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## CLOVIS UNIFIED SCHOOL DISTRICT

### INSTRUCTION

#### Community Activities

### CLOVIS COMMUNITY SPORTS AND RECREATION AND COMMUNITY RECREATION PROGRAMS

#### **A. Clovis Community Sports and Recreation.**

##### 1. Clovis Community Sports and Recreation Department Programs.

The following procedures and requirements apply to the use of District facilities pursuant to the Community Recreation Act, Education Code §§ 10900 et seq. District facilities shall include buildings, fields, and ground spaces.

The responsibility for implementation of Board Policy No. 6145.1 and this administrative regulation and the Clovis Community Sports and Recreation Department is assigned to the Clovis Community Sports and Recreation Department Director. The Director will prepare registration materials for participants in Department programs and activities and application materials for proposed Department programs and activities; verify compliance with applicable District board policies and regulations, facilitate Board approval of Department programs and activities; direct and oversee proper financial oversight of Department programs and activities; and coordinate the audit of the Department's Reconciliation Statement, as defined in section A.7 of this administrative regulation, with the Director of Budgeting.

##### 2. Clovis Community Sports and Recreation Department Processing and Program Examples.

All Department programs and activities will be processed through the Department's Director for the Board's approval. All Department proceeds will be deposited in the District's General Fund. Salaries, stipends, honoraria, and similar payments, related to Department programs and activities will be processed and paid based on normal District procedures (i.e., requisitions, timesheets, consultant forms, etc.).

Net proceeds derived from Department programs and activities will be deposited in the appropriate accounts. If the net proceeds derived from a Department program or activity is deposited in a parent club fund and/or parent foundation, said club, if directed by the Superintendent or designee, will contract with a firm acceptable to the District to complete an annual audit of the Department's net proceeds deposited in said fund.

Department activities are defined as noneducational, cultural, recreational, or sports programs and activities facilitated by the District through one or more of its employees. The Department's noneducational, cultural, recreational, and sports programs and activities ("Department programs and activities") are not part of the District's curricular, extra-curricular, or co-curricular educational program, and are entirely separate and distinct from the District's educational program. Participation in Department programs and activities does not result in any credits toward a District-issued or other diploma, certificate or license. The

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Department's recreational offerings are available to all age-appropriate participants in Clovis and surrounding communities, whether or not such participants are enrolled in the District's educational program, and students enrolled in the District's educational program are never required to participate in Department programs or activities.

Examples of Department programs and activities include, but are not limited to:

- Cultural (e.g., cultural dance groups, etc.)
- Recreational (e.g., recreational age-appropriate sports leagues for children and adults, etc.)
- Sports (e.g., age-appropriate sports clinics or camps etc.)

Participation in Department programs and activities, distinct from the District's educational curricular, extra-curricular, or co-curricular offerings, may require participants' payment for registration. Any Department program or activity which does not require a registration charge but may involve District liability insurance coverage for the program activity must follow the applicable Department procedures regarding such liability insurance coverage.

The following programs shall not constitute Department programs or activities and shall not be required to comply with Department policies, regulations, and procedures, but must still receive the Board's approval as a "fundraiser" and be processed through the relevant school site's finance department:

- Jog-A-Thon (any program where children get pledges to participate)
- Item Sales (e.g., candy, gift wrap, etc.)

This list is not exclusive and there may be other fundraising activities that are not administered through the Department.

### 3. Program and Activity Submission Process.

The applicant/leader for each proposed Department program or activity must submit the following completed documents to the Department's Director as well as the principal of the school site or administrator of the facilities or their designees where the leader is applying for the program or activity to be held: Clovis Community Sports and Recreation Department Checklist (Form CR 102);

- Clovis Community Sports and Recreation Department Program Application (Form CR 103);

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- Clovis Community Sports and Recreation Department Proposed Program Budget (Form CR 104);
- Request for Use of Facilities and Equipment (9 OP); and
- Any additional forms required for travel if applicable (see Clovis Community Sports and Recreation Department Travel Instruction Guidelines).

After receiving the necessary approvals from the school site or facilities administrator or designee, the leader of the proposed Department program or activity shall forward the above forms to the Clovis Community Sports and Recreation Department Director. The Program Application, along with applicable Requisition and Recommendation for Employment Form (Form 2 P) and Consultant/General Services Certificate for Payment Forms (Form 18) will be processed through the Department Director for the Board's approval.

#### 4. Travel/Transportation.

All travel by Department program and activity participants must be conducted according to the current District travel guidelines (see Board Policy and Administrative Regulation No. 3350). If participants are to be transported with District vehicles, costs will be assigned up to the rates for outside organizations. The Department program or activity leader must contact the District Transportation Department for an estimated cost of travel.

