

**PIEDMONT UNIFIED SCHOOL DISTRICT
Piedmont, California**

Facilities Use Handbook



**March 2015
(Seventh Publication)**

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Section 1: Overview

Piedmont Unified School District (the District) welcomes your interest in use of the District facilities. The District strives to serve the Piedmont community not only through its educational programs for students, but also by making its facilities available for public use in a manner that does not conflict with school activities. Piedmont has a shortage of public facilities, particularly fields and gyms, and there is often far more demand than the District is able to accommodate. All use of District facilities for non-school activities is at the District's sole and unfettered discretion, and users must comply with the rules stated in this handbook.

The following is an overview of the District rules for use of its facilities, discussed in more detail in later sections.

1. The District has first priority in the use of District facilities. The school day, including school athletic and enrichment programs, runs from 8:00 a.m. through 3:30 p.m., Monday through Friday, during the school year. The District's athletic facilities also are used by school sports teams, and Piedmont Recreation Department's Schoolmates programs; public use of the same venue is not permitted during such use. The school year usually runs from late August through mid-June; the exact dates for each year can be found on the District website. School events, including athletic events, also may occur on weekends. During the school day, public use of the District's facilities is not permitted. During school events on weekends, public use of the event venue is not permitted. Use of the District's facilities not being used for school activities is at the discretion of the District.
2. Pursuant to a District facilities use agreement with the City of Piedmont, the City Recreation Department has second priority rights to many of the District's facilities to offer Recreation Department programs, when such facilities are not being used for District purposes.
3. The District also has entered into one or more Memorandum of Understanding (MOU) with Piedmont-based sports organizations for use of District athletic facilities. These organizations are not for profit, primarily serve Piedmont residents, have long standing commitments to provide opportunities to Piedmont youth, and rely on some level of availability of District facilities. Such organizations also have agreed to make ongoing donations to the District for future expenses at the District's athletic facilities. Organizations with MOUs may be given preference in reserving time for use of District facilities. Any not-for-profit, Piedmont-based organization meeting the above criteria may seek an MOU with the District
4. Groups and organizations may seek to reserve time to use specific District facilities identified herein by obtaining a permit. As set forth below, the first step is to contact the District's Facilities Manager. Necessary paperwork must be provided and then, following internal approval, a link will be provided to the District's reservation system. Making a reservation online constitutes a request to the District for a reservation; the District must confirm the reservation before the request is granted. Without District confirmation, there is no permit.

Before any District facility may be used, the permit holder of the facility must procure and maintain a minimum of \$1 million in liability coverage for bodily injury and property damage per occurrence with an aggregate limit of no less than \$2 million, **and** the permit holder must provide two documents which list "Piedmont Unified School District" as an "additional insured" on the liability policy: (1) a Certificate of Liability Insurance; and, (2) an endorsement page which modifies the insurance policy by naming "Piedmont Unified School District" as an "additional insured". Failure to provide both of these documents at least 15 calendar days prior to the use of the District facility will result in the cancellation of the facility use permit.

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Further in making an application for use of facilities, all permit holders agree to defend, indemnify and hold harmless the District, its officers, employees and agents from and against any and all liability, cost, expense, claims, injuries, losses or damages, including damage to District property, which may result or arise in any way out of the permit holder's use or occupancy of the facilities, negligence of the permit holder's group, its officers, employees or agents.

5. When not in use by the District (either during the school day or for events), and not reserved pursuant to a permit, the District's athletic facilities are available for general public use during the times set forth for each facility in Section 5 below. During the general public use time, the District's intent is to provide an opportunity for Piedmont residents to exercise and play at its athletic facilities. For-profit use is prohibited; any person or organization wishing to offer coaching or other programs at District facilities must obtain a permit. Organized groups that intend to use a portion of any athletic facility in a manner that would exclude other persons from using that portion of the facility must obtain a permit.
6. All individuals using District facilities must be respectful and courteous of other users, audience, and District representatives at all times. All non-District activities at District facilities are permitted only at the District's discretion. Any District representative may revoke the District's permission for an individual or group to be present at a District facility. If asked to leave by a District representative, the person requested should do so. Any complaint regarding such a request should be made to the District's Facilities Manager.

