields are closed because of rain.

Seed and nuts shells are to be discarded in the proper receptacle. It shall be the responsibility of the organization to make certain that all seed and nut shells, etc. are placed in the proper receptacles.

G. Field & Facility Closures

It may be necessary, from time to time, to close the AUSD sports fields due to rain, maintenance, emergency repairs, construction, etc. The District's need to schedule maintenance or repair shall supersede the priority order for use of each facility. The AUSD Administration, MOF, and the Sports Fields Program Director do not take these decisions lightly. Primary consideration is to protect the condition of the fields to ensure prolonged use throughout the season. In addition, an equally important consideration is for the safety of players and students at practices or games. In no case shall any debate or dissention on announced field closures be tolerated. Should such closures occur, users must abide by such events and provide their full cooperation to the District. If possible, District will attempt to find a suitable, equivalent facility, but makes no express guarantee that an alternate facility can be made available.

ALL OFFICIAL FIELD CLOSURE DECISIONS ARE MADE AND ANNOUNCED BY THE AUSD PROGRAM DIRECTOR ONLY. ANY NOTIFICATIONS MADE BY ANY PERSON OTHER THAN THE PROGRAM DIRECTOR SHALL BE DEEMED UNOFFICIAL. The Rain-Out Hotline is 510-337-7089.

Should AUSD Users ignore such field closure announcements, they shall also be liable for cost to repair any damages that may have been done by their unauthorized use of the fields during a posted rain out closure.

No permits will be issued on National Holidays, including the day after Thanksgiving, and from December 24 through January 2.

H. Food

AUSD Kitchens are not available for rent. Cooking of food on school premises is not allowed. It is the responsibility of the organization to follow guidelines published by the Alameda County Environmental Health Department. Details may be found at <http://www.acgov.org/aceh/food/tempfaq.htm>

Food Trucks (including ice cream trucks, food carts, etc.) are not allowed on AUSD School Property. A food truck may obtain a permit from the City of Alameda to park the truck on a nearby street for participants to utilize.

I. Smoking/Tobacco Products

The use of tobacco and/or cannabis products, including electronic cigarettes and/or vape pens are not permitted on District property at any time.

J. Alcohol/Controlled Substances

No alcoholic beverages or illegal controlled substances are allowed on District property at any time.

K. Security/Keys/Alarm Codes

Key Control and Alarm Code Control are mandatory. Under no circumstances is a non-District individual or student authorized to be in possession of keys to District facilities or have knowledge of Alarm Codes unless authorized in writing by the Director of Maintenance, Operations & Facilities Department. District master keys must be secured to the greatest extent possible and never loaned to students or non-employees.

L. Restroom Facilities/Portable Toilets

Groups may be required to add portable toilets for their event(s) at the discretion and prior approval of the District. Users of outdoor facilities shall have the option of using District restroom facilities or making separate arrangements for renting portable toilets from an outside vendor. If rental of District facilities is for a period in excess of four hours, renter will be required to pay for the use of restroom facilities. If choosing to use District restroom facilities, a District representative must be present during the entire event and the appropriate fees for this service must be paid prior to the event. If the renter chooses to rent portable toilets, the renter assumes full responsibility. The renter must provide a copy of the rental agreement to the district designee and District Office at least seven (7) working days prior to the event. The rental agreement must specify the cleaning schedule and date of removal of the portable toilets. The renter must secure the portable toilets to the greatest extent possible.

M. Candles/Open Flames/Weapons

No candles, incense, open flames, BBQs, grills, or weapons are allowed on AUSD properties.

N. Signs

No signs are to be posted except on the day of the event, except as otherwise approved by the district designee. Signs will be posted using MOF approved means.

O. Trash Removal

A trash removal fee as shown in Section VII – Schedule of Fees, may be assessed against the user group based on the amount of trash generated and left on the facilities after the permitted event. The fee will be determined based on the activity, number of attendees and placement within the site and will be billed accordingly.

P. Gambling

Facilities may not be used for any gaming or gambling purposes (e.g., raffles, bingo).

Q. Service Animals

As posted on all school grounds, only service animals are allowed on school property. Personal pets are not allowed. The use of service animals at school is regulated by the Americans with Disabilities Act (ADA), so therefore animals should be registered as a service animal. The service animal should be adequately trained, may not enter classroom, and the owner/handler shall be responsible for cleaning up after the service animal. All animals must be harnessed or leashed at all times, and the owner/handler of the service animal is liable for any harm or injury caused to participants of the event.

