

Concord School District Policy #821 *

Facility Use Fees

The Concord School District recognizes that our school facilities belong to the school community. Therefore, it is the policy of the Concord School Board to encourage the use of the facilities by established local groups and organizations whose purpose and objectives contribute to the school program or the community. In addition, the Board recognizes that there are costs involved in the non-school use of facilities and that charges need to be assessed so that tax monies are not used in support of non-school activities. No organization or person, including district employees, will be permitted to use school facilities for non-school functions unless such use is scheduled through the District's Director of Community Education.

- I. The Concord School District charges facility rental fees and custodial fees for non-school functions unless otherwise stated in this policy. Each year on July 1, the Superintendent of Schools or designee shall publish a fee schedule with guidelines for the use and rental of school facilities, including separate fee schedules for profit and non-profit organizations.
 - A. A facility fee will not be charged in any of the following situations:
 1. Activities sponsored by the Concord School District, PTSO and Booster Club organizations and other ancillary groups, provided no event fees are charged to the participants;
 2. Municipal, state or federal elections;
 3. Activities sponsored by Concord civic groups for Concord residents, provided that no event fees are charged to the participants. A civic group is a nonprofit organization whose mission benefits school-aged children residing primarily in Concord; or
 4. City municipal use for public meetings.
 - B. No facility fee or custodial fee will be charged for school-age activities sponsored by the City's Recreation and Parks Department
- II. Concord school facilities shall not be used for commercial enterprises unless approved by the Superintendent of Schools or designee.
- III. In case of disaster or emergencies, the Superintendent of Schools or designee may open school buildings and facilities to assist civil authorities in the relief of human misery and saving of life.
- IV. A Certificate of Liability naming the Concord School District as an "additional insured" will be required as a condition of using Concord School District facilities. The Superintendent or designee will set the amount of insurance required, and will review this amount every year.

- V. The Superintendent of Schools or designee may grant a request to waive or reduce rental fees for good cause consistent with the purposes of this policy. The Certificate of Liability, custodial fees, damage fees, and extra setup charges shall not be waived.
- VI. This policy is consistent with the City of Concord and the Concord School District Agreement for the Cooperative Use of Facilities and Recreational areas.

Adopted January 4, 1983

Revised August 6, 2001; November 1, 2010

*Also Policy #741