



# DISTRICT FACILITY USAGE

## *Manual*

Perris Union High School District  
Business Services  
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Revised 2016-2017

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## **Use of School Property Procedures**

### **I. Purpose and Scope**

For purposes of adequate administration and control, the Superintendent or designees of the Perris Union High School District (the "District") is authorized by provisions of the Education Code and the Civic Center Act to determine the availability of District facilities under his or her jurisdiction and to enforce the laws, rules, regulations, and policies. (Education Code section 38133.)

### **II. Control**

The Assistant Superintendent of Business Services and the Director of Facilities Services, the Superintendent's designees, shall perform the following functions:

- A. Determine the eligibility of groups or organizations seeking use of District facilities;
- B. Secure required signatures, information, and applications for use of District facilities;
- C. Determine if applicant is entitled to use of District facilities based upon free use, direct cost fee, or fair rental value fee;
- D. Issue permits to those who qualify if the District facilities are available;
- E. Notify all parties and departments concerned when permits are issued, cancelled, or changed;
- F. Keep adequate records of all uses of District facilities for public purposes;
- G. Insist upon the observance of all rules and regulations as set forth by the Education Code, the Civic Center Act, Board Policies, and Administrative Regulations; and
- H. Revoke permits and deny use of District facilities to any group or organization when violation of regulations occurs.

### **III. Eligibility for Use**

The use of school facilities, or part thereof, by groups, organizations clubs, or associations is predicated upon the adherence to the rules and regulations as set forth by the Board of Trustees. Applications from individuals will not be considered. In general, the subject matter of civic center meetings shall pertain to the recreational, educational, political, economic, artistic, or moral interests of the community. No group or organization, regardless of its character, may interfere with the educational program of the District or the schools.

### **IV. Scheduling Conflicts, Priority System, and Fees**

- A. Once an event/activity has been approved by school administration followed by the appropriate District personnel for use of school facilities as specified on the approved application form, the

requesting group or organization shall have confirmation of the approval of its application and the date and time for the specified facility. Prior to the actual confirmation and approval of the use of school facilities, the system of priorities discussed below shall be consulted. A system of priorities has been established to prevent conflicts between groups or organizations wishing to use the same school property at the same time.

B. Business Services shall make the final determination as to which group or organization may use the school facilities according to the following system of priorities:

1. **Priority 1**

Activities and programs directly related to the instructional and educational program(s) of the District and District-sponsored organizations, including student body organizations.

2. **Priority 2**

Activities related to the District's adult education instructional programs.

3. **Priority 3**

Events and activities designed to serve the school's youth.

4. **Priority 4**

Use of the facilities for cultural events and activities, supervised youth group activities, and for civic and service groups' activities.

5. **Priority 5**

Use by groups or organizations who do not qualify under the provisions of the Civic Center Act for free use or direct-cost use, but to whom the District may make facilities available for a fair rental value fee.

No group or organization shall monopolize the use of school facilities.

C. If the school facilities are needed for school purposes, any permit may be cancelled at any time prior to use.

D. Permission to use school facilities will be granted as provided in Board Policy 1330 and, if applicable, in accordance with the fee schedule in effect at the time the application is approved.

E. The applicant group or organization is responsible for cleaning the facility by the closing time designated in the permit. Groups or organizations exceeding allocated times of closure will be assessed a fee sufficient to cover excess service costs, as determined by the fee schedule.

## V. **Safety**

A. A Civic Center permit does not necessarily authorize the use of certain school equipment nor the use of any student body equipment. Prior written approval shall be obtained from Business Services in coordination with school administration for the supervision, operation, and payment for the use of any special equipment made available. The group or organization shall

note its request for arrangements to use special equipment on the application prior to its submission to the school administrator.

B. No structures may be erected or assembled on school premises, nor any extraordinary electrical, mechanical, or other equipment be used or brought thereon, unless prior written approval has been obtained from Business Services the permit.

C. Any group or organization using school facilities shall do so in such a manner that guarantees the safe operation of those facilities.

D. Any use of school facilities for non-school purposes shall comply with all state and local fire, health, and safety laws. Groups or organizations to whom permits are issued shall assume the responsibility to insure that all such activities carried on the property and all equipment used, placed, or distributed upon school premises shall comply with applicable state and local fire, health, and safety laws and regulations.

