



Dr. Kirk Nicholas  
Superintendent

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

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## **Committee Meeting Agenda**

**District Office, Board Room**

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

**August 24, 2015**

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

- I. Call to order at \_\_\_\_\_ P.M.
- II. Roll call: Matthew Balzarini, Chair \_\_\_\_; Shane Nielson, Board Member \_\_\_\_ Alvina Keyser, CBO-Staff \_\_\_\_; James Nolan, DMOT-Staff \_\_\_\_; Airika Smith-Payne, Community Member \_\_\_\_; Corey Strock, Community Member \_\_\_\_
- III. Facility Use Update
  - A. Revised Facility Use Handbook, August 5, 2015
  - B. Facility Use Minutes
  - C. Denied Application
  - D. Unapproved Use Notifications
  - E. Change of Tier Status Notification
  - F. Reimbursement to Organization
  - G. High School Track
    1. Maintenance
  - H. Civic Permit Software and Reports
- IV. Finance Report
  - A. Staff Hours Report
- V. Information and Discussion Items
  - A. Use of Facilities and Mobile Vendor Procedures
  - B. MHHS PTSA Culinary Class Fundraiser
  - C. MHHS Coaches Registration with AAU Sports Organizations - Tier Placement
  - D. High-Risk Activities

VI. Action Items

A. Barbara Whatcott Youth Ballet ( Tier 3) - MHHS, Classroom, 08/25-05/18, T-W, 3:00 pm -6:00 pm.

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

B. Reju Varghese- Birthday Party (Tier 3)- Questa, MPR, 09/19, Sat, 5:00 pm -9:00 pm.

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

C. Altamont Pass Acadamy (Tier ?) - MHHS, Lg Gym, Tues-Thurs 3:00 pm -6:00 pm.

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

D. Facility Use Handbook Revisions

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

VII. Receiving Public Comments

VIII. Future Agenda Topics and Meeting Dates

A. Facility Use Meeting, September 10, 2015, 6:30 PM

IX. Adjournment of the Facilities Use Committee Meeting of the Lammersville Unified School District, August 24, 2015 at \_\_\_\_\_ P.M.

AMERICAN WITH DISABILITIES COMPLIANCE NOTICE: In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board of Trustees meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Mrs. Noel Balzarini at (209) 836-7400. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services. DOCUMENT AVAILABILITY: Documents provided to a majority of the Governing Board regarding an open session item on this agenda, including documents distributed to the Board less than 72 hours in advance of a board meeting are available for public inspection at the front desk of the District offices located at 111 S. De Anza Blvd., Mountain House, CA 95391 during normal business hours.



**AMMERSVILLE**  
Unified School District

Dr. Kirk Nicholas  
Superintendent

Governing Board Members

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8/24/2015  
III B

**Committee Meeting Minutes**

District Office, Board Room  
111 S. De Anza Blvd., Mountain House, CA 95391  
July 20, 2015  
6:30 P.M. – Facilities Use Committee Meeting

- I. Call to order at 6:33 P.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. Denied Applications
    1. Altamont Pass Academy, MHHS W/Th, 4/1 – 6/4; 3:30-6:00 p.m.
    2. Mountain House CSD, Community Meeting, 5/21; 5:00 -9:00 p.m.: interfered with school function
    3. LDC Developers, MHHS Quad Area, Behind C Grass Field, Lot: High school fields do not have fees determined
  - B. Unapproved Use Notifications – Adult Cricket, Wicklund and/or Bethany Fields: District staff to follow-up
  - C. Change of Tier Status Notification: One organization was notified of non-profit status
  - D. High School Track
    1. Signage for Track Update: Proof available that facility available by permit only
  - E. Additional Law Enforcement Patrols: Staff member will be able to provide citizen arrest for trespassing once signs are posted
  - F. CivicPermit Software Update
  - G. Reimbursement to Organization
    1. MH Wolverines – Advance Cancellation and MHHS Event
    2. Tracy Spartans – Advance Cancellation \$100.26
    3. Church of Christ – Advance Cancellation
- IV. Finance Report
  - A. Staff Hours Report
- V. Information and Discussion Items
  - A. Mountain House CSD – Joint Use: Superintendent presented Facility update
  - B. Facility Use Handbook: Committee discussed handbook revisions
  - C. Advertising and Promotion Board Policy Banner and Flyer Forms: District staff split banner and flyer forms
  - D. Use of Facilities and Mobile Vendor Procedures: Lori Robertson, Administrative Secretary presented mobile vendor procedures. Committee will revisit at a later time.
  - E. Facility Event – Capacity to determine Custodial/Food Service Coverage. Staff recommends case-by-case review for number of custodial/food service coverage.
  - F. District Insurance Requirements: Sample insurance requirements available on website.
- VI. Action Items
  - A. Indian Festival (Tier 3), Bethany MPR, September 6, 2015  
Approved: X Not Approved: \_\_\_\_; pending staff coverage
  - B. Boys & Girl Scout Groups (Tier 2A), Single Classroom Use, August 2015 – May 2016, 1-Hour/wk  
Approved: X Not Approved: \_\_\_\_; pending staff coverage
  - C. Kam Learning Center (Tier 2A), One Classroom, August 24 – May 13, 3:00 – 6:00 p.m.

