



Governing Board Members

Mr. Matthew D. Balzarini, President – Mr. Shane Nielson, Clerk
Mr. Colin Clements – Ms. Sharon Lampel – Mr. David Pombo

Committee Meeting Agenda

District Office, Board Room

111 S. De Anza Blvd., Mountain House, CA 95391

Tuesday, February 16, 2016

6:30 P.M. – Facilities Use Committee Meeting

- I. Call to order at _____ P.M.
- II. Roll call: Shane Nielson, Chair ____; David Pombo, Board Member ____ Alvina Keyser, CBO-Staff ____; Airika Smith-Payne, Community Member ____; Corey Strock, Community Member ____
- III. Facility Use Update
 - A. Facility Use Minutes, 01/12/2016
 - B. Facility Usage Reports
 - C. Denied Applications -
 - For no availability:**
 1. Elevate Youth Program - Tier 3 for Bethany Elementary, art classes.
 2. Elevate Youth Program - Tier 3 for Wicklund Elementary, art classes.
 3. Fun Da Mentals - Tier 2B for MHHS, track.
 - For lack of district coverage:**
 4. Steelhouse AAU – Tier 3 for Lammersville Elementary, MPR.
 - For no availability and lack of district coverage:**
 5. Mountain House Wolverines – MHHS additional availability from March to May.
 - For lack of district coverage and did not submit 30 days' notice:**
 6. Jason Jeffery – Tier 3 for Wicklund Elementary, MPR and usage of piano.
 7. Mountain House Tamil Association – Tier 3 for Altamont Elementary, MPR.
 8. Mountain House Little League – Tier 2A for MHHS, Small Gym & Stadium.
 - D. Unapproved Use Notifications
 - E. Change of Tier Status Notification
 - F. Civic Permit Software Update
 - G. Reimbursement to Organization(s)
- IV. Receiving Public Comments
- V. Finance Report
 - A. Staff Hours Report
- VI. Information and Discussion Items
 - A. Explore Quad Area Options
 - B. Restrooms at High School
 - C. MHHS Track – Public Use
 - D. MHHS Kitchen
 - E. Amendment to Handbook Policy :
 1. Valid Certificate of Insurance determines reservation
 2. Authorized Site Civic Permits users per organization

VII. Action Items

A. Handbook Amendment - Reservation dates valid with Certificate of Insurance dates

APPROVED _____ NOT APPROVED _____

B. Handbook Amendment - Organization Civic Permit Users

APPROVED _____ NOT APPROVED _____

C. Relay for Life at Wicklund Elementary on June 18, 2016 Request for Quad Area, 1 classroom, and restrooms

APPROVED _____ NOT APPROVED _____

VIII. Future Agenda Topics and Meeting Dates

A. Mobile School Vendors

IX. Adjournment of the Facilities Use Committee Meeting of the Lammersville Unified School District, February 16, 2016 at _____ P.M.

Governing Board Members	2/16/2016
Mr. Matthew D. Balzarini, President – Mr. Shane Nielson, Clerk	III-A
Mr. Colin Clements – Ms. Sharon Lampel – Mr. David Pombo	