Section 2: Access

Students are the primary users of the Piedmont Unified School District facilities during the school day and school events. During the school day, public use of the District's facilities is not permitted. During school events on weekends, public use of the event venue is not permitted. During the school year, the school day at Piedmont schools is as follows:

- Beach, Havens and Wildwood elementary schools run from 8:00 a.m. to 3:30 p.m. Please note that the City Schoolmates program also uses a portion of the playground at these sites from 7:30 a.m. to 6:00 p.m.
- Piedmont High School, Millennium High School, and Piedmont Middle School run from 7:45 a.m. to 3:30 p.m.

The school year usually runs from late August through mid-June; the exact dates for each year can be found on the District website. During these times, public use of these sites is not permitted. Visitors to these sites must check in at the site office, and obtain a pass to be present on campus.

In addition to its school facilities, the Piedmont Unified School District manages, maintains, and operates the Witter Complex (football field, baseball field, softball field, track, and restrooms). During the school day, public use of the Witter Field Complex is not permitted; use is prohibited from 7:30 a.m. to 3:30 p.m. on school days during the school year. Use will also be prohibited during after school hours, as needed, in support of District athletic programs, including practices, scrimmages, games, and post-season use. Public use of the event venue is not permitted during school events.

There are occasions when the public may wish to use parts of the Witter Complex that are not being used by an athletic team after 3:30 p.m. In the interest of public safety, users must follow the directions of District employees, who have sole discretion in closing off portions of Witter Complex during athletic practices or competitions.

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At the discretion of the school principals and the District, outside users may reserve and apply for a permit to use the facilities, when not being used by these primary users. Although demand for District facilities often exceeds available capacity, the District is committed to providing permits to Piedmont community groups and Piedmont youth sports programs in support of a broader and more balanced use of District facilities by the entire community.

Section 3: Acceptable Behavior

All individuals using District facilities must be respectful and courteous of other users, audience, and District representatives at all times. Given the demand for athletic play and exercise space, sharing will often be required. As noted above, public use is not permitted during the school day and during school events. Individuals attempting to use District facilities during such times will be asked to leave. Permit holders have priority during the reserved time; individuals seeking to use the same facility during the reserved time will be asked to leave. More specific information is provided in Section 8, Guidelines for Facility Use: Classrooms, Auditoriums, Multipurpose Rooms, and Gymnasiums.

Permit holders shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws, city ordinances, School District regulations, by-laws, and policies and permit conditions. *The Board and/or its agents reserve the right to suspend or prohibit any use of facilities regardless of prior approval or not.*

Section 4: Priorities in Allocating Reserved Use and Fee Group Types

Subject to the exercise of its unfettered discretion in individual circumstances, the District allocates reserved use of District facilities in the following order:

1. School District, including Piedmont Adult School
2. Piedmont Recreation Department (City of Piedmont)
3. Groups and organizations serving Piedmont students and youth
4. Groups and organizations serving Piedmont residents
5. Other groups and organizations

Fee Group Types:

Civic Users: Organizations or individuals from the local community who use the school facilities for civic purposes, such as voting, community meetings, informal recreation, and shelter in an emergency. Civic Users are exempt from fees.

Community Users: Non-profit organizations or other public agencies that use the school facilities and whose primary purpose is to provide programs and/or services that serve students, the neighborhood, or community.

Private Users: Private organizations, for profit or non-profit, that are using the facility to raise revenue.

Note: All permits shall be revocable and shall not be considered as a lease, and the Board of Education or its authorized agent may reject any application or cancel any permit. A permit is not transferable. The District's need to schedule maintenance or repair shall supersede the priority order for use of each facility.

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Section 5: Facilities—Locations, Use and Restrictions

Facilities Available for Use

Facilities that may be available for reserved use outside of the school day or during school events are listed in the table below. For reservations or information, contact Facilities@piedmont.k12.ca.us.