E. School facilities shall not be available for non-school-related users for any activity involving the use of fireworks or any other type of pyrotechnic display. This restriction is to ensure the safety of participants, bystanders, and/or neighbors and due to the risk of fire.

F. School facilities shall not be available for any activity involving the use of animals of any type, kind, or size, nor is straw or hay to be used in any activity unless previously approved in writing by Business Services. This restriction is for sanitation purposes and due to the risk of fire when these materials are present.

G. Business Services in coordination with school administration reserves the right to provide campus security and/or fire protection services at users' cost for all activities held on school property when such protection is deemed necessary.

H. All draperies, hangings, curtain, drops, and all decorative materials used within or upon the school facilities shall be treated with a flame-retardant solution or process approved by the State Fire Marshal.

## **VI. General Rules**

A. School property must be protected from damage and mistreatment, and ordinary precautions for cleanliness must be maintained. The group or organization shall properly dispose of paper or trash in proper receptacle and restore the school facilities to their previous condition of order. Any breakage, damage, or loss of school property shall be paid by the group or organization that made the application for use of the facilities even though such loss was caused by a person or persons not officially belonging to the group or organization. The cost shall be established by the Business Services Division and an invoice shall be submitted to the responsible group or organization. Failure to pay such damage promptly shall be grounds for refusal of all future applications.

B. Any group or organization using school facilities shall be liable for any injuries which result during the time of such use. The group or organization shall bear the cost of insuring against this risk and defending itself and the District against claims arising from this risk. The

group or organization shall obtain and maintain the following insurance policies and required endorsements:

- a. Commercial General Liability insurance of \$1,000,000 minimum combined single limit (“SCL”) each occurrence, with the following required minimum limits:
  - i. \$1,000,000 Per Occurrence for bodily injury or property;
  - ii. \$1,000,000 Per Occurrence for personal and advertising injury;
  - iii. \$2,000,000 General Aggregate;
  - iv. \$1,000,000 Products/Completed Operations Aggregate;
  - v. \$1,000,000 Blanket Contractual Liability/Written and Oral;
  - vi. \$50,000 Fire Legal Liability; and
- b. Commercial Automobile Liability insurance covering either “any auto” or “scheduled, hired, owned, non-owned automobiles,” with a \$1,000,000 minimum combined single limit (“SCL”) per occurrence;
- c. Workers’ Compensation for statutory obligations and Employers’ Liability insurance that meet California’s statutory benefits, including Employers’ Liability with a minimum liability limit of \$1,000,000 for injury and \$1,000,000 per accident, \$1,000,000 per employee/disease, and \$2,000,000 policy limit/disease.

If Applicant does not have any employees, a letter stating that must be received from Applicant.

and endorses the District as an additional insured shall be submitted to the District prior to use. In addition, any group or organization using school property shall execute a Hold Harmless Agreement for the benefit of the District. Failure to provide the proper insurance documentation will result in cancellation of the event and the application must be resubmitted.

C. Smoking will not be permitted on school property. The group or organization to whom the permit is granted shall be responsible for any damage caused by individuals violating this requirement.

D. No permit to use school facilities shall be granted for longer than one school year, nor so often during any year as to afford any group or organization a real or implied monopoly.

E. All requests for the use of school facilities shall be denied when the proposed use is inconsistent with proper and regular use of the facilities or where the purpose of the meeting is immoral, obnoxious, or injurious.

F. Permits for the use of school facilities shall be for specified hours and include the group's or organization's set-up, cleanup, and performance time. Last minute rehearsals or additional room use will not be permitted. The applicant shall not arrive before the time authorized for use of the school facilities. School employees are not permitted to open the facilities at any time other than the time listed on the approved application. It shall be the responsibility of the group or organization to whom the permit was issued to ensure that the unauthorized portions of the facilities are not used and that the school premises are vacated as scheduled.

G. Any use contrary to or in violation of any law, Board Policy, or Administrative Regulation shall be grounds for cancellation of the permit, for removing the users from the property, and may be grounds for barring such group or organization from further use of school facilities.