#### 5. Use of District Facilities/Equipment.

The District will provide its facilities and equipment, subject to District policies and the approval of the Department program or activity by the Department's Director or his/her designee.

#### 6. Insurance.

The District will provide liability insurance for Department programs or activities. The leader of the Department program or activity must assure that each participant has adequate medical coverage for the type of program or activity involved.

#### 7. Reconciliation Statement.

At the conclusion of each Department program or activity schedule, the Department program or activity leader must submit a Department Budget Reconciliation Form (CR 105) to the Department Director or his/her designee. This form includes a financial accounting of all registration or other proceeds resulting from the program or activity and must be accompanied by a list of participants and a list of those who participated in the program or activity on a scholarship basis. A Department Budget Reconciliation Form must be received by the

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Department within two weeks after the last day of participation for the Department program or activity in order for any remaining funds to be redistributed to the appropriate accounts.

8. California Interscholastic Federation (CIF).

In consultation with the Department Director, it is the Department program or activity leader's responsibility to assure that all Department programs and activities comply with CIF season of sport and other requirements.

9. Code of Conduct.

To reflect the Board's desire that Department programs and activities supplement, and not detract from the character education that District and non-District students in the community receive through their educational programs, all Department programs and activities shall be conducted in accordance with the following standards:

a. Commitment to Code of Conduct.

Participants in Department programs and activities must follow the Code of Conduct standards at all times while participating in or observing Department programs or activities. This obligation and responsibility continue at all times when the participant is under the supervision of a Department leader, coach, or advisor.

Department participants, leaders, coaches, advisors, and parents/guardians of a participant in each Department program or activity will abide by this Code of Conduct. These persons must demonstrate honesty and integrity in compliance with the good citizenship requirements of the Code of Conduct. Further, any undue influence by a leader, coach, advisor, parent/guardian, official, or spectator to encourage improper conduct by a Department program or activity participant in violation of the Code of Conduct is strictly prohibited. This prohibition includes any direct or indirect salary, gratuity, expenses, excessive or improper expenses, awards, benefits, cash or the equivalent thereof provided to a participant to encourage and/or ensure participation in a Department program or activity.

Accordingly, participants, leaders, coaches, advisors, officials, parents/guardians, and spectators shall abide by the Code of Conduct to uphold the trustworthiness, respect, responsibility, fairness, caring and citizenship that this community represents.

b. Appearance.

Department programs and activities are held in high esteem in the District and surrounding communities. Appearance, expressions and actions influence people and their opinion of the Department, its programs and activities, and its participants. Each participant in a Department program or activity has the responsibility to abide by the Department's dress

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code when participating in Department programs or activities, whether or not the Department program or activity is taking place on District grounds or in District facilities.

The Department's dress code for program and activity participants shall be consistent with District Board Policy and Administrative Regulation No. 5132 and its Exhibits.

c. Attendance.

Although Department activities are of a noneducational, cultural, recreational and sports nature, the Department expects regular school attendance by its program and activity participants (to the extent a participant's age requires such attendance). If falling on a day when school is in session, participants in Department programs and activities must attend school on the day of a Department program or activity event (at least half of the day unless the student has a doctor's appointment or is excused by the school principal), or in school the day prior to a Department event on a non-school day, to be eligible for participation. Participants are also expected to attend all school classes the day following a Department program or activity event. Deviation from regular school attendance may result in disqualification from participation in Department programs and activities.

### **B. Community Recreation Programs.**

The following procedures and requirements apply to the use of District facilities by non-District groups or organizations for athletics and sports events, programs, or activities.

1. Request for Use of District Facilities.

- a. *Request:* The request process should be started as early as possible, but no later than 10 working days prior to the first date a District facility is being requested to be used. Requests are available online only by accessing:

<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=Login>.

No paper copies of a request will be accepted by the District.

- b. *Approval/Denial of Request:* If the requested facility is available, the online request will be processed at the District level, with an email confirmation sent to the applicant. The District shall have the right to deny any requests for use of District facilities that do not comply with the terms and conditions set forth in Board Policy No. 6145.1 and this administrative regulation.
2. Agreement for Use of Facilities. The applicant shall enter into an online Agreement for Use of Facilities before it may use the requested District facility. The applicant shall comply with the terms and conditions of the Agreement for Use of Facilities.

