

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 1330**

**ADOPTED: 08/14/17**

*(Replaced SP3513.5)*

**CLASSIFICATION: Community Relations**

**REVISED:**

**SUBJECT: Use of Facilities**

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The Ventura County Superintendent believes that the Ventura County Office of Education (VCOE) facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the County Superintendent authorizes the use of VCOE facilities by residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with VCOE activities or other VCOE-related uses.

The County Superintendent or designee shall give priority to VCOE-related activities in the use of VCOE facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

For the effective management and control of VCOE facilities and grounds, the County Superintendent or designee shall maintain procedures and regulations that:

1. Aid, encourage, and assist groups desiring to use VCOE facilities for approved activities
2. Preserve order and protect VCOE facilities and grounds, designating a person to supervise this task, if necessary
3. Ensure that the use of VCOE facilities or grounds are not inconsistent with their use for VCOE purposes and does not interfere with the regular conduct of school and program work

There shall be no advertising on VCOE facilities and grounds except as allowed by law and County Superintendent's authorization.

### FEES

The County Superintendent shall adopt a comprehensive schedule of fees to be charged for community use of VCOE facilities and grounds. The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041.

The Board believes that the use of VCOE facilities or grounds should not result in costs to VCOE. The Superintendent or designee shall charge all groups granted the use of VCOE facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Additionally, when any use of VCOE facilities or grounds is for religious services, VCOE shall charge an amount at least equal to VCOE's direct costs. (Education Code 38134)

In determining direct costs to be charged for community use of each, or each type of, VCOE facility or grounds, the County Superintendent or designee shall calculate, in accordance with 5 CCR 14038, the community's proportionate share of the following costs:

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space of VCOE facilities or grounds

However, capital direct costs shall not be charged to organizations retained by VCOE to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs.

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of VCOE employees and/or contracted workers, and salaries and benefits paid to VCOE employees directly associated with the administration of the Civic Center Act to operate and maintain VCOE facilities and grounds.

Groups shall be charged fair rental value when using VCOE 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 VCOE's students.

#### EXPENDING FUNDS COLLECTED AS CAPITAL DIRECT COSTS

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of VCOE facilities and grounds.

#### Legal Reference:

##### EDUCATION CODE

10900-10914.5	Community recreation programs
32282	School safety plan
37220	School holidays
38130-38138	Civic Center Act, use of school property for public purposes

##### CODE OF REGULATIONS, TITLE 5

14037-14042	Proportionate direct costs for use of school facilities and grounds
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