



## Committee Meeting Minutes

District Office, Board Room

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

November 18, 2015

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

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- I. Call to order at 6:30P.M.
- II. Facility Use Members present included: Matthew Balzarini, Shane Nielson, Alvina Keyser, James Nolan, Airika Smith-Payne, and Corey Strock.
- III. Facility Use Update
  - A. Facility Use Minutes, 10/20/2015
  - B. Facility Usage Reports showed highest usage was of all multi-purpose rooms and peak time was from 6:00pm -9:00pm.
  - C. Denied Applications- No denied applications.
  - D. Unapproved Use Notifications
    1. Public use during organization reserved time – discussed at reimbursement to organization.
  - E. Change of Tier Status Notification- No changes of tiers.
  - F. Civic Permit Software Update: we are in contact with vendor and will schedule a meeting with the vendor. Software updates include additional payment methods, applicant cancellation capability, site maps, and viewing of invoices.
  - G. Reimbursement to Organization(s):
    1. Jr. Mustangs: Frequent issues with public use of Altamont field. A permit holder may ask the public to vacate the field and has the right to call the Sheriff when a public member or organization without a permit refuses to leave or if a situation becomes confrontational. Committee members agreed to add language to all permits to read: *The holder of this permit has sole use of the designated areas as noted on this permit. All non-permit holders (or all other users) must vacate the designated areas or it will be considered Trespassing under Penal Code 602 and the Deputy Sheriff will be called. (209-468-4400).* Committee determined a 20% one-time reimbursement was appropriate for Jr. Mustangs. Mr. Balzarini requested Lt. George' presence at the next Facility Use Committee meeting.
- IV. Finance Report
  - A. Staff Hours Report: It was suggested to provide a temporary part-time employee during peak reservation months to help manage volume of facility use requests. Committee requested a modification on the time sheet submitted.
  - B. Proposed Facility Use Expenditures to be paid from carryover funds in the amount of \$28,976:
    1. Microphones/Cables – approved, approximate cost \$1,200
    2. Mountain House High School MPR- committee member Shane Nielson would like to see the change order item approving the spec change for the MPR room floor seal prior to approving.
    3. Questa Baseball Bases– approved.
    4. LCD Projectors- approved, approximate cost \$3,900.
    5. Backup controller scoreboard—removed item for high school, approved elementary backup controllers, approximate cost \$2,400.

V. Information and Discussion Items

A. Facility Use Handbook

1. Board Approved 11/4/15, Amendment # 2 and amendment was added to the website with the Facility Use Handbook and Amendment #1.
2. Custodian Rate change to \$28/hour, beginning with new applications: Due to custodial and food service worker salary schedules increase. This adjustment will be reflected in Amendment #3.
3. Committee recommended revisions to the board regarding custodian coverage at high school for events 2A-3: All organizations are required to pay custodial fees for **all** gym rentals similar to the stadium. This will be reflected in Amendment #3.

B. MHHS Athletics – Confirmation of schedules affecting two organizations : Issue resolved

C. Application Process for Fundraising and Charity Events – High-Risk activities: Alvina met with Dr.Gill to request all activities during fundraising and charity events be disclosed prior to approval. Several events have been high risk and extreme risk activities which require additional insurance.

VI. Action Items

- A. Facility Use Handbook Revision: Recommendation for LUSD employee presence at high school events for Tier 2A-3 Approved:   ✓   Not Approved:

VII. Receiving Public Comments: **None**

VIII. Future Agenda Topics and Meeting Dates: Monday, December 14 at 6:30 P.M.

1. Review the discussion item regarding high and extreme risk activities.
2. Handbook Amendments.
3. Trash Disposal Fees for all day events.

IX. Adjournment of the Facilities Use Committee Special Meeting of the Lammersville Unified School District, November 18, 2015 at 7:32 P.M.

## 2015/16 Facility Use Rental Policy Handbook, Amendment #3

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Page		Summary of Change
7	Permits	Add language to facility use permits: <i>The holder of this permit has sole use of the designated areas as noted on this permit. All non-permit holders (or all other users) must evacuate the designated areas or it will be considered trespassing under Penal Code 602 and the Deputy Sheriff will be called. (209-468-4400).</i>
19	Rate Changes	Salary settlement affects the custodial and food service employee rates. Effective for applications submitted after November 18, custodial fees will be \$28 and food service employees will be \$20.80.
19	High School Facilities	Replace sentence: LUSD employee must be present for stadium; fees apply. Determined that additional high school facilities require supervision. Change statement to read LUSD employee must be present for stadium <b>and gyms</b> ; fees apply.