H. Any approved application for use of school facilities may be revoked without prior notice where conflicting dates have resulted or where need of the property for public school purposes has subsequently developed. For other cause, permits may be revoked at any time upon reasonable notice. Nonetheless, the District reserves the right to revoke any permit, at any time, upon disclosure of facts that the facility will be used in an event/activity of an illegal or unlawful nature.

I. School facilities shall not be used by any person, group, or organization as its political campaign headquarters. In addition, no individual, group, or organization shall, at any time, post political literature on school property, distribute it on school property to students or adults, place it on school property for voluntary pickup, or place it in or on automobiles parked on school property.

J. No literature shall be advertised or offered for sale on school property at any meeting, except for parent/faculty association publications, unless it has been approved by the Superintendent or designees.

K. The number of people present shall not exceed the legal or specified maximum capacity for the facility, and materials used for decoration of the building must be fire resistant. This is a fire regulation.

L. All juvenile groups or organizations seeking the use of school facilities must have adult sponsorship and adequate adult supervision. Sponsors and supervisors of such groups or organizations must at all times exercise control and maintain a high standard of conduct with all members of the group or organization. The District may require a permit from local police authorities and the hiring of police for large group supervision.

M. No person, group, organization, or activity may engage in the following, nor shall any group or organization granted a permit for the use of school facilities permit in the facilities authorized, including accesses thereto, walks, porches, lawns, patios, parking lots or restrooms, any person to engage in the following:

1. Possession or consumption of alcoholic beverages;
2. Gambling, in any form whatsoever (including lotteries);
3. Possession or use of narcotics or drugs for purposes other than medical, and then only under the prescription of a duly licensed medical physician;
4. Fighting, quarreling, using abusive or profane language, or making noise of any kind which may be offensive to other activities or the neighborhood;
5. Any illegal or immoral activity; and
6. Use of tobacco, as specified in Board Policy BP/AR 3513.3

Violations of any of the conditions described above shall be grounds for immediate revocation of the permit for the use of school facilities and for denial of future application requests. In the event of a revocation, all persons so affected shall immediately vacate the school facilities.

N. When the permit allows the use of parking facilities, vehicles must be properly parked in designated areas only and in such a manner as to allow fire-fighting equipment clear access to all buildings and fire hydrants at all times.

O. Only school employees are permitted to use the school office and equipment.

P. The school office shall assume no responsibility for mail for non-school groups or organizations, and shall not permit the use of the school telephone or school mail to any such group, organization, or representative thereof. The school telephone is available only to employees for official business, except in emergencies and when a pay telephone is not available.

Q. School furniture or equipment may not be removed or displaced by any group or organization without permission from and under the supervision of the District employee in charge.

R. The loan of school furniture and equipment to individuals, groups, or organizations for personal or private purposes is prohibited.

S. Groups or organizations granted the use of school facilities under the Civic Center Act provisions of the Education Code may be permitted to use school equipment which requires an operator, such as motion picture projectors, public-address systems, etc., provided they agree to pay all costs, including labor, to which the school may be subjected by reason of such use.

T. If use of school equipment is granted, it may not be used other than on school property, and then only in conjunction with the use of facilities.

U. Any group or organization using an auditorium or stage shall not disturb, move or change any existing equipment except with the permission of the school administrator and under the supervision of the school employee who is in charge of the facility. Any stage props used must be completely fireproofed. The District, at its discretion, may request the fire department to check all stage props and to verify all certifications of fireproofing.

V. Storage of non-District owned items on District property is prohibited except with prior written authorization from Business Services. If allowed, the group or organization shall provide to the District a complete inventory of items to be stored and proof of appropriate insurance coverage.

W. No preparations shall be used on the floors at any time by groups or organizations using the school facilities for dancing or any other purpose.

X. The group or organization to whom the permit is issued shall offer no gratuities to school personnel, nor shall school personnel accept gratuities from the group or organization.



## VII. Kitchen Use – Library Use - Theater Use

A. These uses are prohibited. Theater use is generally not allowable, but in rare circumstances, use may be granted upon the Superintendent's approval and subject to references.