Facility	Location/Address	Weekdays	Saturdays	Sundays
Classrooms	<i>Elementary Schools: Beach, Havens and Wildwood</i>	Not available	Not available	Not available
	<i>Piedmont Middle School (PMS) 740 Magnolia Avenue</i>	3:30 pm–10:00 pm	8:00 am–3:30 pm	Not available
	<i>Piedmont High School (PHS) 800 Magnolia Avenue</i>	3:30 pm–10:00 pm	8:00 am–3:30 pm	Not available
Auditoriums/ Student Center	<i>Beach Elementary School 100 Lake Avenue</i>	3:30 pm–8:00 pm	Not available	Not available
	<i>Wildwood Elementary School 301 Wildwood Avenue</i>	3:30 pm–8:00 pm	Not available	Not available
	<i>PHS Student Center 800 Magnolia Avenue</i>	3:30 pm–8:00 pm	8:00 am–9:00 pm	8:00 am–9:00 pm
Gymnasiums	<i>Morrison Gym at PMS 740 Magnolia Avenue</i>	3:30 pm–10:00 pm	8:00 am–9:00 pm	8:00 am–9:00 pm
	<i>Buzz Redford Gym at PMS 740 Magnolia Avenue</i>	3:30 pm–10:00 pm	8:00 am–9:00 pm	8:00 am–9:00 pm
	<i>Binks Gym at PHS 800 Magnolia Avenue</i>	3:30 pm–10:00 pm	8:00 am–9:00 pm	8:00 am–9:00 pm
Multipurpose Rooms	<i>Havens Elementary School 325 Highland Avenue</i>	3:30 pm–10:00 pm	Not available	Not available
	<i>Piedmont Middle School 740 Magnolia Avenue</i>	3:30pm–10:00 pm	8:00 am–9:00 pm	8:00 am–9:00 pm
Theaters	<i>Ellen Driscoll Theater at Havens 325 Highland Avenue</i>	3:30 pm–10:00 pm	8:00 am–3:30 pm	Not available
	<i>Allen Harvey Theater at PHS 800 Magnolia Avenue</i>	Not available	Not available	Not available
Fields/Track	<i>Witter Field (synthetic turf) 740 Magnolia Avenue</i>	6:30 pm–8:00 am 3:30 pm–9:00 pm	8:00 am–5:00 pm	8:00 am–5:00 pm
	<i>Humphries Diamond Baseball Field 740 Magnolia Avenue</i>	6:30 pm–8:00 am 3:30 pm–9:00 pm	8:00 am–5:00 pm	8:00 am–5:00 pm
	<i>Softball Field 740 Magnolia Avenue</i>	6:30 pm–8:00 am 3:30 pm–9:00 pm	8:00 am–5:00 pm	8:00 am–5:00 pm
	<i>Witter Track + component sections 740 Magnolia Avenue</i>	6:30 pm–8:00 am 3:30 pm–9:00 pm	8:00 am–5:00 pm	Not available
	<i>Becker Field at Havens 325 Highland Avenue</i>	6:30 pm–8:00 am 3:30 pm–9:00 pm	8:00 am–5:00 pm	Not available

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Notes:

- ALL FACILITIES ARE CLOSED FOR USE BY THE PUBLIC DURING SCHOOL HOURS
- NO PERMITS WILL BE ISSUED ON NATIONAL HOLIDAYS, INCLUDING THE DAY AFTER THANKSGIVING AND FROM DECEMBER 24 THROUGH JANUARY 1.
- THE HUMPHRIES DIAMOND BASEBALL FIELD AND SOFTBALL FIELD ARE CLOSED TO ALL USE FROM THANKSGIVING THROUGH JANUARY FOR MAINTENANCE, SEEDING, RESTING.
- Witter and Becker synthetic fields may be closed on certain weekends for maintenance.
- Beach and Wildwood playgrounds are not available for rental purposes.
- Shared use of Witter Field is subject to District approval.

Parking at School Sites

Parking is limited at all school sites as only street parking is available. All parking restrictions, noted by signs and painted curbs, are strictly enforced by the Piedmont Police Department according to California Vehicle Code #21113(a) and applicable City ordinances. Violators may be cited

Sunday Use Restrictions at Witter Athletic Field and Sports Complex

- The track area is reserved for individual, casual runners and joggers only.
- The El Cerrito access gate at Witter Field will be locked from Saturday at 5:00 p.m. until Monday at 6:00 a.m. Users are encouraged to enter the field via the Winsor Gate or Wildwood stairs.
- The Witter Field speaker system will not be available. Private and public address systems will not be allowed.

A District representative will be on site from 8:30 a.m. 5:00 p.m. on Sundays to open and close gates (only for permit holders), restrooms, etc. and will have the authority to ask non-permitted user groups to leave the field. In the event that a group does not leave, the District representative will call the Piedmont Police Department for assistance. The District representative has the authorization to request arrest and/or citation for trespassing if so deemed.