R. Amplified Sound

Sounds System used for school sponsored games and events only. AUSD does not provide Sound Systems for external groups.

S. Tools & Equipment

All organizations and/or participants must have prior approval from Maintenance Operations and Facilities (MOF) Department before using any type of equipment or power tool. Some examples include ladders, skill saws, drills, forklift, scissor lift, boom lift, motor vehicle, etc.

T. Post-Event Adjustments

Adjustments will be made for additional costs incurred or refunds for actual custodial costs based on information gathered from the on-site custodial and/or kitchen staff. In addition, applicant will be billed for any damage or vandalism caused by their use of the school facilities.

U. Kofman Auditorium

Please see Section VII for Kofman Fees and Requirements.

Schedule of Fees (updated 09-01-2023)

Group 1: (No Cost)	Group 2: (Custodial & Trash Only)	Group 3: (Facility Costs & Direct Costs)	Group 4: (Facility Costs & Direct Costs)	Group 5: (Facility Costs & Direct Costs)
All AUSD Departments & School Sites, Clubs & Unions	AUSD Approved Partners: AEF, Boosters, PTAs/PTSAs	Alameda Non-Profits: AYB, Dance Troops, Scouts, Etc.	Non-Alameda Non-Profits: Day Camps, YMCA, Etc.	Fair Market

Facility Costs	Group 1	Group 2	Group 3	Group 4	Group 5
Classroom			11.82	11.82	32.24
Court (Tennis)			6.44	6.44	13.97
Court (Basketball - Encinal HS)			16.52	16.52	33.04
Field (Baseball - Encinal HS)			26.87	26.87	53.73
Field (Soccer - Lincoln & Wood)			26.87	26.87	53.73
Field (Softball - Alameda HS)			26.87	26.87	53.73
Gymnasium (High School)			42.98	42.98	96.72
Gymnasium (Middle School)			26.87	26.87	64.48
Locker Rooms			10.74	10.74	26.87
Media Center			16.12	16.12	37.62
Multi-Purpose Room/Cafeteria			21.49	21.49	48.36
Parking Lot			5.37	5.37	16.12
Track (Encinal HS & Wood)			26.87	26.87	53.73

Direct Costs (minimum 2 hours)	Group 1	Group 2	Group 3	Group 4	Group 5
Utility Fees (water/electricity/gas)			2.42	2.42	2.42
Custodian on duty		38.57	38.57	38.57	38.57
Custodian is not on duty*		53.77	53.77	53.77	53.77
Custodian Sunday/Holidays*		70.13	70.13	70.13	70.13
On Call/Emergency		Up to 192.00	Up to 192.00	Up to 192.00	Up to 192.00
Trash Removal Fee		Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees

***Notes:** A charge for the amount of time it takes custodian to set up and cleanup will be added to the minimum 2 hour fee and custodial service charge. Due to salary increases, custodial costs are subject to change without notice.

VI. Use of Fees

The use of rental fees is to provide for the direct costs associated with making facilities available to community users and to supplement the maintenance and operations budget of the District.

VII. Kofman (updated 09-01-2023)

Schedule of Fees – Kofman Theater

Group 1: (No Cost)	Group 2: (Custodial & Trash Only)	Group 3: (Facility Costs & Direct Costs)	Group 4: (Facility Costs & Direct Costs)	Group 5: (Facility Costs & Direct Costs)
All AUSD Departments & School Sites, Clubs & Unions	AUSD Approved Partners: AEF, Boosters, PTAs/PTSAs	Alameda Non-Profits: AYB, Dance Troops, Scouts, Etc.	Non-Alameda Non-Profits: Day Camps, YMCA, Etc.	Fair Market

Facility Costs	Group 1	Group 2	Group 3	Group 4	Group 5
Kofman Theater - Rehearsal/Storage			136.79	136.79	177.87
Kofman Theater - Performance			205.09	205.09	266.78
Kofman - Balcony Level	Not Available Until Future Bond Modernization				
Patton Gymnasium			42.99	42.99	96.73
Main Gym - Locker Rooms			10.75	10.75	26.87
Parking Lot - Walnut Street			5.37	5.37	16.12

