

Non-Profit Facilities Rates

Use of Facilities request forms may be obtained at any school or at the Facilities Desk at 777 North F Street, 381-1136 (facilities use costs are subject to a 5% surcharge as per Board approval 4-7-92).

Capacity	Available School Nights	First Hour Week Day	First Hour Weekend	Each Additional Hour
131	Community Room	\$76.25	\$89.92	\$38.69
208	Cajon HS	\$75.87	\$89.92	\$38.69
1,000	San Bernardino HS	\$115.00	\$134.31	\$38.69
999	Pacific HS	\$115.00	\$134.31	\$38.69
454	San Gorgonio HS	\$94.47	\$108.13	\$38.69
373	Arroyo Valley HS	\$106.98	\$122.92	\$38.69
320	High School Cafeterias	\$75.87	\$105.84	\$19.35
Varies	Multi-use Rooms Middle/ Elementary	\$42.11	\$48.94	\$19.35
30	Classrooms	\$31.86	\$45.53	\$19.35
1700	Chavez MU Room	\$105.84	\$113.82	\$38.69
Varies	High School Gymnasium Entire Gym	\$105.84	\$113.82	\$38.69
Varies	(includes shower and locker rooms) Per Game Field (excludes San Gorgonio Stadium)			
	Without Lights	\$211.71	\$211.71	
	With Lights	\$318.69	\$318.69	
San Gorgonio High School Stadium	Without Lights With Lights	\$308.97 \$464.99	\$308.97 \$464.99	
Varies	Swimming Pool	\$25.04	\$42.11	\$21.59

Commercial Facilities Rates

Two-hour minimum on all facilities listed below.

Facility	Rate Per Hour
Board of Education Building	\$194.96
School Auditoriums	
Cajon High School	\$203.72
San Bernardino High School	\$305.03
Pacific High School	\$305.03
Arroyo Valley High School	\$211.70
High School Cafeterias	\$101.30
Multi-use Rooms	\$89.92
Chavez MU Room	\$262.83
Standard Classroom	\$34.14
Additional Classrooms (same location)	\$15.62
High School Gymnasiums	\$262.83
Football Fields (stadium, restrooms, showers, and lights)	\$152.51
San Gorgonio High School Stadium	\$267.37
Tennis Courts	\$39.84
Swimming Pool	\$48.94

Reserving a School Facility

Use of Facilities request forms may be obtained at any school or at the SBCUSD Facilities Desk at 777 North F Street, San Bernardino. Complete and return the application to the Facilities Desk along with all applicable fees and proof of insurance. For more information on how to reserve a facility, contact the Facilities Use Coordinator at (909) 381-1136.

Custodial Charges

For custodial cost only to open, clean, and close the facility the charges shall be determined by the actual hours clocked times at *\$24.83 per hour rate (2-hour minimum).

*Subject to change.

Other Charges

As appropriate, you may be charged additional costs for security, AV technicians, lifeguards, and athletic equipment attendants. Call (909) 381-1136 for rates

Note: Closed school sites are not available under these regulations.

Cancellation Notice

We need to call your attention to the remote possibility that the facility you are requesting may be required- on short notice-by the District's instructional program. Such use will and must, of course, take precedence. We will take every reasonable measure to guarantee that the facility you requested will be available to your organization as planned, but the possibility of a required cancellation does exist.

SMOKING IS NOT PERMITTED ON ANY SCHOOL SITE AT ANYTIME



777 North F Street, San Bernardino, CA 92410
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FACILITIES MANAGEMENT DEPARTMENT
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San Bernardino High School Auditorium

Use of Facilities Policy,
Regulations, and Fees





Pacific High School Gym

San Bernardino City Unified School District Civic Center Policy

As mandated by the Education Code, the SBCUSD hereby establishes a Civic Center at the San Bernardino City Unified Schools, where citizens, Parent-Teacher Associations, Camp Fire Girls, Boy Scout troops, Farmers’ organizations, school community advisory councils, senior citizens’ organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time as they may desire, any subjects and questions which in their judgment pertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside.