Section 6: Reservations, Permit Application Process and Requirements and Payments

Permit holders who would like to use District facilities for organized activities must request reservations and apply for a use permit. Making a reservation online constitutes a request to the District for a reservation; the District must confirm the reservation before the request is granted. Without District confirmation, there is no permit. Contact Facilities@piedmont.k12.ca.us.

Liability Insurance Requirement: Permit holders must provide proof of liability insurance, billing address, contact information—including an email address—and the official name of the organization.

Before any District facility may be used, the permit holder of the facility must procure and maintain a minimum of \$1 million in liability coverage for bodily injury and property damage per occurrence with an aggregate limit of no less than \$2 million, **and** the user must provide two documents which list “Piedmont Unified School District” as an “additional insured” on the liability policy: (1) a Certificate of Liability Insurance; and, (2) an endorsement page which modifies the insurance policy by naming “Piedmont Unified School District” as an “additional insured”. Failure to provide both of these documents at least **30** calendar days prior to the use of the District

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facility will result in the cancellation of the facility use permit. Current permit holders on file with the District must update their Certificates of Insurance annually. No reservations will be accepted for any dates that fall outside the period of coverage.

By agreeing to the rental terms and conditions, all permit holders agree to defend, indemnify and hold harmless the District, its officers, employees and agents from and against any and all liability, cost, expense, claims, injuries, losses or damages, including damage to District property, which may result or arise in any way out of the permit holder's use or occupancy of the facilities, negligence of the permit holder group, its officers, employees or agents.

Once approved, permit holders will be sent a link. Once connected, permit holders may request permission to use the District's online facilities system. Requests will be reviewed for approval the PUSD Facilities Comptroller.

Reservations can be made up to nine months in advance. No reservations will be accepted beyond nine months from the date of the request.

Once a permit holder has signed into the District's online facilities system, permit requests may be submitted online using the Facility Scheduling service.

Payments

- The District will issue an invoice following the event and the monies are due and payable within 30 days following use unless otherwise agreed in a written MOU.
- Consecutive permits and/or continuing permit uses will be billed monthly.
- Checks should be made payable to Piedmont Unified School District. To facilitate processing, please be sure to write the permit number on your check.
- Per Piedmont Unified School District Board policy, new facility use permits will NOT be issued to groups with past due accounts. ***This policy will be strictly enforced.***
- The Piedmont Unified School District reserves the right to refer any delinquent account to a collection agency and/or report to a credit bureau. Legal proceedings may be initiated for any delinquent account. By reserving a permit, users agree that to pay the District's legal costs incurred to seek payment of unpaid amounts owed by the group or organization.

Section 7: Applicable Policies and Other Requirements

Steroid/Tobacco Use Policy and Use of District's Sport/Athletic Facilities

The governing Board of the Piedmont Unified School District has adopted Board Policy 5131.63 prohibiting the use and abuse of androgenic/anabolic steroids, and Board Policy 3513.3 which prohibits the use of tobacco products at all times on District grounds, including the use of nicotine delivery devices, such as electronic cigarettes. These prohibitions apply to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the district.

All organizations and/or individuals renting District facilities must abide by these policies. Violations will result in the termination of the offender's facility use permit(s). Should this occur, all necessary costs, including custodial fees, shall be forfeited to the District.

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Damage Responsibilities of Permit Holders

Permit holders agree to the following:

Abide by and to enforce the rules, regulations, and policies of the Piedmont Unified School District governing the use of the school premises or equipment.

Defend, indemnify and hold harmless the District, its officers, employees and agents from and against any and all liability, cost, expense, claims, losses, damages demands, suits, actions, payments and judgments, including legal and attorneys' fees, arising from personal or bodily injuries, including death, or property damage or otherwise, however caused, sustained by any persons(s), firm(s), corporation(s), including the District, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the undersigned's use/occupancy of District's facilities, including school or District parking lots and walkways, furniture or equipment or other use as requested by the permit holder, or from any occurrence in or on the facilities, and will further indemnify and hold the District harmless against and from any and all claims arising from any breach or default on the part of the permit holder in the performance of any covenant or agreement on the part of the permit holder to be performed pursuant to the terms of this use, or arising from any act or negligence of the permit holder, or any of its agents, contractors, servants, employees, licensees, customers, or invitees. In the case any action or proceeding is brought against the District by reason of any such claim, the permit holder, upon notice from the District, covenants to resist or defend at permit holder's expense such action or proceeding by counsel reasonably satisfactory to the District. The term "facilities" as used in this agreement shall include any adjacent school or District parking lots, walkways or thoroughfares used by guests, patrons, invitees, employees, or agents of the permit holder.

