

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
**Piedmont, California**

# Facilities Use Handbook



**May 2011**  
**(Sixth Publication)**

**Piedmont Unified School District  
Facilities Use Handbook  
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# Piedmont Unified School District Facilities Use Handbook

## Access

Students and the Piedmont community are the primary users of the Piedmont Unified School District facilities. 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 community groups and youth sports programs in support of a broader and more balanced use of District facilities by the entire community.

## Acceptable Behavior

Permit holder 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.

## User Group Priorities

Applications for the use of school facilities shall be given preference in the following order:

1. School District
2. Piedmont Adult School and Piedmont Recreation Department
3. Other groups and organizations

**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.

## Facilities Available for Use

Athletic Field and Sports Complex, Auditoriums (3), Classrooms, Gymnasiums (3), Multipurpose Rooms (2), and Theater (1). For reservations, contact Terra Salazar: [tsalazar@piedmont.k12.ca.us](mailto:tsalazar@piedmont.k12.ca.us)

<b>Facilities</b>	<b>Locations</b>	<b>Address</b>
Auditoriums:	Beach Elementary School Havens Elementary School Wildwood Elementary School	100 Lake Ave. 1800 Oakland Ave. 301 Wildwood Ave.
Classrooms:	Beach, Havens, and Wildwood Piedmont Middle School (PMS) Piedmont High School (PHS)	(see above) 740 Magnolia Ave. 800 Magnolia Ave.
Gymnasiums:	Morrison Gym (at PMS) Patio Gym (at PMS) PHS Gym	740 Magnolia Ave. 740 Magnolia Ave. 800 Magnolia Ave.
Multipurpose Rooms:	Havens Elementary School Piedmont Middle School	1800 Oakland Ave. 740 Magnolia Ave.
Theater	Alan Harvey Theater (at PHS)	800 Magnolia Ave.

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### Availability of Facilities

Facility	Weekdays	Saturdays
All facilities, except Witter Sports Complex <i>(Beach, Havens, &amp; Wildwood playgrounds are not available for rental purposes)</i>	Monday - Friday: 3:30 - 10:00 p.m.	8:00 a.m. - 5:00 p.m.
Witter Athletic Field and Sports Complex	Monday - Friday: 6:30 a.m. - 8:00 a.m.; 3:30 p.m. - 9:00 p.m.	8:00 a.m. - 5:00 p.m.

**NOTE: ALL FACILITIES ARE CLOSED FOR USE BY THE PUBLIC DURING SCHOOL HOURS.**

### Parking at the School Sites

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.

## SUNDAY PROGRAM AT WITTER ATHLETIC FIELD AND SPORTS COMPLEX

### Sunday Use Guidelines at Witter Field

- NO ORGANIZED SUNDAY USE IS PERMITTED, unless a permit is issued as part of the Sunday Pilot Program *(see next page)*.
- The District requests that all users are respectful of each other, the facility, and the neighbors.
- The track area is reserved for individual casual joggers only.
- The El Cerrito access gate at Witter Field will be locked on Saturdays at 5:00 p.m. and remain locked until Mondays at 6:00 a.m.

**PILOT PROGRAM FOR  
EXTENDED SUNDAY USE OF WITTER FIELD**

(approved by Board of Education 12-8-10)

The following use restrictions are effective December 12, 2010 for the pilot program for extended Sunday use of Witter Field.

1. Sundays – 9:00 a.m. until 5:00 pm (or dusk if earlier than 5:00). Use of lighting will not be allowed.
2. Use of Witter Field Speaker System or private public address system will not be allowed.
3. All fields available for reservation for use for practice or games. Games will not be scheduled prior to 10:00 am. Baseball and softball fields are closed for maintenance/resting/seeding, etc. from Thanksgiving through the beginning of February every year. The football field will be closed on various weekends for maintenance of the turf.
4. The El Cerrito gate into Witter Field will continue to be closed and locked on Saturday evenings at 5:00 p.m. and not opened until Monday mornings at 6:00 a.m. Users are encouraged to enter the field via the Winsor Gate or Wildwood stairs.
5. Priority for use at the "direct rental cost" on the fee schedule:
  - a. PUSD school groups/related activities.
  - b. City and recreation department activities/groups
  - c. Piedmont-based sports organizations that serve a majority of Piedmont residents. Non-profit groups like Piedmont soccer, Piedmont Baseball-Softball Foundation, etc., with the age groups getting access in priority order:
    - i. Ages 18 and under for practices and games (game start 10:00 am or later)
    - ii. Ages 18 and older for practices and games (game start 10:00 am or later)
6. Next groups to have access would have to pay the "fair rental cost" and only be given access after other groups:
  - a. Organizations serving youth sports groups age 12 and under that do not have a majority of Piedmont students
  - b. Organizations serving youth sports groups age 12 and over that do not have a majority of Piedmont students