# Lammersville Unified School District

Online Facility Use Permits

Logged in as Rita Salins

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Quick Find: Permit #  [Go](#)

## Hourly Usage Report

Other Reports

From  To  Site  Group  Status

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### Hourly Usage



[Events](#)

12-14-2015  
III-C

# Lammersville Unified School District

Online Facility Use Permits

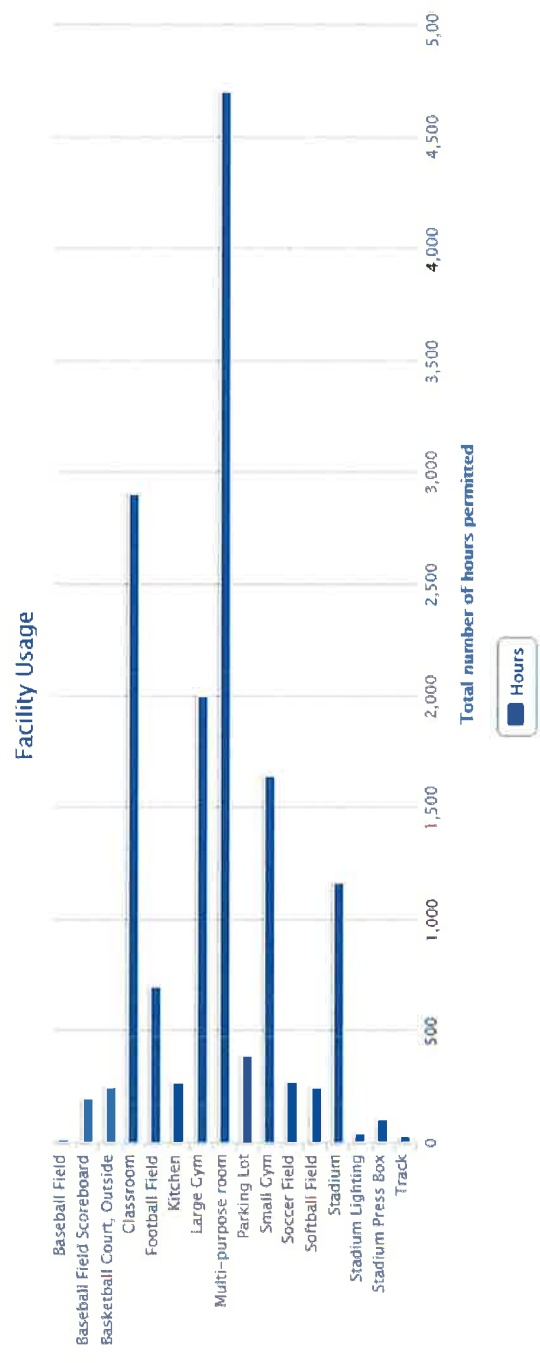
Logged in as Rita Salins

Quick Find: Permit #

My Permits Insurance Policies Calendar Reports Settings

## Facility Usage Report

From  To  Site  Group  Status



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Facility Use Permit Automation by Civic Permits.

12-14-2015  
IV

# Use of Facility (UOF) Collection

(July 1, 2015 - December 8, 2015)

School Site	Meeting Rooms	Carry Over (14-15)	Revenue	Deposit	Food Svcs Fees	Custodial Fees	Def Rev	Other Exp
District	-	(\$373.07)						
Altamont Elementary School	Classroom Use	\$2,236.66	\$2,545.89				\$ -	\$ 834.00
Altamont Elementary School	Multi-Purpose Room		\$699.30			\$561.00		
Altamont Elementary School	Field Use	\$730.00	\$630.00				\$ -	\$ -
Bethany Elementary School	Field Use		\$80.00				\$ -	\$ -
Bethany Elementary School	Multi-Purpose Room	\$6,659.58	\$2,521.98			\$827.96	\$ -	\$ -
Lammersville Elementary	Multi-Purpose Room		\$805.84			\$400.54		
Lammersville Elementary	Field Use	\$269.56					\$ -	\$ -
Mountain House High School	Multi-Purpose Room		\$918.74				\$ -	\$ 312.00
Mountain House High School	Stadium		\$2,756.00			\$947.86	\$ -	\$ 502.00
Mountain House High School	Small Gym	\$6,933.25	\$432.16				\$ -	\$ -
Mountain House High School	Large Gym		\$3,254.04			\$2,875.22	\$ -	\$ -
Mountain House High School	Classroom Use		\$4,579.03			\$2,430.00	\$ -	\$ -
Questa Elementary School	Field Use	\$9,038.57					\$ -	\$ -
Questa Elementary School	Multi-Purpose Room		\$5,319.84			\$1,654.54	\$ -	\$ 1,022.00
Wicklund Elementary School	Multi-Purpose Room		\$1,911.05			\$319.47	\$ -	\$ 560.00
Wicklund Elementary School	Field Use	\$3,482.11	\$250.00				\$ -	\$ 250.00
Wicklund Elementary School	Classroom Use		\$275.68				\$ -	\$ 276.00
<b>UOF Revenue Collected &amp; Expenses</b>		<b>\$28,976.66</b>	<b>\$26,979.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,016.59</b>	<b>\$0.00</b>	<b>\$3,756.00</b>
<b>Total UOF Expenses</b> <i>(Food Svcs, Custodial &amp; Other Fees)</i>								
<b>Grand Total Revenue Collected</b> <i>minus expenses</i>		<b>\$13,772.59</b>						
<b>Grand Total Revenue Collected</b> <i>minus expenses</i>			<b>\$26,979.55</b>					
<b>Carry Over (June 2014-Aug 2015)</b>								
<b>Total Collected</b> <i>(Carry Over+Deferred + Rev)</i>								<b>\$55,956.21</b>