The permit holder further agrees to retain responsibility for any loss, theft or damage to permit holder's equipment, supplies or materials or equipment, supplies or materials of others brought onto or stored on District's premises in connection with permit holder's use of District's facilities and premises. The permit holder further agrees to surrender the premises and facilities to the District at termination of the use period hereinbefore specified in the same condition as at the commencement of the period. All equipment, supplies and materials of any kind, used by the permit holder, shall be removed from the premises at termination of the use period.

Permit holders shall be liable for any damages to school property caused by the activity pursuant to the provisions of PUSD Administrative Regulation 1330. The Board shall charge the amount necessary to repair any damages or provide replacement of school property. Further use of school facilities may be denied the responsible party.

Furniture and Equipment

The applicant is required to specify furniture and equipment needs on the Facility Use Application at the time the application is submitted. The following furniture and equipment is available to permit holders free of charge, depending on the facility requested: chairs, tables, speaker podium, projection screen and/or TV/VCR.

Custodial Service

Custodial service is provided only for access, chair/table set-up, heating, lighting, ventilation, and clean-up of a building. This service does not include the erecting or dismantling of scenery, equipment, or other apparatus. If the set-up and clean-up extend beyond 30 minutes, as determined by the Facilities Use Manager, PUSD will charge an additional fee for custodial services (as noted in the Fee Schedule). Custodians open restrooms only during regularly scheduled hours of operation.

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Guidelines for Facility Use

The Piedmont Unified School District asks its user groups to help maintain the useful life of District facilities by observing the checklists on the following pages.

Users must have a copy of the permit at the facility throughout the event. In the unlikely event of a scheduling dispute, a copy of the permit will serve as confirmation.

Section 8: Guidelines for Facility Use

Classrooms, Auditoriums, Multipurpose Rooms, Theater, and Gymnasiums

DO	
<i>Abide by all fire regulations</i>	<ul style="list-style-type: none"> ▪ Keep exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets, and fire extinguisher locations visible and unobstructed by decorative material or any other item. (C.A.C. Title 19, Sections 7.20). ▪ Per state law, refrain from smoking on school property. ▪ PUSD Board Policy prohibits use of tobacco products at all PUSD facilities. ▪ Keep exit ways and required means of egress unobstructed so they may be used as an exit. (P.F.C. Section 26.107 and C.A.C. Title 19, Section 65.03).
<i>Observe all parking signs and posted restrictions</i>	<ul style="list-style-type: none"> ▪ Parking is very limited at all of the school sites, as only street parking is available. All parking restrictions (noted by signs and painted curbs) are strictly enforced by the Piedmont Police Department according to California Vehicle Code 21113(a) and applicable, city ordinances. Violators may be cited.
<i>Clean-up</i>	<ul style="list-style-type: none"> ▪ Clear the entire facility of debris and thoroughly clean all areas. ▪ Clean the kitchen and leave everything in working order. Place garbage and debris in cans provided or in additional plastic bags supplied by the custodian.

DO NOT	
<i>Deface facility walls and surfaces by</i>	<ul style="list-style-type: none"> ▪ using scotch tape, masking tape, or adhesives on any surface. ▪ driving nails, hooks, or tacks into any surface. ▪ affixing anything to walls, windows, doors, woodwork, curtains, beams, ceilings, chandeliers, or pieces of furniture. ▪ using acids, dyes, solvents, paint pigments, rubber-backed mats, or rubber casters. ▪ consuming food in the Beach Auditorium or Wildwood Auditorium ▪ SMOKING OR CONSUMING ALCOHOLIC BEVERAGES ON SCHOOL PROERTY, in accordance with state law.