There will be a District representative on site from 8:30 a.m.-5:00 p.m. on Sundays to open/close gates, restrooms, etc. and 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/citation for trespassing if so deemed.

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### To Start the Reservation and Permit Application Process:

- Contact Terra Salazar, the PUSD Facilities Manager, at [tsalazar@piedmont.k12.ca.us](mailto:tsalazar@piedmont.k12.ca.us)
- You will need to provide proof of liability insurance (see below), billing address, contact information, including an email address, and the official name of the organization
- Once approved, you will be sent a link to allow you to request permission to use our online facility system
- Once you are approved in "Schooldude", you may begin requesting facility use online throughout PUSD

### Liability Insurance Requirement

Prior to using the facility, the permit holder shall provide a Certificate of Insurance to the District in the amount of \$1,000,000 (one million dollars), combined single limits, with the District as an Additional Insured. Current users on file with the District must update their Certificate of Insurance annually.

### Payments

- The District will issue an invoice following the event and the monies are due and payable within 30 days following use.
- 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 USD 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.

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

- *Piedmont Unified School District Board Policy 5131.63:* "Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids."
- All organizations and/or individuals renting District facilities must abide by this policy, or violations will result in the termination of their facility use permit. Should this occur, all necessary costs, including custodial fees, shall be forfeited to the District.

## Damage Responsibilities of Permit Holders

- Permit holders are personally responsible for any damages sustained to the school premises, furniture, grounds, or equipment occurring through the occupancy of said premises by his/her organization.
- Permit holder agrees to 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.
- Permit holder agrees to hold the Piedmont Unified School District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during or be caused in any way by such use or occupancy of school property.
- Under the provisions of PUSD Administrative Regulation 1330, permit holder shall be liable for any damages to school property caused by the activity. 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 you request:

Chairs	Speaker Podium	
Tables	Projection Screen	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 extends 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).

## 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.

## Guidelines for Facility Use: Classrooms, Auditoriums, Multipurpose Rooms, and Gymnasiums

### DO:

#### Abide by all fire regulations

- 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.
- 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).

#### Observe all parking signs and posted restrictions

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.

#### Clean-up

- Clear the entire facility of debris and thoroughly clean all areas.
- Clean the kitchen and leave everything in working order. Clean the stove, removing all grease, drippings, and burn marks.
- Place garbage and debris in cans provided or in additional plastic bags supplied by the custodian.

### DO NOT:

#### Deface facility walls and surfaces by...

- ...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.
- ...SMOKE OR CONSUME ALCOHOLIC BEVERAGES ON SCHOOL PROPERTY, PER STATE LAW.

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**Guidelines for Facility Use:  
Alan Harvey Theater at Piedmont High School**

**DO:**

- **Pay for use of lights and sound boards in the theater booth and/or stage.**
- **Designate an adult to supervise student workers at all times.**
- **Observe all parking signs and posted restrictions.**
- **Observe all aspects of the Fire Code:**
  - Keep exits free and clear of obstruction at all times.
  - Make access ladders, doors, hatches, fire extinguishers, electrical panels, and water valves accessible to the maintenance staff and emergency response personnel.
  - Refrain from smoking on school property.
- **Satisfy electrical code standards for any electrical stage work.** Temporary lighting must have their fixtures contained.
  - Connections must be soldered or have wire nuts.
  - Correct gauge wire must be used for amperes drawn.
  - All electrical work must be kept clear of stage curtains.
- **Use proper stage fasteners when fastening sets to the stage floor.**
  - Use appropriate filler, smooth and non-splintered for all penetrations.
  - Staples are NOT allowed under circumstances.
  - Remove all tape and tape residue from the floor.
- **Clean the theater thoroughly at the conclusion of the production.**
  - Pick up all trash and containers following rehearsals and performances. Users will be charged for the cost of disposal if it is not picked up.
  - Remove sets. Storage is extremely limited; therefore, sets cannot be stored.
- **Keep stage safety barriers in place except during rehearsals and performance.** Reinstall after each rehearsal and performance.