## VIII. Synthetic Turf Field Rules & Usage

The following guidelines must be adhered to when using Synthetic Turf Fields:

- Molded Cleats or other Athletic shoes only: Not to exceed 1/2" molded or screw cleats as anything higher can result in increased risk for injury and/or damage to the field.
- No sharp objects including tent stakes, corner flags or other objects that can penetrate the surface of the field.
- No food items including gum and sunflower seeds.
- No tobacco products of any kind.
- No smoking on or around the field.
- No sports drinks or liquids, other than water.
- No pets.
- No bicycles or other unapproved vehicles.

## IX. Application

A. All applications for use of school facilities shall be submitted through our web-based Civic Center Permit System at: <https://puhsd.civicpermits.com>

B. Upon receipt of the application, insurance documents, and other required documents for use of school facilities, the school Plant Supervisor, Administrator or designee will determine if the calendar is open, approve the application, if appropriate, and forward it to Facilities Services for approval and establishment of charges. **Please note: Failure to upload required documents at the time of the application submission, may result in denial of your application.**

C. If the application is approved, the applicant group or organization will be notified in writing and receive an invoice for appropriate use fees.

D. The completed application submitted to the District serves as the agreement for use of school facilities. Therefore, the applicant group or organization shall review the Rules and Regulations of the application as well as the Board Policy and this Administrative Regulation prior to submitting its application.

E. Applications for the use of school facilities during the current academic year should be submitted at least two (2) weeks in advance of the time the use of the facilities is desired. Late applications may be denied.

F. If a change in the date or details occurs, notice must be given to the Plant Supervisor or Administrator and the District at least seventy-two (72) hours in advance of the date of intended use.

G. Applications shall be specific as to furniture or equipment needed and as to room arrangements required. If necessary, additional information giving full details shall be attached to the application. The District personnel will not be expected to supply furniture or equipment or to do work not called for on the application.

H. Any person applying for the use of school property on behalf of any group or organization shall be a member of such applicant group or organization and, unless he/she is an officer of such group or organization, must present written authorization to represent the group or organization.

I. An authorized representative of a group or organization applying for use of school facilities shall submit a statement of information certifying, under penalty of perjury, that the school facilities will not be used for the commission of any act which is prohibited by law, or the commission of any crime.

J. When an application shows irregularities, which the school administrator believes are unusual, the school administrator shall notify Business Services, who shall review the application. Business Services will notify the applicant of the time and place for an in-depth review and extend to the applicant an invitation to answer questions which may arise regarding the application.

K. No application will be approved if the activity or the school facilities applied for will in any way conflict with any school function.

L. Use of school facilities on Sundays and holidays is normally not authorized.

M. Facilities may be available for use during vacation periods if the use does not conflict with cleaning and renovating schedules and if staff is available to work.

N. The District may deny the use of or cancel any permit for the use of school facilities to anyone if the activity is discriminatory upon any person because of race, creed, or color.

O. Charges shall be determined from the fee schedule effective at the time the application is approved. Payment must be made immediately, upon receipt of the invoice, by check, cashier's check or money order payable to the Perris Union High School District and delivered to Facilities Services, 155 E. Fourth Street, Perris, CA 92570. Cash is also accepted. A 50% deposit of the estimated fees is required immediately to secure/hold the date(s) of your event on the Civic Permits calendar. The remaining balance must be paid two weeks prior to the event. If paying by check, the check must clear the bank one week before your event is scheduled to take place. A non-refundable \$25 fee will be charged for checks returned for non-sufficient funds. Under no circumstances is it permissible for use of facilities fees or gratuities to be paid directly to the custodians or other school employees.

P. If additional expenses are incurred or if District employees are required to work longer than scheduled on the approved application, the applicant will be invoiced for the additional cost or overtime involved.

- Q. Failure to make prompt payments, where a charge has been made by the District, shall be grounds for denying future applications of the group or organization failing to make such payment.
- R. After facility use approval, Business Services may deny any application or cancel any permit when in his/her opinion the use may be contrary to any existing law or board policy or create a condition which may cause a disturbance or pose a safety hazard.
- S. Any permit issued may be cancelled at any time prior to use if the school facilities are needed for school purposes.
- T. If the group or organization needs to cancel the use of the school facilities, it must notify the District as soon as possible. Unless cancellations are made within seventy-two (72) hours of the requested date, the use fee amount may be retained by the District.
- U. After the application is approved, the District custodial supervisor will assign a regular employee to open the building, to be in charge during the use, and to close the building after use. However, the person assigned need not be present at the exact location being used at all times.
- V. Opening of the school facilities may be refused if applicant cannot show receipt for payment or a copy of an approved application form.
- W. The District employee in charge of the school facilities, within or upon which any meeting may be held, is empowered to take all necessary means to enforce this Administrative Regulation. There shall always be a school employee to report to the custodial supervisor any violation of this Administrative Regulation which he/she observes.
- X. All permits for use of school facilities expire on June 30 of each school year and must be re-negotiated as of July 1 for subsequent use.