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Sports Fields

DO	
<i>Respect the neighbors when using our facilities</i>	<ul style="list-style-type: none"> ▪ Lights must be turned off not later than 9:00 p.m.; lights are not permitted on Sundays. ▪ Lights may not be turned on before 6:30 a.m. ▪ The Witter Field Complex is CLOSED for use by the public during school hours. ▪ Commercial use is prohibited. ▪ Organized and/or commercial use may include but is not limited to activities with identified teams, or individuals, groups with uniforms, coaches, trainers, referees, presence of spectators, and equipment (such as goal posts, any kind of amplification system/equipment). ▪ All users are expected to be respectful of each other, the facility and the neighbors. ▪ If more than one group wants to use the field, it is expected that groups will share. ▪ The track area is reserved for individual casual joggers only. ▪ No organized Sunday is allowed use unless a permit is issued ▪ The El Cerrito access gate will be locked on Saturdays at 5:00 p.m. and remain locked until Mondays at 6:00 a.m.
<i>Park in designated parking areas and drive carefully</i>	<ul style="list-style-type: none"> ▪ In accordance with Section 21113(a) of the California Vehicle Code. ▪ Observe all parking signs and posted restrictions. Place garbage and debris in cans provided or in additional plastic bags supplied by the custodian.
<i>Follow the guidelines set forth in the permit</i>	<ul style="list-style-type: none"> ▪ Contact the Facilities Use Manager to obtain a permit for an organized event. ▪ Abide by the hours posted and approved for the group's facility use permit. ▪ <u>Keep a copy of the facility use permit with on hand in the event a conflict in scheduling or use is questioned.</u> ▪ Stay in the stands if you are a spectator.
<i>Protect the grass fields and track surface</i>	<ul style="list-style-type: none"> ▪ Wear proper athletic/running shoes on the track ▪ No cleats, heels, or dress shoes allowed on the track or grass fields ▪ Keep vehicles on the pavement. ▪ Clean up litter generated by activity, including any litter left by spectators.
DO NOT	
<i>Allow any of the following to occur...</i>	<ul style="list-style-type: none"> ▪ Damage the track surface by allowing dogs, bicycles, skateboards, and vehicles on the fields or track. ▪ Bring pets to the Witter Field Sports Complex or Havens Playfield. Dogs accessing Piedmont Park must be on a leash at all times. ▪ Allow food, beverages, or pets on the track or main football/soccer field. ▪ Use any kind of portable public address system equipment ▪ Use or access the baseball or softball fields when closed to allow for seasonal field rest and regrowth of grass.

Note: The Witter Field House restrooms are open weekdays from 3:30 – 9:00 p.m. Upon request, restrooms are available for organized groups on weekends for a daily flat rate as noted in the Fee Schedule.

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Piedmont Unified School District
760 Magnolia Ave
Piedmont, Ca 94611

(510) 594-2622
(510) 654-7374
facilities@piedmont.k12.ca.us

Facility Fee Schedule 11/1/15 - 10/31/16

Facility	Direct Costs (Rental + Replacement)	Private Users (100% of Direct Costs)	Community Users (70% of Direct Costs)
Classrooms & Libraries	Hourly Rate	Hourly Rate	Hourly Rate
Beach/Havens/Wildwood	\$22.91	\$22.91	\$16.04
Piedmont Middle School (PMS)	\$22.91	\$22.91	\$16.04
Piedmont High School (PHS)	\$22.91	\$22.91	\$16.04
Millenium High School (MHS)	\$22.91	\$22.91	\$16.04

Auditoriums

Beach/Havens/Wildwood	\$88.22	\$88.22	\$61.75
Beach Sound System	\$20.00	\$20.00	\$20.00

Kitchens

Beach/ Wildwood	\$22.91	\$22.91	\$16.04
PHS Student Center Kitchen with Chef	varies upon use	n/a	n/a

Multi-Purpose Rooms

Beach & Wildwood	\$88.22	\$88.22	\$61.75
Havens	\$88.22	\$88.22	\$61.75
PHS Student Center	\$88.22	\$88.22	\$61.75
Piedmont Middle School (PMS)	\$88.22	\$88.22	\$61.75
PMS MPR Sound System	\$20.00	\$20.00	\$20.00

Gymnasiums/Outside Courts

PMS Redford Gym (Patio Gym)	\$102.95	\$102.95	\$72.07
PMS Morrison Gym	\$136.36	\$136.36	\$95.45
PHS Binks Gym	\$131.90	\$131.90	\$92.33
PHS Dance Studio	\$55.73	\$55.73	\$39.01
PMS Sports Court	\$11.75	\$11.75	\$11.75