**DO NOT:**

- **Do not smoke or consume alcoholic beverages on school property, per state law.**

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**Guidelines for Facility Use:  
Field Sports**

**DO:**

- **Respect the neighbors when using our facilities:**
  - Lights must be turned off not later than 9:00 p.m. (no lights permitted on Sundays)
  - 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).
- **Sunday Use Guidelines** (*except during the Pilot Program period – see page 5*):
  - Request that all users are 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 use unless a permit is issued as part of the Pilot Project
  - 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.
- **Park in designated parking areas and drive carefully** (as required by Section 21113(a) of the California Vehicle Code).
- **Observe all parking signs and posted restrictions.**
- **Contact the Facilities Use Manager to obtain a permit for an organized event.**
- **Abide by the hours posted and approved on your group's facility use permit.**
- **Protect the track surface:**
  - Wear proper athletic/running shoes on the track.
  - Avoid cleats, heels, and dress shoes.
  - Keep vehicles on the pavement.
  - Do not damage the track surface by allowing dogs, bicycles, skateboards, and trucks on the fields or track.
- **Clean up litter generated by your activity**, including any litter left by spectators.
- **Stay in the stands** if you are a spectator.
- **Bring your approved facility use permit with you** in the event a conflict in scheduling or use is questioned.

**DO NOT:**

- **Bring pets to the Witter Field Sports Complex or Havens Playfield.**
- **Allow food, beverages, or pets on the track or main football/soccer field.**
- **Use any kind of portable public address system equipment.**
- **Do not smoke or consume alcoholic beverages on school property, per state law.**

**Restrooms**

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.

Piedmont Unified School District  
 760 Magnolia Ave  
 Piedmont, Ca 94611

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

### Facility Fee Schedule

Facility	Direct Rental Costs	Hourly Rate	Fair Rental Costs
<b>Classrooms &amp; Libraries</b>			
Beach/Havens/Wildwood	\$12.00		\$21.00
Piedmont Middle School (PMS)	\$14.50		\$25.50
Piedmont High School (PHS)	\$14.50		\$25.50
Millenium High School (MHS)	\$14.50		\$25.50
<b>Auditoriums</b>			
Beach/Havens/Wildwood	\$24.50		\$41.25
Beach Sound System	\$20.00		\$20.00
<b>Kitchens</b>			
Beach/ Wildwood	\$17.75		\$31.25
PHS Student Center Kitchen with Chef	variable depending on use		variable depending on use
<b>Multi-Purpose Rooms</b>			
Beach & Wildwood	\$24.50		\$42.00
Havens	\$29.00		\$50.00
PHS Student Center	\$30.25		\$52.25
Piedmont Middle School (PMS)	\$29.00		\$50.00
PMS MPR Sound System	\$20.00		\$20.00
<b>Gymnasiums/Outside Courts</b>			
PMS Redford Gym (Patio Gym)	\$35.50		\$62.50
PMS Morrison Gym	\$46.00		\$79.00
PHS Binks Gym	\$46.00		\$79.00
PHS Dance Studio	\$33.50		\$58.00
PMS Sports Court	\$11.75		\$20.50
<b>Sports Field Area</b>			
Football Field W/O Lights	\$34.50		\$59.75
Football Field with Lights	\$52.25		\$91.50
Baseball Field Humphries Diamond	\$25.25		\$43.00
Softball Field	\$17.75		\$30.25
Track	\$16.75		\$29.00
Pole Vault/ High Jump Area	\$12.00		\$20.00
Shot Put Area	\$12.00		\$20.00
Haven's Playfield	\$25.25		\$43.00
<b>PHS Alan Harvey Theatre</b>			
Theatre	\$43.00		\$75.50
Theatre Foyer	\$11.75		\$20.50
Sound and Light Booth w/ operator	\$20.00		\$20.00
ASB PA system w/ Operator	\$20.00		\$20.00
Plano	\$29 a day		\$29 a day
Dance Floor	\$56.75 a day		\$56.75 a day
<b>Custodial Services</b>			
Custodial ( 2 hour min charge)	\$29.00		\$29.00