### **Fees for Use of School Facilities**

Fees for the use of school facilities and grounds shall be as follows:

#### **A. Free Use**

The Board of Education will grant free use of school facilities and grounds when an alternative location is not available to nonprofit organizations and clubs, or associations organized to promote youth and school activities.

1. Free Use - (Non-Profit without Impact)  
Whenever the term "free use" is used, it shall mean that the use shall be without charge of any kind. As described below, free use of school buildings and grounds is authorized for certain individuals, groups, and organizations provided such use does not cause District to incur additional cost.

- a. Community organizations shall be granted free use of facilities at a time convenient to school operations if:
  - i. no admission fee or contribution is collected, or
  - ii. any admission fee or contribution collected is used for the benefit of District's students or for welfare purposes.
  
- b. This free-use category shall apply to, but not be limited to,
  - i. District/school-related meetings or functions,
  - ii. School sponsored groups or clubs,
  - iii. PTA/PTO/PTSA
  - iv. Booster clubs,
  - v. In-service programs,
  - vi. Periodic meetings of community organizations such as Boy Scouts, Girl Scouts, parks and recreation departments, and senior citizen's groups.
  
- c. Public agencies, including the American Red Cross, shall be granted free use of the facilities for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

**B. Direct Cost Use**

The Board of Education will grant the use of school facilities and grounds at a fee equal to the "direct cost" as defined by the Education Code to nonprofit organizations and clubs or associations, including churches or religious denominations, for activities that are not directly beneficial to youth and school activities.

- 2. Direct Cost Fee - (Non-Profit with Impact)
 

Direct costs include the costs of supplies, utilities, custodial services, services of other District employees, and salaries paid to District employees necessitated by the organization's use of the school facilities and grounds.

  - a. Organizations will be charged a fee to cover the District's direct costs, as described above, when
    - i. Buildings are used during periods when custodians are not on regularly-scheduled duty.
    - ii. Buildings are used at a time when they are not being regularly staffed by District personnel and it is necessary to recover District expenditures for utilities.
    - iii. Custodial services are needed prior to, or at the conclusion of any event, to move furniture or make similar physical arrangements for an activity.
    - iv. Custodial or other personnel are required to be

physically present on the campus or site being used for all or part of the period when the space is being used.

- v. Groups or clubs make use of turf play fields for extended periods of time during the year.
  
- b. A direct cost fee shall be collected from an entity, including a religious organization or church, that arranges for supervised recreational activities for youths and in which youths may participate regardless of religious belief or denomination.
  
- c. Any church or religious organization that has no suitable meeting place for the conduct of the services shall pay a direct cost fee to use the District's facilities to conduct religious services for temporary periods, on a one-time or renewable basis.

The following criteria must be completely met for nonprofit groups to qualify for the "Direct Cost" rate:

1. Proof of 501 (c)(3) nonprofit status, IRS document: Official Determination Letter.
2. Facility must be reserved under the non profit name.
3. Payment for use of the facility must come from the nonprofit.
4. All insurance must be in the nonprofits name.

Third party sponsorships of an entity in order to qualify for the nonprofit rate is not permitted.

### **C. Discounted Rates for Local Youth**

To qualify for the discounted rate (50% discount for local youth organizations), the organization must hold a 501(c)(3) non-profit status with the federal government and the use must be for activities that primarily benefit District students or school activities. For an activity to be of benefit to District students or school activities, at least 80% of those participating in the activity must reside within PUHSD attendance boundaries.

