

San Marino Unified School District Field & Gym Allocation Policy and Procedure September 2011

This document sets forth the policy and procedure for the San Marino Unified School District Maintenance and Operations Department (M&O) to facilitate the allocation of all school athletic fields and gymnasiums.

It is the intent of the San Marino Unified School District to allocate field and gymnasium use to requesting and qualified organizations on the basis of fairness and impartiality in concurrence with the seasonal priorities mentioned in this document. M&O coordinates and maintains the quarterly seasonal facility schedule. The resulting surplus of field and gym time shall be allocated based on the in-season sports and the priority system.

Statement:

M&O coordinates the use of the SMUSD facilities including all athletic fields and gymnasiums available to organizations that the SMUSD approves and for the general public for recreational activities and programs. This coordination occurs when gym and field space becomes available after the schools' needs have been established and scheduled. In the athletic fields and gymnasiums allocation process, the District works to ensure fair allocation while adhering to the priority use system for community organizations and groups.

Facility Allocation Procedure:

M&O coordinates with the school administrators to determine their schools' field and gym space needs for school activities and athletics. This is done prior to the facility scheduling meeting.

- I. After M&O communicates with school administrators, a meeting with local San Marino community youth sports groups to discuss the seasonal needs for each youth organization is scheduled. All groups and users must complete and submit a San Marino Unified School District Use of Facilities Request Form. The priority use for each season will be reviewed at the meetings. Every organization requesting use of athletic facilities must send a representative to the meeting and bring their request.
- II. M&O will create a facility allocation schedule based on the Use of Facility Request Forms received from all groups and users for each particular season. School administrators will approve or revise the schedule within two weeks of receipt.
- III. M&O will make any necessary changes, create the finalized quarterly schedule, and issue the seasonal Use of Facilities Permits. After

finalization, changes may still be required due to District blackout dates, unforeseen maintenance needs, and general school needs not addressed earlier in the process (for example, CIF playoff contests). It is mandatory that all user groups adhere to these changes when they occur.

- IV. M&O will email the final Facility Allocation Schedule to the appropriate school administrators, District officials, and the community organizations/groups and users.

Priority Use System:

Due to the increased demand for the use of District athletic facilities, it is necessary to emphasize our priority use system:

1. School District Teams and Activities
2. San Marino Community Youth Groups and CoachesøClinics that are öIn Season.ö Groups with the higher percentage of residents have first priority
3. City of San Marino Community Services (City Recreation) Programs and Classes
4. San Marino Adult Community User Groups (51% or more residents)

Non-Use of Seasonal Permitted Time(s):

If organizations that have been allocated use of District athletic facilities do not intend to use the facilities as scheduled and/or permitted, they must notify M&O as soon as possible so that the facilities may be reallocated or otherwise used at their maximum. Failure to do so can result in forfeit of all facilities for the remainder of the season.

Exchange of facilities:

Organizations may not sub-lease, lend, share, or give away any fields or gyms that were originally allocated exclusively to them. Organizations wishing to assist other organizations by sharing allocated fields must obtain permission from M&O. Failure to do so may result in forfeit of all facility usage for the remainder of the season.

Fees:

There will be no charge to San Marino High School and Huntington Middle School teams for their approved practices and games.

There will be fees charged for gym usage for all coaching clinics, fee-based programs, and community and adult user groups.

San Marino community youth sports organizations, coaches' clinics, and fee-based programs will pay **\$20 per hour per gym** for the use of gym facilities when custodial staff are present (school days/academic school year) and **\$40 per hour per gym** when custodial staff are not present (non-school days/non-summer school hours/weekends, etc.) with the exception of San Marino Community Athletics Association (SMCAA) and the San Marino Recreation Department who will pay \$20 per hour per gym during any time period.

If the gyms are not being used by community youth sports groups on Saturdays and Sundays between 7am and 7pm then San Marino community adult user groups may apply for a facility use permit. They will pay \$40 per hour per gym for use of the facilities. Those groups with the highest percentage of residents will have first priority.

Operational Hours:

Operational hours will be based on the Academic Calendar. Any use times outside of the calendar will be considered non-operational hours and usage fees for non-operational use will apply.

School Days (based on the Academic Calendar): Monday through Friday 7:00am ó 9:30pm. All athletic facilities will be closed at 9:30pm.

Summer Months Weekdays: Monday through Friday 7:00am ó 2:00pm with blackout dates for gym floor cleaning and field maintenance (after 2pm non-operational usage fees will apply).

Non-Operational Hours:

School Year Weekend Use (excluding holiday periods): Saturdays and Sundays 7:00am ó 7:00pm (non-operational usage fees will apply). A two-hour minimum usage period will apply during non-operational hours. Usage will be scheduled in hourly increments.

Summer Months Weekdays: Monday through Friday 2:00pm ó 9:30pm (non-operational usage fees will apply).

Summer Months Weekend Use: Saturdays and Sundays 7:00am ó 7:00pm (non-operational usage fees will apply).

There will be blackout dates for gym floor refinishing, field maintenance and most holiday periods.

Weekends, professional development days, minimum days, holidays, and winter and spring breaks will be considered non-operational hours.

Rules and Regulations:

1. All user groups must ensure that an adult (21 years or older) be responsible for the organization, clinic, or group and be present at all times during facility usage. S/he must have a copy of the group's approved facility user permit in her/his possession. Failure to present this permit will lead to removal from the facility.
2. District custodial staff must be present at all times during usage of the gyms and restroom facilities. If community usage is outside of operational hours, non-operational fees will apply.
3. If the gyms are not being used by community youth sports groups on Saturdays and Sundays between 7am and 7pm, San Marino community adult user groups may apply for a facility use permit. They will pay \$40 per hour per gym for use of the facilities. Those groups with the highest percentage of residents will be considered to have first priority. If the percentage of residents is equal then a lottery system will be used.
4. Community use of gym and field facilities will be scheduled outside of the regular school day hours. No community use will be approved during school operational hours.
5. Fields: Field usage will end on or before 9:30pm daily.
6. Gyms: Gym usage will end on or before 9:30pm on weekdays and 7:00pm weekends.
7. No games or practices will be scheduled on school holidays and/or blackout dates.
8. Organizations/groups utilizing lighted facilities are responsible for ensuring the proper use of the lights. Community user groups will pay \$10 per hour for lighting fees for the Titan Stadium Field.
9. Alcoholic beverages and tobacco use are prohibited on school grounds.
10. At the conclusion of games, practices, and activities, organizations must leave the facilities quickly, quietly, and clean and clear of debris and trash. Failure to do so will result in a maintenance-cleaning fee or revocation of their facility permit.
11. Non-school users (community youth sports, coaching clinics, and community adult users) must provide M&O with a current certificate of insurance and hold harmless agreement prior to the allocation and use of fields and gymnasiums.