Sports Field Area

Football Field W/O Lights	\$107.36	\$107.36	\$75.15
Football Field with Lights	\$116.92	\$116.92	\$84.71
Baseball Field Humphries Diamond	\$87.87	\$87.87	\$61.51
Softball Field	\$84.10	\$84.10	\$58.87
Track	\$60.78	\$60.78	\$42.55
Pole Vault/ High Jump Area	\$30.39	\$30.39	\$21.27
Shot Put Area	\$30.39	\$30.39	\$21.27
Haven's Playfield	\$84.85	\$84.85	\$59.40

Custodial Services

Standard Custodial (2 hour min charge)	\$37.41	\$37.41	\$37.41
Enhanced Custodial (120+ persons)	\$56.12	\$56.12	\$56.12
Enhanced Custodial (80+ persons+food)	\$56.12	\$56.12	\$56.12

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Piedmont Unified School District
760 Magnolia Ave
Piedmont, Ca 94611

(510) 594-2622
(510) 654-7374
facilities@piedmont.k12.ca.us

Facility Fee Schedule 11/1/16 - 10/31/17

Facility	Direct Costs	Private Users	Community Users
	(Rental + Replacement)	(100% of Direct Costs)	(80% of Direct Costs)
Classrooms & Libraries	Hourly Rate	Hourly Rate	Hourly Rate
Beach/Havens/Wildwood	\$22.91	\$22.91	\$18.33
Piedmont Middle School (PMS)	\$22.91	\$22.91	\$18.33
Piedmont High School (PHS)	\$22.91	\$22.91	\$18.33
Millenium High School (MHS)	\$22.91	\$22.91	\$18.33

Auditoriums

Beach/Havens/Wildwood	\$88.22	\$88.22	\$70.58
Beach Sound System	\$20.00	\$20.00	\$20.00

Kitchens

Beach/ Wildwood	\$22.91	\$22.91	\$18.33
PHS Student Center Kitchen with Chef	varies upon use	n/a	n/a

Multi-Purpose Rooms

Beach & Wildwood	\$88.22	\$88.22	\$70.58
Havens	\$88.22	\$88.22	\$70.58
PHS Student Center	\$88.22	\$88.22	\$70.58
Piedmont Middle School (PMS)	\$88.22	\$88.22	\$70.58
PMS MPR Sound System	\$20.00	\$20.00	\$20.00

Gymnasiums/Outside Courts

PMS Redford Gym (Patio Gym)	\$102.95	\$102.95	\$82.36
PMS Morrison Gym	\$136.36	\$136.36	\$109.09
PHS Binks Gym	\$131.90	\$131.90	\$105.52
PHS Dance Studio	\$55.73	\$55.73	\$44.58
PMS Sports Court	\$11.75	\$11.75	\$11.75

Sports Field Area

Football Field W/O Lights	\$107.36	\$107.36	\$85.89
Football Field with Lights	\$116.92	\$116.92	\$95.45
Baseball Field Humphries Diamond	\$87.87	\$87.87	\$70.30
Softball Field	\$84.10	\$84.10	\$67.28
Track	\$60.78	\$60.78	\$48.62
Pole Vault/ High Jump Area	\$30.39	\$30.39	\$24.31
Shot Put Area	\$30.39	\$30.39	\$24.31
Haven's Playfield	\$84.85	\$84.85	\$67.88