Direct Costs (minimum 2 hours)	Group 1	Group 2	Group 3	Group 4	Group 5
Utility Fees (water/electricity/gas)			2.42	2.42	2.42
Kofman Custodian		53.77	53.77	53.77	53.77
Kofman Custodian Sunday/Holidays*		70.13	70.13	70.13	70.13
Tradesperson Utility Consult		108.00	108.00	108.00	108.00
On Call/Emergency		Up to 192.00	Up to 192.00	Up to 192.00	Up to 192.00
Trash Removal Fee		Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees

***Notes:** A charge for the amount of time it takes custodian to set up and cleanup will be added to the minimum 2 hour fee and custodial service charge. Due to salary increases, custodial costs are subject to change without notice.

Kofman Rules and Requirements

- A. All theater hallways, doors, and exits must remain free of persons, equipment, and debris to ensure safety and access.
- B. No food or drink allowed in theater or adjoining spaces at any time.
- C. The following is prohibited in Kofman Theater and Adjoining facilities:
 - a. Use of tape or any kind of adhesives
 - b. Driving nails, hooks, screws, or tacks into any part of the premises
 - c. Affixing anything to walls, windows, doors, woodwork, curtains, beams, ceilings, chandeliers, or furniture
- D. Stage Lighting and Sound Equipment are not provided by AUSD at this time and may be rented externally. The vendor must coordinate utilities needs through MOF Department, Facilities Rentals.

VIII. Long Term Relationships

A number of community groups have used District facilities for many years. In addition to applying for facility use through the regular request process, these users have often enjoyed a long-term, informal relationship that has enabled them to make additional investments at District schools. Some investments have been durable (e.g., snack bars), while others have been periodic (e.g., additional fields maintenance).

In order to better define the relationship between the District and long-term community user groups, the District will be documenting the relationship between these groups and the District through a series of Memoranda of Understanding (MOU) or licensing agreements.

IX. Questions/Contact Information

Maintenance Operations & Facilities Department: (510) 337-7090 or rentals@alamedaunified.org

X. General Events Checklist & Special Events Requirements

General Events Checklist:

The following can be used as a guideline for items that may need to be reviewed prior to approval of a permit.

- ☐ Organization: Category?
 - 1_____ 2_____ 3_____ 4_____ 5_____
- ☐ Approval:
 - Through the Site Administrator (Principal, Director, etc.)
- ☐ Signed Acknowledgement Receipt
 - Signed, dated and filed prior to permit approval
- ☐ Full Event Title & Description
 - Flier and/or Advertisement attached?
 - Charging Entrance and/or Participation Fees?
- ☐ Rental & A/V Items
 - Tables, chairs, extension cords, carts, etc.
 - Speakers, microphones, screen, projector, docu-camera, etc.
- ☐ Insurance:
 - COIs and Additionally Insured Endorsements must meet AUSD limits and verbiage.
- ☐ Vendors:
 - Who? How many?
 - What type?
 - Serving Food?
 - ☐ NO Cooking, NO Food Trucks, No Grills or cooking on sidewalks around facility grounds.
 - ☐ Are you selling, giving away or sampling food at this event (including pre-packaged goods and drinks)?
 - ☐ If yes, do you acknowledge that you must obtain the appropriate permits through the Alameda County Department of Environmental Health?
 - ☐ Do you additionally acknowledge that these requirements come from the County, not the District, and that you as users are responsible for following these regulations and independently providing all necessary set-up as required by the County permit, including but not limited to tents, electricity, water, etc.?
 - ☐ More information can be found here: <https://deh.acgov.org/operations/>
 - Entertainment? What kind?
 - ☐ Delivery/Pick-Up requirements
 - ☐ Set-Up/Usage space needs
 - ☐ Utility usage? Connected to AUSD site? Voltage/Amperage/Wattage?
 - ☐ Electrical: Interior and/or Exterior?
- ☐ Decorations?
 - Fire Retardant Materials? Per CA fire labeling and requirement specifications?

