



Chino Valley Unified School District

Facilities Use: New Organizations & New Users to FSDirect

Before you can submit a Facility Use Request, please be ready to provide the following:

- The name, billing address, and phone number of your organization.
- Certificate of General Liability Insurance (\$2 million general aggregate) naming the Chino Valley Unified School District as Additionally Insured.
- If your organization is a non-profit and in order to qualify for direct cost fees, please provide a copy of the IRS tax determination letter for your 501(c)(3).
- Please provide the name, day-time phone number, cell phone number and email address of the person who will be submitting requests.

When you have all of the documents listed above, please scan and email the information to: CVUSDFacilityUse@chino.k12.ca.us.

Once received, your organization will be entered into the SchoolDude FSDirect system, and your contact person will receive an email notification. Please refer to the link for the Requesters' Guide to Facilities Use Online Application Process on the District's website.

If you are a new contact for an existing organization, please use the following directions:

- Go to the District website www.chino.k12.ca.us.
- Click on "Departments" then "Facilities, Planning, and Operations Division."
- In the yellow box on the left, click on the "Facilities Use – SchoolDude FSDirect" link.
- Scroll down the page and click on the "Facilities Use Terms-Conditions-Login" link.
- Review the page and click on the "I Accept Terms and Conditions" link at the bottom of that page, which will take you to the SchoolDude login screen.
- Enter your entire email address in the login box; that is your login name.
- The system will prompt you to enter your information and take you to the place where you can enter a New Schedule.
- Please use either the Normal Schedule for 20 or fewer dates or the Recurring Schedule for up to 100 dates. Password is "cvusd"
- Refer to the "Requester Quick Step Guide FSDirect," if you have any questions as you are filling out the online request.

Please avoid using the Irregular Schedule. It is for very complicated requests and generally is not necessary for District facility use.

For future communication, i.e., questions, cancellations, changes to your approved schedules, and/or organization information, please email CVUSDFacilityUse@chino.k12.ca.us.

Facilities Use Website Direct Link: <https://www.chino.k12.ca.us/Page/21720>

**EXHIBIT D
FACILITIES USE FEE SCHEDULE**

FACILITIES CATEGORY	RATES	
	Direct Cost	Fair Rental
	Hourly	Hourly
Gymnasium, High School ¹	\$40	\$311
Small Gymnasium HS/JHS/K-8 ¹	\$40	\$311
Multi-Purpose Room (MPR) HS/JHS/ES ¹	\$32	\$156
Kitchen HS/JHS/ES ¹	\$40	\$186
Performing Arts Theater ¹	\$55	\$300
Classroom (Vacant) ¹	\$28	\$92
Faculty Lounge ¹	\$28	\$92
Library ¹	\$30	\$92
Conference Room ¹	\$28	\$92
Professional Development Center Meeting Room ¹	\$50	\$110
Board Room ¹	\$32	\$122
Tennis Courts (no lights) ⁴	\$20	\$30
Tennis Courts (with lights) ⁴	\$32	\$50
Stadium Track, Field, Bleachers, Restrooms (no lights) ⁴	\$50	\$255
Stadium Track, Field, Bleachers, Restrooms (with lights) ⁴	\$120	\$315
Varsity Baseball Field	\$60	\$311
Swimming Pool ^{2, 3}	\$87	\$175
Locker Room ¹	\$20	\$60
Concession Stand & Restrooms	\$20	\$60
Student Restrooms	\$30/Day	\$60/Day
Parking Lot	\$30/Day	\$60/Day
Outside Courts	\$30/Day	\$60/Day
Quad Lunch Shelter	\$30/Day	\$60/Day
Natural Turf Field Use, Per Group, Per Site	Per Month	Per Day
1 Time Use of Field	\$0	\$150
2 - 10 Times	\$7	N/A
11 - 50 Times	\$10	N/A
51+ Times	\$17	N/A

Direct cost rates will be charged to non-profit (IRS 501c3) organizations granted facility use under the Civic Center Act. Direct cost rates include a utility charge and supply fee. Personnel fees are in addition to these fees.

Fair rental value rates will be charged to for-profit organizations using school facilities or grounds for entertainment or meetings where admission is charged, or contributions solicited, and net receipts are not expended for the welfare of CVUSD students. Rates include one (1) custodial hour at the hourly rate. Additional personnel time will be charged per the current employee salary schedule. Established rates are a minimum of three (3) hours on weekends, holidays and after 5:00 p.m. One (1) hour minimum rate will be charged for use between the hours of 8:00 a.m. – 5:00 p.m. during a regular school day.

¹ Includes restrooms

² Includes pool restrooms & locker rooms

³Swimming Pool Use Qualified adult personnel trained in appropriate Red Cross CPR and lifeguard procedures shall always be present during the scheduled swimming pool use time. In the event of fecal pool contamination by a user group participant, a super-chlorination and cleaning fee of \$360.00 will be applied to the facility use fee and the pool will be closed for 24 hours minimum with no refunds for lost swim/event time.

⁴Lights/No Lights Field and tennis court use with lights/no lights categories shall be charged year-round as follows:

Lights – 6:00 pm to 6:00 am

No Lights – 6:00 am to 6:00 pm

Custodial service is required the entire duration when District facilities are in use. The District shall determine the need for additional personnel depending on the nature of the activities. The cost of services rendered by District personnel is the responsibility of the user organization.

Security personnel is required the entire duration when District facilities are used for events when attendance exceeds 500 or more. The District shall determine the need for additional personnel depending on the nature of the activities. The cost of services rendered by District personnel is the responsibility of the user organization.

PERSONNEL SERVICES

Personnel	Current Hourly Rate	Proposed Hourly Rate
Custodial	\$35.00	\$40.00
Maintenance/Grounds	\$42.00	\$47.00
Electronics Technician	\$56.00	\$61.00
Food Service Worker (3-hour minimum)	\$27.00	\$32.00
Security	\$35.00	\$40.00
Maintenance & Operations Supervisors	\$40.00	\$50.00

Board Approved:
June 18, 2009

Revised:
July 18, 2019
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