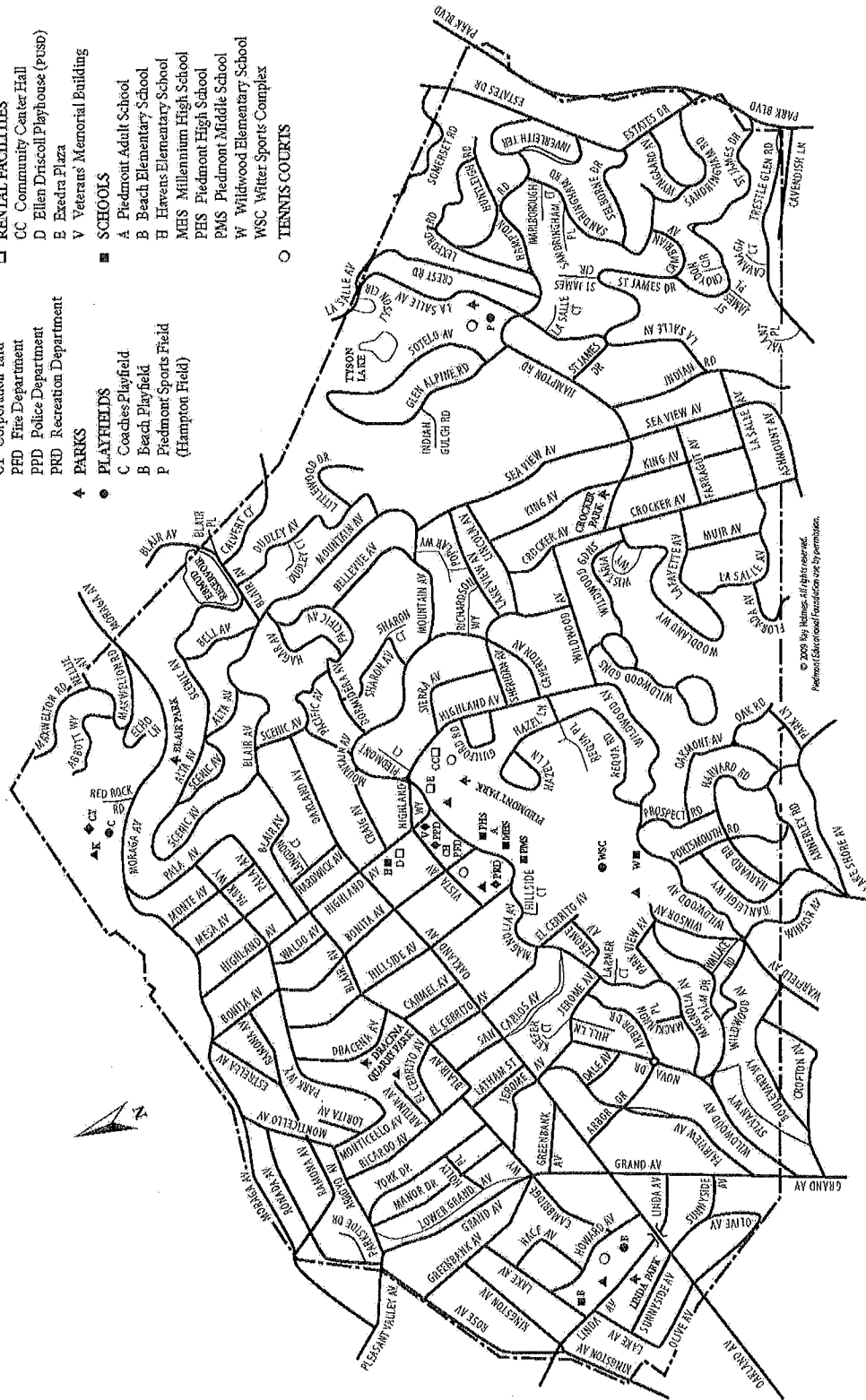
For information on the definition of User Groups who qualify for direct rental costs vs. fair rental costs, please refer to Board Policy 133

Adopted at Board Meeting of 6/8/11 - Rates Effective 8/1/11

# City of Piedmont

## LEGEND

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



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