

Use of Facilities Policies for District Facilities and Grounds
(Not including Performing Arts Centers)

Priority Use and Priority Groups

- Group 1.** School District Use: School activities, sports, clubs, festivals, and professional development. Group 1 may include: Parent Teacher groups, the SCUSD School Foundation, and boosters.
No fees, unless the event generates custodial overtime
- Group 2.** Local youth organizations with at least 80% of participants attending District schools (rosters will be required). Group 2 may include: After-school or weekend programs or sports.
- Group 3.** Local youth organizations with less than 80% of participants attending District schools (rosters may be required). Group 3 may include: After-school or weekend programs and sports.
- Group 4.** Adult organizations, any organization or events with participants over and under 18 years of age. Group 4 may include: Sports, workshops, classes, religious organizations, private events (social activities), and charitable organizations.

Groups 2–4. Use of Facility Fees and Custodial Fees apply. Custodial hours apply M-F if custodian is not already on site, weekends, and District Holidays. Wilson custodial hours apply M-F after 10:00 p.m., after 4:00 p.m. on Saturday, all day Sunday, and District Holidays. Custodial hours may change according to district schedules. Summer custodial hours vary by site.

Fees for Use of District Facilities and Grounds

- Nutrition Services: \$55.00 per hour (2 hour minimum)
- Custodian charge: \$60.00 per hour
- All swimming pool reservations require a 2 hour minimum staff fee.

Meeting/activity space	Group 2	Group 3	Group 4
Non-refundable Application fee for each reservation	\$10	\$25	\$50
Standard Classroom	\$10 per hour	\$20 per hour	\$30 per hour
Wrestling Room	\$10 per hour	\$20 per hour	\$30 per hour
Elementary Multipurpose Room/Cafeteria	\$15 per hour	\$30 per hour	\$60 per hour
Middle/High Multipurpose Room/Cafeteria	\$20 per hour	\$40 per hour	\$80 per hour
Middle/High School Main Gymnasium: <i>Wilcox, Santa Clara, Peterson, Buchser</i>	\$25 per hour	\$50 per hour	\$100 per hour
Middle/High School Auxiliary Gymnasium: <i>Wilcox, Santa Clara, Peterson, Buchser, Wilson</i>	\$15 per hour	\$30 per hour	\$60 per hour
Football Stadium/Track <i>Wilcox, Santa Clara</i>	\$300 per hour	\$400 per hour	\$500 per hour
Varsity Baseball/Softball Field <i>Wilcox, Santa Clara, Lou Vierra</i>	\$150 per day	\$200 per day	\$250 per day
Swimming Pool	\$250 per day	\$300 per day	\$400 per day
Science Lecture Hall – <i>Wilcox, Santa Clara</i>	\$20 per hour	\$40 per hour	\$80 per hour
Parking Lot (<i>events in parking lots</i>)	\$25 per day	\$55 per day	\$100 per day
Play Field (<i>elementary, middle schools</i>)	\$15 per hour	\$30 per hour	\$40 per hour
Tennis Court	\$5 per hour per court	\$10 per hour per court	\$15 per hour per court
Outdoor Basketball Court/Blacktop	\$10 per hour	\$20 per hour	\$30 per hour
Specialized Equipment: <i>This cost includes the custodial hourly fee for setup.</i>	Tables	Chairs	Scoreboard/Time Clock
	\$5 each	\$2 each	\$200 each

Cancellation Policy for District Facilities and Grounds

1. Application fee is non-refundable.
2. Cancellation prior to 3 (three) weeks to the date of the event: 100% refund for use fees, custodial fees, and equipment fees.
3. Cancellation prior to 1 (one) week to the date of the event: 50% refund for use fees, custodial fees, and equipment fees.
4. Cancellation within 6 (six) calendar days of event: fees are non-refundable.
5. Cancellation must be entered into the online reservation system by the time frame above to be eligible for a refund.
6. Cancellations due to weather will be considered per event.
7. No shows will be charged the entire reservation amount.

Reservations will be cancelled, without a refund, if the reservation is not paid in full as agreed, or if any requested documentation, including correct insurance, is not uploaded to the online system 1 (one week) in advance.

Kitchen Facilities

1. Kitchen facilities shall not be used unless supervised by District Nutrition Services personnel. Use of kitchen facilities includes use of equipment, sinks, warmers, or any other item/equipment in the kitchen, multipurpose, or other facility used by Nutrition Services. This is an additional fee. Custodial fees also apply.
2. All requests for kitchen use shall be approved by Nutrition Services prior to the permit approval.

Selling Goods or Foods

1. If the event consists of selling goods of any type, a Business License for the City must be uploaded to the online reservation system 2 (two) weeks prior to the event or sales will not be allowed.
2. If the event consists of selling food of any type, a Santa Clara County Health Department Permit must be uploaded to the online reservation system 2 (two) weeks prior to the event.

Advertisement Flyers

1. Print or digital advertisement flyer(s) distributed to promote the event must be uploaded to the online reservation system with the original reservation request. The flyer must include the following information:
Organization name(s), location(s), time(s), date(s), and cost(s) for the event(s).
2. Only non-profit entities are allowed to post advertisement fliers on Peachjar per Board Policy 1325.