- How is it hung? Fishing line? Painter's tape?
- Fire code safe electrical cords?
- ☐ Trash:
 - 3 way refuse containers and signage to be used?
 - Dumpsters needed? Ordered? Drop-Off/Pick-Up dates?
- ☐ Parking:
 - Received AUSD parking standard prior to payment
- ☐ Equipment:
 - What type? Requires an Operator?
 - Certifications
 - Safety Plan/Emergency/First Aid
 - Names of Operator(s), SubContractor, Machinery used
- ☐ Payment:
 - Received prior to permit?
 - Posted in FSDirect?
 - Submitted to Fiscal (with Director's signature?)
 - need to track internal event custodial hours

Special Events Requirements: Fire and Life Safety Guidelines for Special Events

A. Indoor Events

- Plans shall be submitted to the Alameda Unified School District, Maintenance Operations & Facilities (MOF), for review and approval at least 60 days in advance of the event. The plans (indoor and outdoor) should include a scaled floor plan showing emergency exit routes, corridors, aisles, location of fire extinguishers, location of fire alarm call boxes, emergency lighting sources, main power switch, and general party areas and decorations.
- Assign an on-site person and alternates that will call 911 in the event of an emergency. Provide these names to AUSD MOF.
- Assign an on-site person, and alternates, to supervise evacuation of the building, pulling fire alarms, etc., in the event of a fire. Provide these names to AUSD MOF.
- One adult at every exit location should have a working flashlight, cell phone, and fire extinguisher.
- Do not exceed the Maximum Allowable Occupant Load numbers that are posted inside the assembly area.
- Make sure all exits are maintained clear and unobstructed at all times during the events.
- Decorations shall not obstruct exits or fire protection equipment; including fire extinguishers, fire sprinklers, fire alarm pull stations, fire hose stations, or emergency lighting and exit signs.
- Decorations, wall coverings, wall treatments, drapes, etc. shall be either non- combustible or treated with a fire-retardant solution. Only fresh-cut foliage (cut on the day of the event) may be used in decorations. The chemical used shall be approved by the California State Fire Marshal's Office
- Plastic sheets and tarps shall not be used indoors unless they have been treated with a fire-retardant material and approved by AUSD MOF and the Fire Marshall.
- Open flame devices (such as candles) are prohibited inside of buildings.
- Smoke machines or dry ice shall not be used due to the possibility of fire alarm activation and obstructing visibility.
- Extension cords, used in accordance with the fire code, shall be properly taped to the ground to reduce

tripping hazards. Extension cords shall be UL approved, heavy duty, with three prong plugs and receptacles. Two prong cords are typically not allowed. Cords should not be plugged together to make longer cords.

- Christmas tree lights and other special lighting decorations shall be labeled to prove they were tested and approved by a recognized testing laboratory (such as Underwriters Laboratories (UL), or Factory Mutual (FM)). Lights with loose sockets, frayed or bare wires are not allowed.
- Oil based paints shall not be used indoors. Only water-based latex paints should be used indoors.
- No storage of flammable and combustible materials on site.

B. Fire Retardant Decorations

Many fire ordinances require indoor temporary decorations to be "flame proofed." There are several ways to "flameproof" decorations:

1. Purchase items that were commercially manufactured with fire retardant materials. Save all labels for the Fire Marshal & AUSD MOF to check.
2. Purchase and apply fire retardant materials to the decorations. If you use fire retardant chemicals, ensure you follow the manufacturer's application instructions and usage. Some fire-retardant materials are only approved for specific types of items. Fire retardant chemicals are typically applied before the items are painted or decorated. The chemical used shall be approved by the California State Fire Marshal's Office.

C. Electrical

- The temporary electrical system should be reviewed and installed only by a qualified electrician approved by AUSD MOF.
- All electrical items should have a "UL" (or similar) electrical safety label.
- Electrical systems should be inspected for damage such as cut cables or damaged plugs.
- Electrical components should be protected from damage and installed where people cannot come in accidental contact with the equipment. Do not install electrical equipment where exposed to damage.
- Do not "daisy-chain" extension cords or plug-strips together.
- When running extension cords, provide cord protection covers and tape them down so they do not become trip hazards.
- Identify the location of all power distribution safety shutoff circuit breakers and switches.

D. Floor Plan

A handwritten or computer drawn floor plan shall be submitted of the event location and include event specifics. The following information shall be included:

1. The facility floor plan.
2. Location of all fire extinguishers.
3. Location of all exits and exit stairways.
4. Location of corridors, pathways and aisles not in use.
5. Primary and secondary evacuation routes.
6. Location outside the building to assemble and stage.
7. Location of decorative displays.
8. Location of portable power equipment such as a generator.