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3. Evidence of Insurance. Each applicant shall provide to the District a certificate of insurance, or other written proof of insurance satisfactory to the District, evidencing commercial general liability that provides, at a minimum, coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. This insurance shall be maintained throughout the term of the Agreement for Use of Facilities. This insurance shall contain a blanket additional insured endorsement or be endorsed to name the Clovis Unified School District and its governing board and members thereof, officers, employees, and agents as additional insureds. This insurance shall be maintained throughout the Term. Any such insurance shall provide that it applies on a primary basis to any insurance, self-insurance, or other risk financing under which the Clovis Unified School District is a covered party or an insured. Proof of insurance shall be provided to the District before the applicant may use the requested District facility.
4. Indemnity and Hold Harmless. The applicant shall indemnify, defend, and hold harmless District as set forth in the Agreement for Use of Facilities.
5. Period of Use/Non-Interference. An applicant shall use the requested District facilities only during the period stated in the applicant's request and approved by the District, which period shall be within the following:
  - a. Weekends and/or when school is not in session, starting no earlier than 7:00 a.m. and ending no later than 9:00 p.m. for indoor facilities and 10:00 p.m. for outdoor field spaces
  - b. Weekdays when school is in session (including intersession), starting no earlier than the ending time for school as set forth in Administrative Regulation No. 6112 – School Day and ending no later than 9:00 p.m. for indoor facilities and 10:00 p.m. for outdoor field spaces.

An applicant and its invitees, if any, shall use the requested District facilities in a manner that does not interfere with any District events, programs, or activities that are occurring at the same time as the applicant's event.

6. Signage. An applicant that uses District facilities may display or post a sign, which shall include posters and any other documents, in accordance with the following:
  - a. There shall be no more than one sign.
  - b. The sign shall: (1) not be bigger than 3 feet X 5 feet; (2) state in bold text in at least 24 font size: "This event is not sponsored or endorsed by Clovis Unified School District"; and (3) be displayed only during the time that the applicant is using District facilities and only in the area designated by the principal or designee.
  - c. The sign shall be approved by the principal or designee using the process and criteria set forth in Board Policy No. 1325 – Advertising and Promotion.

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- d. The sign is removed immediately after an applicant's event. Any signs or other materials that are not removed from District facilities after an event may be removed and disposed by the District without any notice to an applicant.

### 7. Cancellation and Change Procedures.

A written notice of cancellation of the use of District facilities must be received by the Facility Services Department at least seven days before the event. If not, a cancellation fee of \$50.00 plus any District expenses will be charged. The applicant must pay the cancellation fee to the District within 30 days of the cancellation.

District shall have the right: (1) to change the location of the requested facility upon providing at least 48 hours of notice to an applicant; and/or (2) to change the date and/or time of the requested facility upon providing at least five business days of notice to the applicant. If the applicant does not agree to the change, the applicant's request for the requested facility shall be considered cancelled. In that event, the applicant shall initiate a new request for use of District facilities should the applicant wish to use any District facilities.

### 8. Billing.

Set-up and clean-up time will be added to the actual activity time. An invoice will be emailed from the District's Facility Services Department after the use of the District's facility. Payment is due within 30 days of the District's issuance of the invoice to the applicant.

### 9. District Personnel on Duty.

A District employee must be on duty whenever an applicant uses indoor District facility under Board Policy No. 6145.1 and this administrative regulation. Custodial, food service, and grounds personnel will be paid on an overtime basis beyond regular school hours or if they are required to provide services beyond their normal work schedules.

### 10. Prohibited Activities and Items.

- a. *Activities:* The following items and activities are prohibited on District facilities and grounds unless prior written authorization has been obtained from authorized District staff: animals, any type of open flame (usually found in BBQs, candles and gas grills), motorized vehicles or cycles, skateboards, go-carts, rockets, powered airplane models, waterslides, rockwalls, archery, skeet shooting, paintball, drones, helicopter landing events, and golf practice.
- b. *Alcohol and Controlled Substances:* To possess, use, or be under the influence of any controlled substance as defined in Health and Safety Code sections 11053-11058, an alcoholic beverage, or an intoxicant of any kind is prohibited in all District facilities and on all District property.

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- c. *Tobacco*: The use of tobacco or tobacco product is prohibited in all District facilities and on all District property.
- d. *Food or Drink*: No food or drink shall be consumed in any District auditorium, gymnasium, or classroom (without written approval from authorized District staff).

### 11. Clean Up.

All District facilities must be left as found. Chairs and tables must be replaced, all floors left free of debris, and all trash must be taken out to the dumpster. Failure to do so will result in additional costs, which shall be billed and paid in accordance with the provisions in Paragraph B.8 above.

Adopted: 08/03/1994

Reviewed: 04/17/2007

Amended: 02/28/1996, 03/08/2000, 03/08/2001, 03/22/2006, 09/08/2010, 10/26/2010,  
01/01/2023 (AR 9214 renumbered as AR 6145.1)

Doc# 46360-6 (12/2022, None)