- I.
- All schools within the San Bernardino City Unified School District, while in regular session, are available weekdays until 5:00 p.m. providing that facilities use would not disrupt the normal instructional program. Use beyond 5:00 p.m. may incur a charge. Additional schools, as listed below, are available until 11:00 p.m., Monday through Friday (when in regular session).
- Cajon High School Gymnasium
 - San Bernardino High School Cafeteria
 - San Gorgonio High School Cafeteria
 - Golden Valley & Arrowview MU Room & Classrooms
 - Riley, Rio Vista, Mt. Vernon, and Cypress Elementary Schools’ MU Rooms and Classrooms
 - Community Room, Board of Education Building

- II.
- The free use of District buildings and grounds, as provided in the Education Code, shall be restricted to those facilities specifically set forth in Item I of this Policy. Said free use shall further be restricted to those hours and days when District employees may provide whatever needed services there might be, without added cost to the District. All other uses are subject to appropriate charges, as provided by the Education Code:

1.
- For any other use of school buildings, property, and grounds pursuant to this chapter, including uses for which charges may be made, the governing board of the School District may charge those costs of supplies, utilities, janitorial services, services of any other District employees, and salaries paid to School District employees necessitated by the organization’s use of schoolhouses, property, and grounds of the District or:
2.
- In the case of entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the pupils of the District or for charitable purposes, a charge shall be made for the

use of the school buildings, property, and grounds which shall not be less than the fair rental value for the use of such school buildings, property, and grounds, as determined by the governing board of the District.

3.
- If any group activity results in the destruction of school property, the group may be charged for an amount necessary to repay the damages, and further use of facilities may be denied.
- III.
- The use of these facilities shall be at all times consistent with the purpose of the school program, and shall not interfere with the regular conduct of school work. No alcoholic beverages are permitted at any time on School District property.
- IV.
- The Board of Education of the SBCUSD is vested with responsibility for the management, direction, and control of the Civic Center. This responsibility includes establishing rules needful to the proper operation of the Civic Center (See Schedule of Rules below)

The Board of Education appoints a Director as the person responsible for carrying out the rules and regulations pertaining to the Civic Center as prescribed by said Board. Said Director shall act upon all requests for use of facilities.



Chavez Middle School multi-purpose room

Schedule of Rules

General Rules and Regulations Regarding Facilities Utilization (users are required to maintain appropriate liability insurance coverage in the amount of 1 million dollars minimum).
Proof of insurance is required.

1.
- School property may not be used for public dances, parties, receptions, or to conduct games of chance.
2.
- Arrangements for use of school equipment must be made with the individual school principal, through his/her secretary. No alterations to field or facility for any reason.
3.
- School furniture or equipment may not be removed or displaced without permission from the school employee in charge.
4.
- Permits will not be granted for personal or individual use of school property and equipment.
5.
- All permits shall be issued for specific hours; no permit will be issued to extend later than 11:00 p.m.



Jones Elementary School multi-purpose room

6.
- Permits may be revoked without previous notice when conflicting dates occur or when the need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.
7.
- All persons using school facilities shall assume full responsibility for any damage or abuse and shall ensure the same degree of maintenance and cleanliness found upon arrival at the facility.
8.
- No applications will be accepted more than 30 days in advance. Application must be submitted at least five (5) working days prior to use. Reservations will be made for no more than three (3) months at a time.
9.
- Cafeteria kitchen facilities may be used only under the supervision of the Cafeteria Manager. Arrangements for food services must be made directly with said Cafeteria Manager prior to filing the application.
10.
- There shall be, at all times, a custodian or principal-designated school staff on duty whose responsibility it is to enforce all rules and regulations and to report any violations to the Principal and Use of Facilities Desk.
11.
- Charges for use of District facilities, where applicable, are payable in advance, at least 2 days prior to use. Charges may be determined from schedule of rates. Facilities will not be opened unless payment has been made. Payment of charges should be made payable to the “San Bernardino City Unified School District.”
12.
- User notice of cancellation must be made at least 48 hours (2 working days) in advance or you will be charged the costs incurred by the District.
13.
- Facilities are available during vacation periods only if the use does not conflict with cleaning, renovating, and other District activities.
14.
- At the time of scheduling, additional rules and procedures may be added verbally by school personnel or as conditions arise that necessitate any changes.
15.
- User agrees to provide supervision in the ratio of one adult to every 25 youths.
16.
- Use this pamphlet as a reference guide.
17.
- User must call the facility at least 1 work day prior to the event to confirm that someone will be available to open the facility.
18.
- Provide insurance certificate prior to event to prove liability coverage of at least \$1 million. Certificate must list SBCUSD as the certificate holder.
19.
- Opening a field without District supervision requires a \$250 deposit for field gate key through Building Services.
20.
- In case of an emergency contact School Police at (909) 388-6030.