9. Location of inflatable structures. (if approved by District Risk Management)
10. Location of controls to stop any music, audio visual special effects, and to turn on the lights in the event of a fire alarm activation or other emergency.

Brief description of individual activity areas including associated special amusement devices, audio visual and other special effects, and display of decorative materials/vegetation.

E. Occupancy Load

- The occupancy load for the space used shall be posted in a conspicuous location.
- At no time shall the posted occupancy load of the area be exceeded, and depending on the equipment furnishing or amusement devices, etc. the occupancy load may be reduced.

F. Fire Department Access

- Designated fire lanes shall remain free from any obstruction.
- Parking within fifteen feet of a fire hydrant is prohibited.
- Fire alarm panels, fire sprinkler heads, fire department hose connections, pull stations, audible and visual alarm devices, and fire extinguishers shall not be obstructed from view or operation.
- Maintain a minimum of a three feet clearance around any fire hydrant.

G. Exits

- Exits and exit pathways shall not be obstructed.
- Roping or chaining exit doors closed is prohibited.
- All means of egress shall remain free of obstruction.
- Tripping hazards in the path of travel shall be removed.
- Decorations shall not obstruct any exit. Exit enclosures, stairwells, and corridors shall be kept free of obstruction, combustible materials, tables, displays, and decorations.
- Occupants shall not travel underneath any suspended decoration while traveling to or in an exit egress.
- All exit signs shall be illuminated and clearly visible.
- Emergency lighting shall be operational.

H. Decorations

- Decorations shall not obstruct or hang from any fire protection devices (fire sprinkler system, emergency lights and/or fire alarm).
- Decorations shall not obstruct or hang from any exit signs or means of egress. Decorations hung on the wall shall not cover more than twenty percent of the wall and ceiling.
- Decorations suspended near walls (such as curtains) shall meet the flame propagation testing evidenced through an approved test report and must be independently supported. This report must accompany the facility permit application and available on site at the time of inspection.
- Furnishings, contents, and decorative materials that pose an extreme fire potential (such as hay bales, dry vegetation, foams, etc.) shall be prohibited.

I. Safety

- All light strings, lighting decorations, extension cords and electrical appliance shall be tagged with a UL or FM rating.
- Extension cords shall be intact and free from exposed wire, shall not be plugged together to make them longer.
- Extension cords shall be taped down to minimize tripping hazards.
- Multi-plug adapters shall not be used, with the exemption of UL listed approved surge protection devices.

J. Open Flames

- Candles, lanterns, pyrotechnics (fireworks) and any open flame devices are prohibited in any building.
- Sky lanterns are prohibited from use.
- Smoking is prohibited from use.

K. Special Effects, DJ's And Air Structures

- All music and audio-visual special effects shall turn off in the event of a fire alarm activation or emergency.
- Smoke machines or dry ice shall not be used due to the possibility of fire alarm activation and obstructing visibility.
- Inflatable amusements (bounce house, moon walk, slides or obstacle courses, etc.) must meet certain insurance requirements and must be approved by the District Risk Management.

L. Prior To The Start Of The Event:

- ☐ (Check the panic hardware on all exit doors to assure smooth operation.
- ☐ Open all exit doors to check the door swing, and remove any obstructions.
- ☐ Check to make sure that any handicapped accessible entrances are unlocked and unobstructed.
- ☐ All corridors and egress passageways must be clear and unobstructed.
- ☐ Fire doors must never be blocked or wedged open or chained shut.
- ☐ Confirm that exit signs are visible and operating properly.
- ☐ Confirm that emergency lighting is operable.
- ☐ Confirm that adjoining spaces contain no obvious fire hazards.
- ☐ Fire extinguishers must be available for use. Check to be sure the pressure gauge is in the green zone and that there is a current inspection tag attached.
- ☐ Know the location of the manual fire alarm pull stations and assure that they are visible, unobstructed and easily accessible.

M. During The Event:

- ☐ Assure that the occupancy capacity of the space has not been exceeded.
- ☐ Continue to monitor all exits, halls and stairways to be sure they are maintained clear and unobstructed.
- ☐ Ask anyone blocking an aisle or a doorway to move.

XI. Insurance Sample of required limits and verbiage required for a Facility Use Permit.

Insurance Requirements

Certificates of Insurance and Endorsements must include the following:

1A. The General Liability certificate of insurance (COI) (Acord 25 or similar form) is to be issued by the third party's insurance company or broker (Producer), which reflects the District as the Certificate Holder and include the Official AUSD address.

