



FREQUENTLY ASKED QUESTIONS

GENERAL

Q: *Can I rent any school facility?*

A: Any facility (not joint-use) during non-school hours and not in use by students or staff is available for rental.

Q: *Do I need to have insurance?*

A: Yes – there are specific insurance requirements that must be met prior to any facility use. Please see UOF Insurance Requirements found under 'Community Links' on the Use of Facilities webpage.

Q: *Are there costs involved with using school facilities?*

A: Yes – the rates vary due to facility requested, on-site staff requirements and what type of organization is requesting. The current Board approved fee schedule is found under 'Community Links'. ***Dedicated custodial support may be required for after-hours and weekend use. Custodial hours are billed at \$46/hour, minimum three-hours.***

Q: *How do I get in the building for my event?*

A: A custodian will unlock the facility for you. Keys to buildings or facilities are not issued to organizations renting facilities.

Q: *Can my organization use District facilities for storage while renting them?*

A: Yes – but this is decided on a case-by-case basis. The requestor must make prior arrangements with the site staff as well as the Use of Facilities office.

Q: *How do I cancel a reservation?*

A: Please contact the Use of Facilities office at FACILITIESMAIN@capousd.org. To avoid cancellation fees, all cancellations must be made in writing at least 72 hours prior to your scheduled date.

FOOTBALL FIELDS / TRACKS / GRASS FIELDS

Q: *How do I rent field space from the school district?*

A: Fields are available with priority given to school activities and can be rented by logging in to the Online Application found under the 'Community Links' on the Use of Facilities web page.

Q: *How many stadiums does the district have and are they available for rental?*

A: There are six stadiums available for rental, one at each high school. All stadium rentals are rented on a 'first come-first served' basis with student activities having priority.

Q: *Can I still use the fields if it rains?*

A: Use of school playing fields is not permitted while it is raining or if the field is wet and such activity will be harmful to the playing surface, and when such conditions may present a safety hazard to users. **No Field Use for Up to 72 Hours After Substantial Rains.**

GYM USE

Q: *Do you rent the gyms for adult basketball play/practice?*

A: Yes. However, priority is given to school activities followed by Community Education activities, youth sports groups, and then adult sports groups.

RELIGIOUS SERVICES

Q: *Our church would like to rent a school for services, is this available also?*

A: Yes, churches are welcome at our sites on the weekends and evenings and are charged the *Group C, Religious Organization rate*.

Q: *May we advertise our services being held at the school?*

A: You are allowed to post church signage on District property during your permitted times of use so long as the signage does not cover any school signage. Church signage must be removed from District property at the conclusion of your service(s).

PERSONAL USE

Q: *Would it be possible to hold a birthday party or wedding at a school?*

A: No, family reunions, wedding receptions, bar mitzvahs, anniversaries, birthday parties, etc., are not considered appropriate for facility rentals.

FUNDRAISERS

Q: *Does the district rent facilities for fundraisers?*

A: Yes, non-profit organizations are welcome to hold fundraising events at our sites. Games of chance, lotteries, raffles, etc., are not allowed on District property except for fundraising events of the District parent-teacher organizations or student organizations, as permitted under state law at appropriate sites.

EXCLUDED ACTIVITIES AT CUSD INCLUDE, BUT ARE NOT LIMITED TO

Capistrano Unified School District cannot sponsor, accept liability, or hold any project, club, tournament, fundraiser, etc., which includes the following activities:

- Trampolines, including mini-trampolines, rebounding devices, etc.
- Bounce Houses, Velcro walls, boxing ring, jousting or inflatables of any kinds such as "Hamster Balls" or "Robo-Surfing"
- Pogo stick or pogo balls
- Scuba/Snorkeling
- Aircraft
- Hang-Gliding
- Bonfires
- Fireworks
- Skateboarding, roller-skating, roller-blading, ice-skating or hover boards
- Dunk Tanks
- Powder Puff Football (without prior approval)
- Rocket or jet propelled items (without prior approval)

Fund-raising projects, carnivals, etc., sponsored by PTAs, Foundations, or Booster Clubs, continue to be excluded from coverage under the District's liability program. The District requires that all school-connected organizations carry their own insurance and submit their policy to the Maintenance and Operations Department. PTAs, Foundations, and Booster Clubs should review their policy for green light, yellow light, and red light activities.