Committee Meeting Minutes

District Office, Board Room

111 S. De Anza Blvd., Mountain House, CA 95391 January 12, 2016

6:30 P.M. – Facilities Use Committee Meeting

- I. Call to order at 6:30 p.m.
- II. Facility Use Members present included: Shane Nielson, David Pombo, Alvina Keyser, Airika Smith-Payne, and Corey Strock.
- III. Facility Use Update
 - A. Facility Use Minutes, 12/14/2015
 - B. Amendment # 4, Board Approved 1/06/2016
 - C. Facility Usage Reports: High School had 7 events scheduled on Saturday, January 9, 2016, and all the events went smoothly with 2 additional custodians.
 - D. Denied Applications
 1. NCVA – Volleyball: Rejected for non-availability. High school needs to enter their schedule first.
 - E. Unapproved Use Notifications- No unapproved use notifications.
 - F. Change of Tier Status Notification- No changes of tiers.
 - G. Civic Permit Software Update: Business Services and Software Company to meet in February.
 - H. Reimbursement to Organization(s):
 1. Mountain House Youth Basketball
 - BES 01/04/16-01/08/16 - \$138.78
 - QES to AES 12/17/15 - \$ 96.39
- IV. Finance Report: We are in the process of purchasing approved microphones, baseball bases at Questa, backup controllers.
 - A. Staff Hours Report: We will seek future recommendation to resolve the facility use time allotment issue.
- V. Information and Discussion Items
 - A. **Mountain House High School Quad Area Reservations:** There are no exterior restrooms in the Quad area so all organizations will have to rent the multipurpose room or a building in addition to the Quad. It was discussed that a fee of \$5 is to be charged to cover the usage of restrooms, water, and electricity. Mr. Nielson would like to walk the high school quad area with Mr. Pombo and Ms. Keyser to see if there is a better way before a final decision is made.
 - B. **LUSD Athletics:**
 1. MH Youth Basketball: Reiterated that a refund was made to the basketball organization
 2. MH Wolverines: They want to run a major weekend event; request was made for gyms at high school and all the elementary sites. Lori will check for availability of custodians and facilities and will report back during the next meeting.
 - C. **Site Events:**
 1. MHHS 01/09/2016 - 7 events scheduled and all went smoothly.
 - D. **Trespassing:**
 1. MHHS – Food Service Director notified Mrs. Keyser that kids jumped the fence and were in the stadium trying to get to the press box so she called the Sheriff. No report of any vandalism.

2. Altamont Elementary – Community members are walking dogs on the school campus in spite of the signs which leads to a major clean-up problem for our custodians. Ms. Keyser requested school administrators to communicate in their newsletters that anyone seeing a dog on campus should call the Sheriff if they are not picking up after their pet.

- VI. Action Items
 - A. Mountain House High School Quad Area Reservation: **No Action**
- VII. Receiving Public Comments: **None**
- VIII. Future Agenda Topics and Meeting Dates: Next meeting to be held Tuesday, February 16, 2016.
 - A. Explore options for Quad Area
 - B. Open the track – request MHHS to attend the meeting or respond by email
 - C. Mobile School Vendors
 - D. Kitchen at MHHS
- IX. Adjournment of the Facilities Use Committee Special Meeting of the Lammersville Unified School District, January 12, 2016 at 7:10 p.m.

My Permits Insurance Policies Calendar Reports Settings

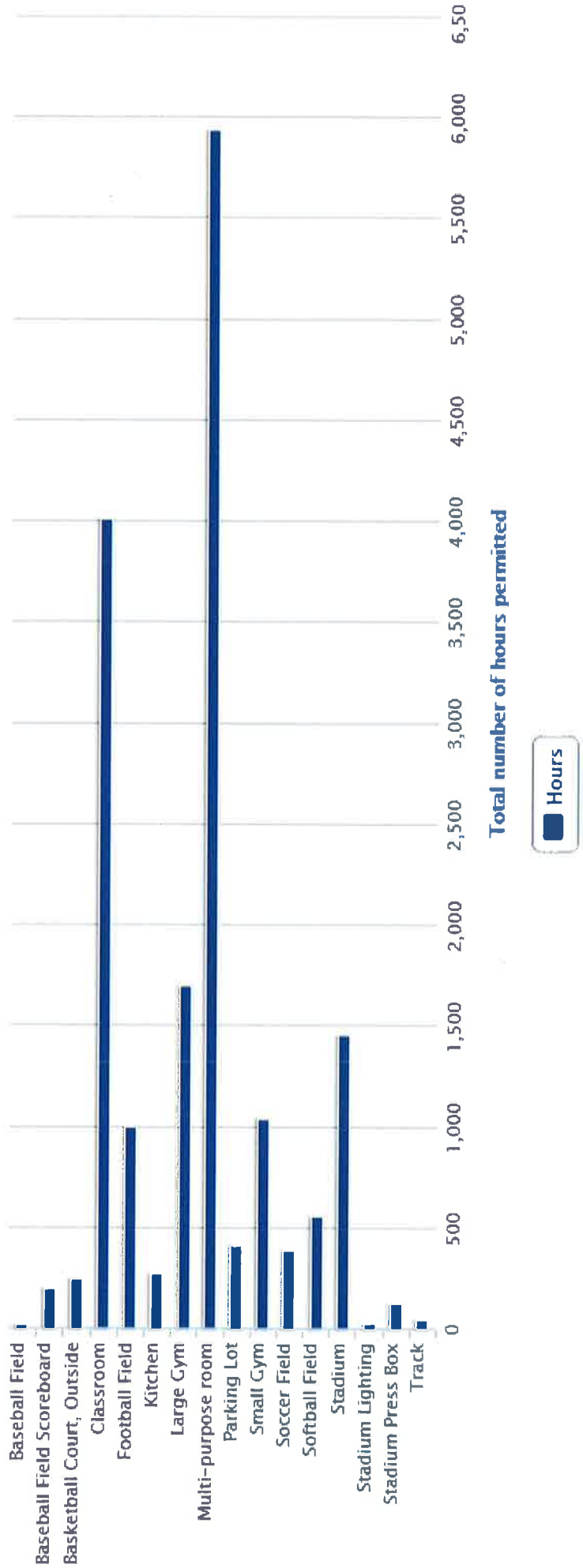
Quick Find: Permit # [Go](#)