The following criteria must be completely met for nonprofit local youth organizations or groups to qualify for the "Discounted Rates for Local Youth" rate:

1. Proof of 501 (c)(3) nonprofit status, IRS document: Official Determination Letter.
2. Facility must be reserved under the non profit name.
3. Payment for use of the facility must come from the nonprofit.
4. All insurance must be in the nonprofits name.
5. 80% of the students participating in the activity must reside within PUHSD attendance boundaries.
6. A class or team roster must be submitted along with the use of facilities application.

Third party sponsorships of an entity in order to qualify for the nonprofit rate is not permitted.

## D. Fair Rental Value

The Board of Education will grant the use of school facilities and grounds at a fee equal to the “fair rental value” as defined by the Education Code to organizations including churches or religious denominations that are conducting entertainment or meeting activities where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the district or for charitable purpose.

3. Fair Rental Value Fee - (Private Community Organizations )  
The fair rental value fee includes the direct costs to the District, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.
  - a. A fair rental value fee shall be charged for the use of school facilities or grounds to organizations that:
    - i. Do not qualify under the free use or direct cost fee categories above,
    - ii. Conduct their meetings for their own membership only,
    - iii. Are local in nature,
    - iv. Engage in recreational, educational, political, economic, artistic, civic or moral activities, and/or
    - v. Charge admission or fees and the funds collected are not used for charitable or welfare purposes.
  - b. This group category shall apply to, but not be limited to:
    - i. Private dance groups,
    - ii. Dog clubs,
    - iii. Private educational agencies or institutions,
    - iv. Local business or industrial organizations,
    - v. Services clubs,
    - vi. Churches with other suitable meeting place available, and
    - vii. Adult sport leagues.
    - viii. Youth sport leagues.
  - c. For activities of exceptional nature when large numbers of people will attend or a substantial profit is anticipated to accrue, additional fees may be established by the Board for such use. The fee amount shall be established prior to the granting of approval and communicated in writing to the applicant.



# Perris Union High School District

## District Facility Usage Fees (hourly rates)

Effective July 1, 2016

Facility	Discount/Local Youth	Non-Profit/Direct Cost	Fair Rental Cost
Standard Classroom	\$3.50	\$7.00	\$15.00
Multi-Purpose Room – Small (PLHS)	\$10.00	\$20.00	\$40.00
Multi-Purpose Room – Large (CMI/HHS/PVHS/PHS/PMS)	\$17.50	\$35.00	\$68.00
Gymnasium – Medium (PMS)	\$32.50	\$65.00	\$100.00
Gymnasium - Large (PHS/PVHS/HHS)	\$50.00	\$100.00	\$125.00
Field (per field)	\$3.50	\$7.00	\$10.00
Tennis/Basketball Courts	\$3.50	\$7.00	\$10.00
Tennis/Basketball Courts with Lights	\$8.50	\$17.00	\$20.00
Stadium	\$30.00	\$60.00	\$200.00
Stadium with Lights	\$55.00	\$110.00	\$250.00
Theater (PVHS) 275 Capacity	\$27.50	\$55.00	\$115.00
Theater (HHS) 500 Capacity	\$32.50	\$65.00	\$125.00
Parking Lot (Stand-alone use)	\$3.50	\$7.00	\$10.00
Restrooms	\$2.00	\$4.00	\$10.00
Pool (No Lifeguard on Duty)	\$20.00	\$40.00	\$100.00
<b>Labor Rates:</b>  Custodian/Grounds/Technician labor needs are based upon the type and size of event and is determined solely by the District. At minimum, one (1) custodian will be present for the duration of any usage outside normal working hours.	<b>Regular Rates:</b>  \$41 per hour custodian \$44 per hour grounds \$43 per hour technician \$37 per hour security	<b>Overtime Rates:</b>  \$62 per hour custodian \$66 per hour grounds \$65 per hour technician \$56 Per hour security  <span style="color: red;">*Additional OT rates may apply.</span>	
<b>Stadium Press Box/Scoreboard and Theater require a dedicated PUHSD employed Technician to operate equipment.</b>			
<b>Usage of Concession Stand, Kitchen, Library, or Locker Rooms is not permitted.</b>			
<b>*Disclaimer: Labor rates are subject to change based on salary schedule revisions.            Facility rates may change July 1<sup>st</sup> of any fiscal year based on any Board approved revisions.</b>			

BOARD APPROVED JUNE 15, 2016