8/24/2015  
III H

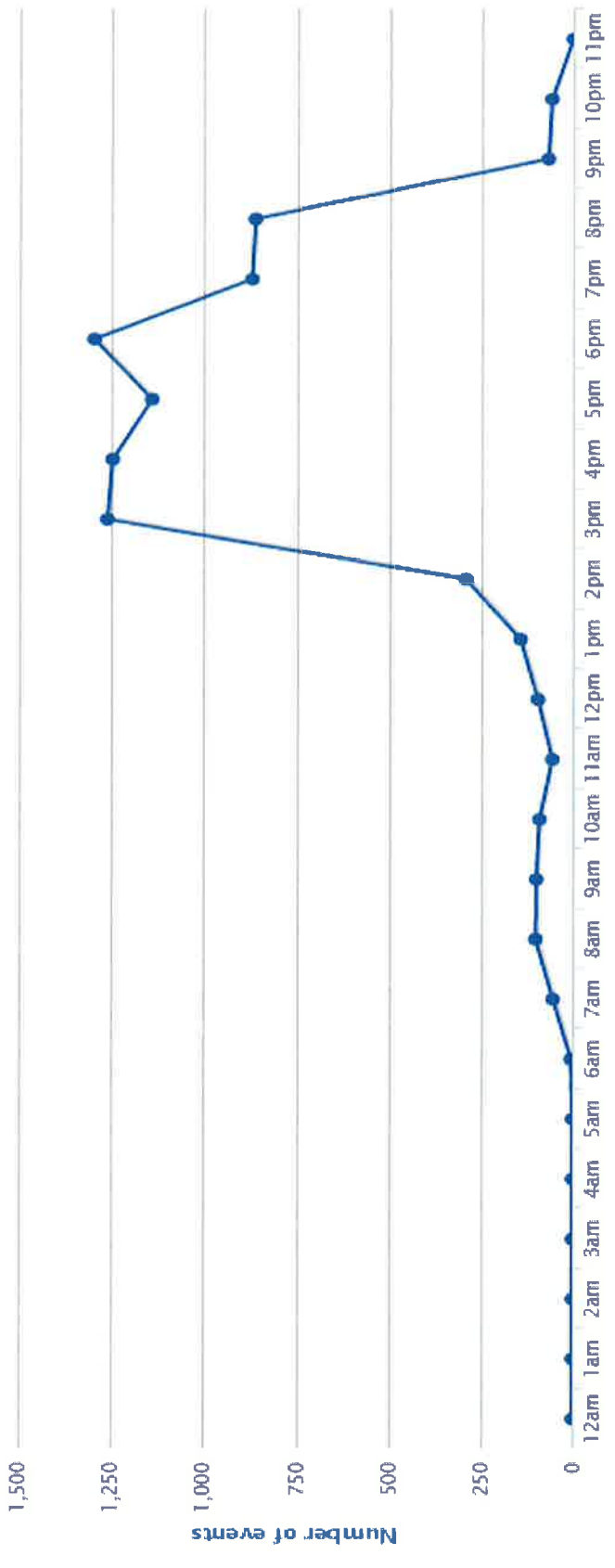
# Hourly Usage Report

Other Reports

From:  To:  Site:  Group:  Status:

[View Report](#)