Custodial Services

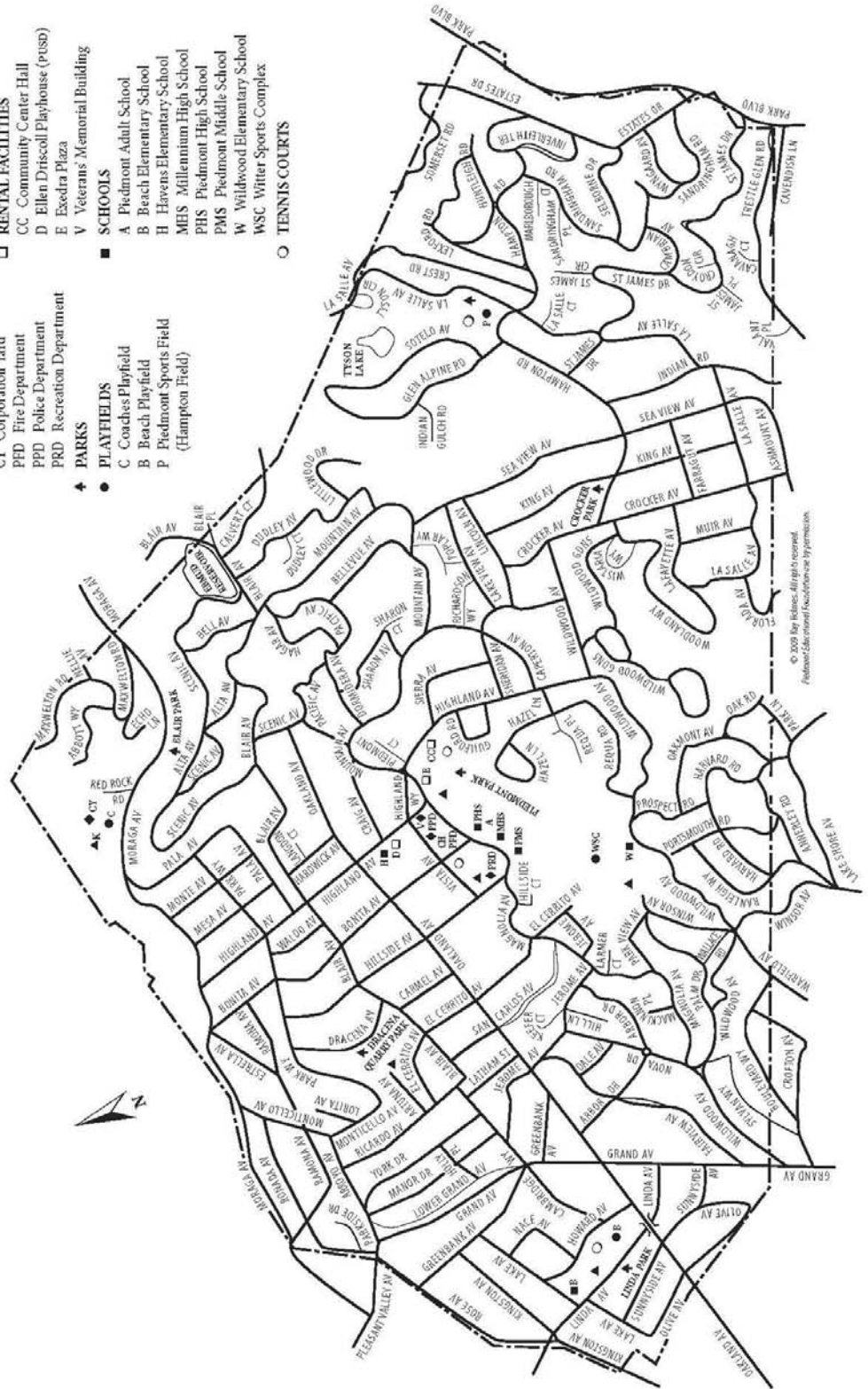
Standard Custodial (2 hour min charge)	\$37.41	\$37.41	\$37.41
Enhanced Custodial (120+ persons)	\$56.12	\$56.12	\$56.12
Enhanced Custodial (80+ persons+food)	\$56.12	\$56.12	\$56.12

Piedmont Unified School District Facilities Use Handbook

City of
Piedmont

LEGEND

- ◆ CITY DEPARTMENTS
 - CH City Hall
 - CT Corporation Yard
 - PPD Fire Department
 - PPD Police Department
 - PRD Recreation Department
- ▲ PARKS
 - PLAYFIELDS
 - C Coaches Playfield
 - B Beach Playfield
 - P Piedmont Sports Field (Hampton Field)
- SCHOOLS
 - A Piedmont Adult School
 - B Beach Elementary School
 - H Havens Elementary School
 - MES Millennium High School
 - PHS Piedmont High School
 - PMS Piedmont Middle School
 - W Wildwood Elementary School
 - WSC Witter Sports Complex
- TENNIS COURTS
- ▲ PLAYGROUNDS
 - K Kennedy Skate Park
- RENTAL FACILITIES
 - CC Community Center Hall
 - D Ellen Driscoll Playhouse (pussb)
 - E Exedra Plaza
 - V Veterans Memorial Building



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