

ADMINISTRATIVE PROCEDURE

CATEGORY: **Community Relations**
SUBJECT: **Use of Buildings and Equipment by
Community College District**

A. PURPOSE AND SCOPE

1. To define administrative procedures governing use of San Diego Unified School District buildings and equipment by San Diego Community College District for college classes.
2. **Related Procedure:**
Civic Center use of buildings, grounds, and equipment 9205

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: E-2350, Education Code sections 31830 *et seq.*

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Facilities Asset Management Department, Facilities Management.
2. **Regular school program** shall have first priority on use of the San Diego Unified School District facilities and equipment.
3. **Responsibility of Principal.** The principal assigned to a site (day or evening) has full responsibility at all times for approving or rejecting requested use of facilities, and for supervision and management of district property, whether use for school purposes or by nonschool groups for civic center purposes. If a principal must be absent, he/she may assign a custodian or other person to take full charge of all property being used by a school-related or nonschool group.
4. **Use of facilities and equipment by the San Diego Community College District** is coordinated each semester with principal or designee and community college personnel. Principal is to check with the Facilities Asset Management (district rentals clerk at [858] 637-6204) who coordinates facilities planning and use, to verify availability prior to making commitments with community college district. (Master keys will not be issued to community college personnel; principal arranges for opening and closing facilities.) In event that no (K-12) city schools employee will be on site, principal must make advance arrangements with community college administrator for opening of a facility.
5. **Use of facilities** that might be needed by regular school or community college district at night, or that might be on call for "Civic Center" use by the public should be coordinated with the district rentals clerk. The San Diego Unified School District and community college district have priority over "Civic Center" use; however, cancellation of civic center rental agreements should be avoided if at all possible.

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6. **Any contract between** the San Diego Unified School District and San Diego Community College District shall include compensation for use and maintenance of facilities and equipment, and for custodial service. Funds received shall be credited to the district's general fund. Divisions and departments that choose to reimburse schools for custodial supplies and premature replacement of equipment due to use by community college district classes, should include these as separate line items in their annual budget requests. Subsequent to budget adoption, such funds, if approved, may be allocated to appropriate schools.

D. IMPLEMENTATION

1. **To use facilities not likely to be in demand by others**, and not requiring extra custodial service:
 - a. Principal is contacted by community college administrator to make arrangements for use. If use involves auditorium or gymnasium, principal will advise community college administrator to check availability with district rentals clerk at the Maintenance and Operations Annex. Principal works with community college administrator in adjusting difficulties.
 - b. Principal may check with district rentals clerk who coordinates planning and use of facilities to determine availability; cooperates with community college administrator in arranging for use.
2. **To use school facilities possibly in demand by others**, or requiring extra custodial service:
 - a. Principal is contacted by community college administrator concerning availability; principal will advise community college administrator to check availability with district rentals clerk at the Maintenance and Operations Annex.
 - b. School secretary notes on school calendar that facility is reserved for community college district use; informs head custodian, who notifies Custodial and Gardening Supervisor. Custodial and Gardening Supervisor determines if this use already is covered by load studies, or if overtime or additional time must be authorized. If overtime is authorized, school secretary forwards time cards to Custodial and Gardening Supervisor for approval and forwarding to the Payroll Unit, Employee Services Department, Human Resource Services Division, Administrative Operational Support.

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E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY

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Interim General Counsel, Legal Services
San Diego Unified School District