### Hourly Usage



Events

# Lammersville Unified School District

Online Facility Use Permits

Logged in as Alvina Keyser

My Permits Insurance Policies Calendar Reports Settings

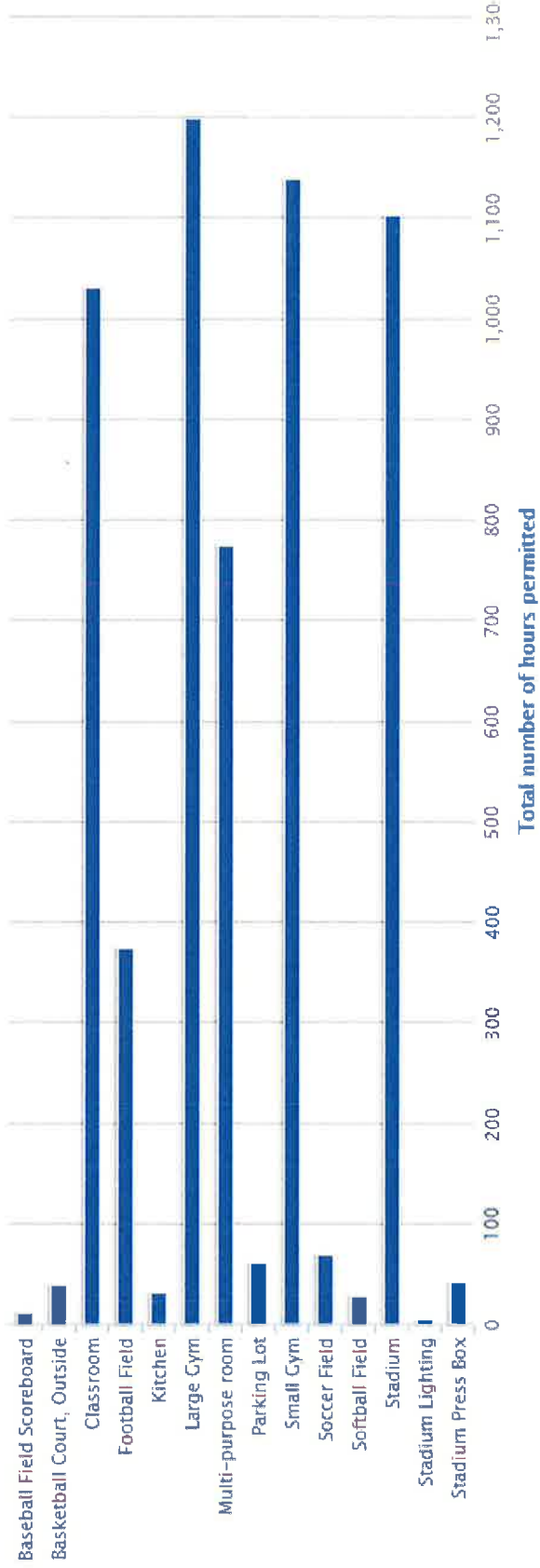
Quick Find: Permit #  [Go](#)

## Facility Usage Report

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

[View Report](#)

Facility Usage



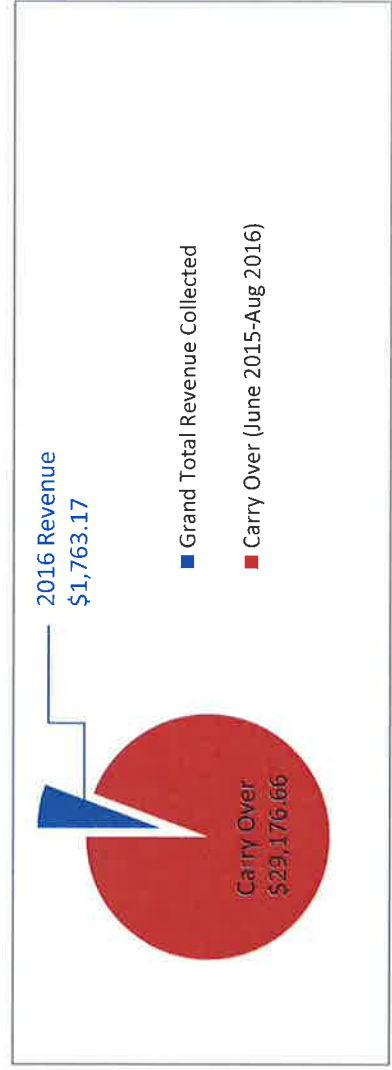
8/24/2015  
III H

# Use of Facility (UOF) Collection

(July 1, 2015 - August 21, 2015)