Certificate Holder Information:

1B. Alameda Unified School District
2060 Challenger Drive
Alameda, CA 94501

2. Does the COI reflect the correct name of the insured?

3. Does the COI cover the dates of the event/contract? Coverage must be in force for the complete term of the contract. If the coverage(s) expire during the term of the contract, the District must receive a new COI and Additional Insured Endorsement at least ten (10) days prior to the expiration of the policy(ies).

4. Is/are Insurer/Insurers Affording Coverage maintain/maintaining an A or better rating with A.M. Best? A.M. Best's financial strength rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile. To look up an insurer's financial rating, please go to www.ambest.com. Go to Advanced Search under "Ratings & Analysis". You may search by insurer name or by NAIC #. Once the insurer name or the NAIC # is inputted, click on search and the financial rating should appear.

5. Does the COI include policy numbers and not TBD?

6. Does the COI have the Commercial General Liability and Occurrence boxes checked? Does the COI have "Any Auto" under Automobile Liability checked? Does the Workers' Compensation box have "Statutory Limits" checked and \$1,000,000 limit for Employer's Liability for "Each Accident", "Disease - Each Employee", and Disease - Policy Limit"?

7. Description of Operations: A brief description of the event or activity, location, and dates if at all possible.

8. Signature of Producer's/Broker's Authorized Representative must be reflected on COI.

9. An endorsement is to be issued, specifically naming Alameda Unified School District as **Additional Insured** with respects to the insured's general liability policy. The policy number on the certificate of insurance must match the policy number on the endorsement (If Blanket Additional Insured Endorsement is not provided).

Primary wording for endorsement (May not be included if Blanket Additional Insured Endorsement is provided):

Except for Worker's Compensation Insurance, Alameda Unified School District, its trustees, employees, and agents, the State of California, are named as Additional Insured under all policies per terms of the attached endorsement(s) and as required by a written contract.

30 Day notice of cancellation, except 10 day notice for non-payment of premium applies per policy provisions.

Required Limits:

The District has the right to re-evaluate the following limits to determine whether or not they are suitable based on the nature of the event and/or activity/contract.

General Liability:

\$1,000,000 minimum limit per occurrence

\$2,000,000 minimum general aggregate

Automobile Liability:

Personal transportation vehicles that are driven onto and parked on school property California State minimum requirements for private passenger vehicles:

\$1,000,000 per occurrence

\$15,000 injury/death to one person

\$30,000 injury/death to more than one person

\$5,000 damage to property

Workers' Compensation and Employers Liability:

Proof of Workers' Compensation coverage with statutory limits is required if the vendor/consultant has employees.

XII. Map of School Sites

Main Island (Alameda, California 94501)



- | | |
|---|--------------------------------|
| 1. Ruby Bridges Elementary | <i>351 Jack London Avenue</i> |
| 2. Alameda Science and Technology Institute | <i>555 Atlantic Avenue</i> |
| 3. Woodstock Campus (ACLC and Nea) | <i>1900 3rd Street</i> |
| 4. Chipman Campus (Academy of Alameda) | <i>401 Pacific Avenue</i> |
| 5. Longfellow Campus (Island High School and WDCD) | <i>500 Pacific Avenue</i> |
| 6. Encinal Jr./Sr. High School | <i>210 Central Avenue</i> |
| 7. Paden Elementary | <i>444 Central Avenue</i> |
| 8. Maya Lin School | <i>825 Taylor Street</i> |
| 9. Franklin Elementary | <i>1433 San Antonio Avenue</i> |
| 10. Wood Middle School | <i>420 Grand Street</i> |
| 11. Love Elementary (formerly Haight Elementary) | <i>2025 Santa Clara Avenue</i> |
| 12. Alameda High School and Adult School | <i>2201 Encinal Avenue</i> |
| 13. Edison Elementary School | <i>2700 Buena Vista Avenue</i> |
| 14. Otis Elementary School | <i>3010 Fillmore Street</i> |
| 15. Lincoln Middle School | <i>1250 Fernside Boulevard</i> |

Bay Farm Island (Alameda, California 94502)



16. Bay Farm School
17. Earhart Elementary

200 Aughinbaugh Way
400 Packet Landing Road