



# SPA

**Contra Costa School of  
Performing Arts**

www.cocospa.org • 925-690-8600

**Policy Number: 26.1242023**

**Policy Type: Governing Board Policy**

**Policy Name: Community Use of Facilities Policy**

**Approved:**

## **Community Use of Facilities**

### Priority of Uses

Because the Charter School has a limited number of rooms, demand for use that exceeds the number of rooms available shall be satisfied according to the priority ranking (highest to lowest). If a request for a higher priority use is received for a given facility ten or more work days prior to the date on which a tentative use has been granted, the tentative assignment shall be canceled and the facility assigned a higher use.

1. Activities required by, or in furtherance of, the responsibilities of the Charter School.
2. The State Superintendent of Public Instruction, the State Board of Education, or federal educational agencies.
3. Elementary, secondary, unified, and community college districts in the Charter School's county.
4. Private nonprofit organizations serving handicapped children in the Charter School's county.
5. Other school-related private nonprofit organizations, including but not limited to local arts nonprofit organizations.
6. Public universities in the Charter School's county.
7. Other local government.
8. Agencies other than state and federal agencies.
9. Other private, nonprofit organizations.
10. Other private groups or individuals.

### Prohibited Uses

The following public uses are prohibited:

1. The operation of any powered machinery of any type except for office and audiovisual equipment.
2. The use of open flame except as part of an established ritual under adult supervision.

3. Any use by employees of the Charter School for profit or other personal benefit.
4. The sale, delivery, or consumption of alcoholic beverages.
5. Any use in such a fashion as to institute a monopoly on such use by any organization or individual.
6. Any use for which an admission fee is charged, except where such fee is charged by a nonprofit organization or governmental agency.
7. Any use which interferes with or is likely to interfere with the instruction of students or other operations of the Charter School.
8. No alcoholic beverages or controlled substances are to be consumed, sold, given away or delivered to any person on the property of the Charter School. Any person deemed to be under the influence of alcoholic beverages or controlled substances will be denied participation in the activity being conducted on the Charter School property and may be barred from having or receiving any future privilege of use of the Charter School facility.
9. Smoking is not allowed inside any of the buildings. The Charter School facility is a designated "No Smoking" facility.
10. Any City or County ordinances governing such activities will be applicable to activities under these rules and regulations.
11. Profane language, gambling, or fighting, will be considered misconduct and will be cause for cancellation of permission for use.
12. Any activity prohibited by federal or state law shall not be permitted on Charter school premises at any time. Any such activity will be considered misconduct and will be cause for cancellation of permission for use. The Charter School will notify the appropriate law enforcement authority in the event such misconduct occurs.

### **CANCELLATION OR CHANGE NOTICE**

If an approved event is **cancelled**, the school must be notified prior to 48 hours before the event. Failure to advise appropriate site personnel could result in staff overtime fees of \$216.00 (\$54.00 per hour for a 4-hour minimum).

If a **change** in time, date, room or equipment arises, please notify the appropriate site personnel as soon as possible prior to the event. Site personnel will then prepare and submit a *Cancellation or Change* form and alert their staff of the changes.

### **INSURANCE**

Contra Costa School of Performing Arts requires that all groups using school facilities carry liability insurance in the amount of at least \$1,000,000 per occurrence. A *Certificate of Insurance* must be received by Contra Costa School of Performing Arts prior to use of facilities. Contra Costa School of Performing Arts must be endorsed as additionally insured on the certificate.

### **Contra Costa School of Performing Arts Staff**

If your group or organization requires **exclusive** use of a staff member during the event, it must be noted on the "Use Permit". The staff member's primary duty is to the user group. Other duties may be assigned when user demand appears minimal or after user needs are fulfilled. When a user

requires a staff member exclusively for an event, no school duties will be assigned.

When a staff member has been assigned to a specific user activity and the user has not arrived one hour after the scheduled arrival time, the staff member may secure the site and leave the premises. Overtime compensation will be paid at four (4) hours regardless and the user will be charged accordingly.

Staff members assigned extra work for community service events are guaranteed a minimum of four (4) hours for each assignment. A staff member receives one 15-minute rest break in each 4-hour period and one 30-minute meal break in an 8-hour shift.

### Fee Schedule

Charges for use of meeting rooms at a time when the Charter School personnel are not present are listed on the table below:

### Available Facilities

The following facility or portion of the facility will be made available for public use:

<b>Space/ Room</b>	<b>Price per Hour/ 4 hour minimum</b>
Large Classroom (30 student)	\$50
Small Classroom (10 student)	\$25
Conference Room	\$25
Office Space (only if empty)	\$25
Large Dance Studio	\$100
Small Dance Studio	\$75
Black Box Theater	\$100
Production & Design Room	\$100
Production & Design Room 109	\$75
Vocal Room	\$100
Instrumental Room	\$100
Multi Use Room	\$150
Parking Lot (without use of additional facilities)	\$75

Back Yard	\$100
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**In addition, use during weekend, holiday, evening hours, or during school recess periods requires staff overtime. User groups are responsible for staff overtime charges of \$54.00 per hour with a 4-hour minimum. Staff set-up and clean-up time may also be assessed on all uses.**

Failure to provide five (5) days' notice of cancellation for Saturday or Sunday meetings will result in a charge of \$ \$50.

All damage and/or abuse of meeting rooms will be charged according to the direct time and materials involved to return the meeting room to its original condition. Damage and cost involved will be determined by the Executive Director and the user billed.