8/24/2015  
IV

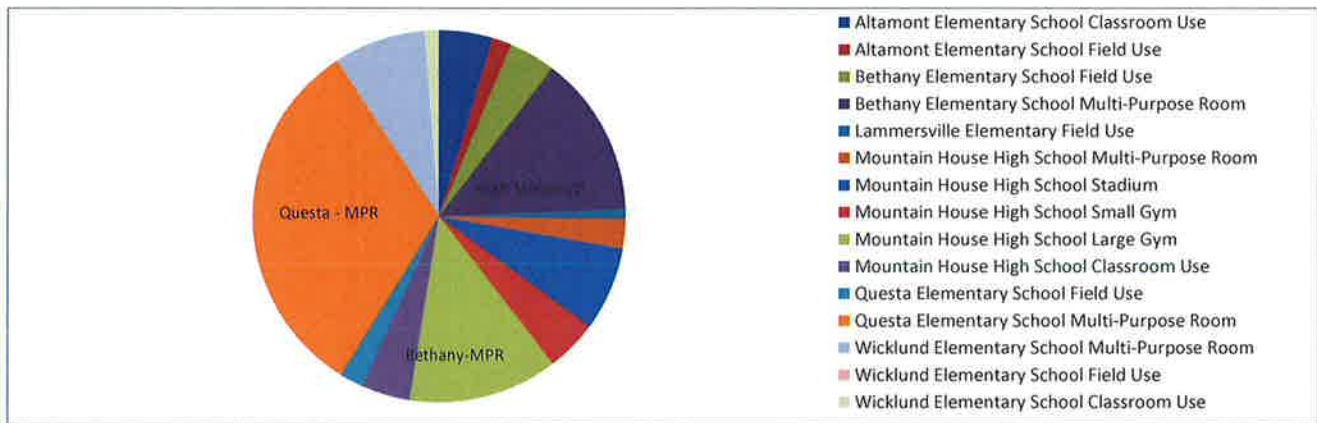
School Site	Meeting Rooms	Carry Over (14-15)	Revenue	Deposit	Food Svcs Fees	Custodial Fees	Def Rev	Other Exp
District	-	(\$373.07)						
Altamont Elementary School	Classroom Use	\$2,236.66					\$ -	\$ -
Altamont Elementary School	Field Use	\$730.00					\$ -	\$ -
Bethany Elementary School	Field Use	\$6,659.58					\$ -	\$ -
Bethany Elementary School	Multi-Purpose Room						\$ -	\$ -
Lammersville Elementary	Field Use	\$269.56					\$ -	\$ -
Mountain House High School	Multi-Purpose Room	\$6,933.25					\$ -	\$ -
Mountain House High School	Stadium						\$ -	\$ -
Mountain House High School	Small Gym						\$ -	\$ -
Mountain House High School	Large Gym	\$9,238.57					\$ -	\$ -
Mountain House High School	Classroom Use						\$ -	\$ -
Questa Elementary School	Field Use	\$3,482.11					\$ -	\$ -
Questa Elementary School	Multi-Purpose Room						\$ 451.17	\$ -
Wicklund Elementary School	Multi-Purpose Room	\$810.00					\$ -	\$ -
Wicklund Elementary School	Field Use		\$810.00				\$ -	\$ -
Wicklund Elementary School	Classroom Use						\$ 502.00	\$ -
<b>UOF Revenue Collected &amp; Expenses</b>		<b>\$29,176.66</b>	<b>\$810.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$953.17</b>	<b>\$0.00</b>
<b>Total UOF Expenses</b> <i>(Food Svcs, Custodial &amp; Other Fees)</i>								<b>\$0.00</b>
<b>Grand Total Revenue Collected</b>								<b>\$1,763.17</b>
<b>Carry Over (June 2015-Aug 2016)</b>								<b>\$29,176.66</b>
<b>Total Collected</b> <i>(Carry Over+Deferred + Rev)</i>								<b>\$30,939.83</b>