Facility Usage Report

From To Site Group Status [Other Reports](#)

[View Report](#)

Facility Usage



My Permits Insurance Policies Calendar Reports Settings

Quick Find: Permit # [Go](#)

Hourly Usage Report

From To Site Group Status Other Reports

[View Report](#)

Hourly Usage



Use of Facility (UOF) Collection

(July 1, 2015 -February 10, 2016)

School Site	Meeting Rooms	Carry Over (14-15)	Revenue	Deposit	Food Svcs Fees	Custodial Fees	Def Rev
District	-	(\$373.07)					
Altamont Elementary School	Classroom Use	\$2,236.66	\$3,785.25			\$994.00	\$ -
Altamont Elementary School	Multi-Purpose Room		\$3,694.84			\$561.00	
Altamont Elementary School	Field Use	\$730.00	\$504.00				\$ -
Bethany Elementary School	Field Use		\$80.00				\$ -
Bethany Elementary School	Multi-Purpose Room	\$6,659.58	\$3,928.95			\$916.84	\$ -
Lammersville Elementary	Multi-Purpose Room	\$269.56	\$1,418.94			\$400.54	
Lammersville Elementary	Field Use						\$ -
Mountain House High School	Multi-Purpose Room		\$1,587.41			\$312.00	\$ -
Mountain House High School	Stadium		\$2,756.00			\$3,549.10	\$ -
Mountain House High School	Small Gym	\$6,933.25	\$1,275.16				\$ -
Mountain House High School	Large Gym		\$3,054.04			\$892.01	\$ -
Mountain House High School	Classroom Use		\$6,337.47			\$1,421.49	\$ -
Questa Elementary School	Field Use		\$215.00				\$ -
Questa Elementary School	MPR/Kitchen	\$9,038.57				\$106.42	
Questa Elementary School	Multi-Purpose Room		\$8,481.59	\$200.00		\$1,855.08	\$ -
Wicklund Elementary School	Multi-Purpose Room		\$2,109.65			\$879.47	\$ -
Wicklund Elementary School	Field Use	\$3,482.11	\$250.00			\$569.47	\$ -
Wicklund Elementary School	Classroom Use		\$275.68			\$276.00	\$ -
UOF Revenue Collected & Expenses		\$28,976.66	\$39,753.98	\$200.00	\$0.00	\$12,733.42	\$0.00
Total UOF Expenses (Food Svcs, Custodial & Other Fees)							
Grand Total Revenue Collected minus expenses							
Carry Over (June 2014-Aug 2015)							
Total Collected (Carry Over+Deferred + Rev)							