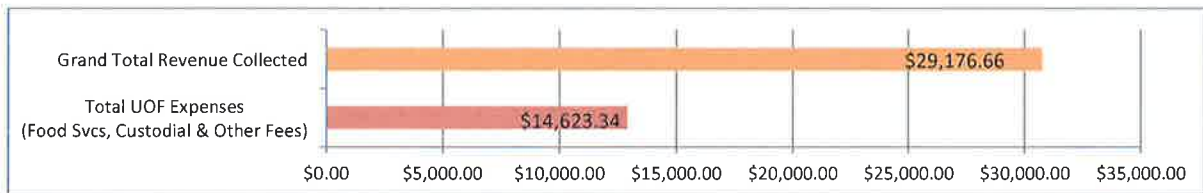
## Use of Facility (UOF) Collection

(July 2014 - June 30, 2015)

School Site	Meeting Rooms	Revenue	Deposit	Food Svcs Fees	Custodial Fees	Def Rev	Other Exp
District	-	-	-	\$373.07			
Altamont Elementary School	Classroom Use	\$2,495.72			\$259.06	\$ -	\$ -
Altamont Elementary School	Field Use	\$730.00	\$0.00			\$ -	\$ -
Bethany Elementary School	Field Use	\$1,757.50	\$0.00		\$2,038.02	\$ -	\$ -
Bethany Elementary School	Multi-Purpose Room	\$6,940.10	\$200.00			\$ -	\$ -
Lammersville Elementary	Field Use	\$360.00	\$0.00		\$90.44	\$ -	\$ -
Mountain House High School	Multi-Purpose Room	\$1,092.19	\$0.00		\$6,363.03	\$ -	\$ -
Mountain House High School	Stadium	\$2,860.15	\$0.00			\$ -	\$ -
Mountain House High School	Small Gym	\$1,931.75	\$0.00			\$ -	\$ -
Mountain House High School	Large Gym	\$5,605.09	\$0.00			\$ -	\$ -
Mountain House High School	Classroom Use	\$1,807.10	\$200.00			\$ -	\$ -
Questa Elementary School	Field Use	\$900.00	\$0.00		\$4,815.99	\$ -	\$ -
Questa Elementary School	Multi-Purpose Room	\$13,154.56	\$200.00			\$ -	\$ -
Wicklund Elementary School	Multi-Purpose Room	\$3,479.26	\$200.00		\$683.73	\$ -	\$ -
Wicklund Elementary School	Field Use	\$140.00	\$0.00			\$ -	\$ -
Wicklund Elementary School	Classroom Use	\$546.58	\$0.00				
<b>UOF Revenue Collected &amp; Expenses</b>		<b>\$43,800.00</b>	<b>\$800.00</b>	<b>\$373.07</b>	<b>\$14,250.27</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total UOF Expenses</b> <i>(Food Svcs, Custodial &amp; Other Fees)</i>		<b>\$14,623.34</b>					
<b>Grand Total Revenue Collected</b>		<b>\$29,176.66</b>					



**Collected Revenue - Custodial Fees = Total Revenue Collected**



# Lammersville Unified School District Facility Use

8/24/2015  
IV. A

School District Staff Time Spent	Admin. Secretary	Director of Maintenance	CBO
August 2014	28	5.5	7
September 2014	80	16	20
October 2014	83	16.6	20.75
November 2014	64	12.5	16
December 2014	24	5	6
January 2015	32	6	8
February 2015	19.5	4	5
March 2015	54	11	13
April 2015	75	15	19
May 2015	83	17	21
June 2015	48	10	12
July 2015	18	4	4.5
<b>Hours</b>	<b>608.5</b>	<b>122.6</b>	<b>152.25</b>
Approx. % of workyear	31.6%	6.3%	8.9%

### Facility Use Role

**Administrative Secretary:**

Follows Facility Use Handbook. Reviews permits, answers questions and/or concerns, insurance policies, and collects fees. Attend meetings.  
Facilitate custodial/maintenance schedules as needed.

**Director of Maintenance/Operations:**

Reviews, submits permits, answers questions and/or concerns, insurance policies, and collects fees. Attend meetings.  
Facilitate custodial/maintenance schedules as needed.

**Chief Business Official:**

Maintain Facility Use Handbook, recommend procedures, answer questions, address concerns, ensure compliance, approve permits.  
Prepare agenda, board committee packets, and attend meetings.

--In October 2014, the district employed two substitutes to assist with set up of new *CivicPermits* program.  
(80 hours)

**School Site Principal**

Reviews organization applications.  
Ensures school events are on calendar.

**School Office Manager:**

Enters school events into *CivicPermits*.



ELK GROVE UNIFIED SCHOOL DISTRICT  
Fiscal Services

example

USE OF FACILITIES & MOBILE FOOD VENDORS  
PROCEDURES

- A. Mobile food vendors on District property may be allowed for **school site sponsored events at the invitation of school site administrator** under the following conditions:
1. Submission of a completed Use of Facilities application 30 days prior to date of use and adherence to all facilities use processes and procedures. The District will require that in addition to a completed application each individual mobile food vendor will provide:
    - a. Current health permit
    - b. Current business license
  2. No more than 3 mobile food vendors may be allowed at each event.
  3. Mobile food vendors will not be allowed on school campuses during student attendance hours and presence outside the school day will be at the discretion of the school site administrator.
  4. The mobile food vendors understand and agree that smoking and the presence of drugs or alcohol are not permitted on District property.
  5. Mobile food vendors may not park or drive their vehicles on any sidewalks or grass. Parking of the vehicle is limited to permitted parking lot area.
  6. Mobile food vendors are responsible for ensuring that waste water/liquids are contained within the vehicle and do not make their way to the storm water drains. In the event of a spill the custodial staff on site is to be notified immediately.
  7. The District will determine the level of security personnel needed for each event on a case-by-case basis. The school site or school affiliated organization (PTO, PTA, ASB, booster, etc.) will be responsible for any costs.
  8. The District will require the presence of at least one (1) custodial employee during the event and for at least 30 minutes after the event to ensure proper clean up. The District will determine the level of custodial personnel for each event on a case-by-case basis. The school site or school affiliated organization (PTO, PTA, ASB, booster, etc.) will be responsible for any cost when additional custodial staff (in addition to regularly scheduled staff) is required for the event.
  9. Schools sites may advertise the events to their school community. The mobile food vendors may not advertise the event on either their own or affiliated organization websites or via other social media outlets.
  10. Schools should receive, in writing, details of any fundraising commitments from mobile food vendor(s) prior to event. It is suggested that a "flat" amount using a pre-purchased ticket arrangement be utilized or a predetermined percentage of sales.
  11. School site food fair events where food organizations bring food onto the campus are not subject to these procedures. In the case of food fair events, the school site is responsible for ensuring that documentation of appropriate liability insurance and valid health permits are obtained for each event.

**USE OF FACILITIES & MOBILE FOOD VENDORS  
PROCEDURES - CONTINUED**

B. Mobile food vendors on District property may be allowed for events **NOT** at the invitation of school site administrator under the following conditions:

1. Submission of a completed Use of Facilities application 30 days prior to date of use and adherence to all facilities use processes and procedures. The District will require that in addition to a completed application each individual mobile food vendor will provide:
  - a. Current health permit
  - b. Current business license
2. Mobile food vendors will not be allowed on school campuses during student attendance hours and presence outside the school day will be at the discretion of the school site administrator.
3. The mobile food vendors understand and agree that smoking and the presence of drugs or alcohol are not permitted on District property.
4. Mobile food vendors may not park or drive their vehicles on any sidewalks or grass. Parking of the vehicle is limited to permitted parking lot area.
5. Mobile food vendors are responsible for ensuring that waste water/liquids are contained within the vehicle and do not make their way to the storm water drains. In the event of a spill the custodial staff on site is to be notified immediately.
6. Mobile food vendors will be treated as Classification III and be charged \$5 per hour for parking lot space and pay the \$20 application fee per application (one application per site/per mobile food vendor). If security or additional custodial staff is required please see items 7 and 8 below.
7. The District will determine the level of security personnel needed for each event on a case-by-case basis. The mobile food vendor(s) or sponsoring organization will be responsible for the costs.
8. The District will require the presence of at least one (1) custodial employee during the event and for at least 30 minutes after the event to ensure proper clean up. The District will determine the level of custodial personnel for each event on a case-by-case basis. The mobile food vendor(s) or sponsoring organization will be responsible for the costs.

*Cabinet Approval: April 3, 2013*