

SPECIAL JOINT MEETING
of the
Hughson Unified School District Board of Trustees
and the
City Council of the City of Hughson

AGENDA

Monday, April 8, 2013

5:30 P.M. OPEN SESSION

PUBLIC MEETING

HUGHSON UNIFIED SCHOOL DISTRICT OFFICE
6815 Hughson Avenue, Hughson, CA 95326

Call to Order at _____ P.M.

Action _____ Motion by: _____

Vote: Ayes _____ No _____ Absent _____ Second by: _____

Members Present: _____ Others Present: _____

Members Absent: _____

Late Arrivals: _____

1. Pledge of Allegiance

2. Public Comment

At this time, the public may comment on any agenda item only. Though the board generally will not respond, we want you to understand that we are listening carefully. However, in compliance with Board Policy and the Ralph M. Brown Act, the Board is not permitted to take action on non-agenda items. If appropriate, consistent with Board Policy, the Board may direct the superintendent to schedule an item for a future Board agenda.

3. Approve Agenda

Action _____ Motion by: _____

Vote: Ayes _____ No _____ Absent _____ Second by: _____

4. Discussion Topics

- A. High School Sports Field Project
 - I. Progress Update
 - II. Facilities Use
- B. Camagna Property
- C. Other

5. Adjournment

The Special Meeting of the HUSD Board of Trustees and the Hughson City Council was adjourned at _____ P.M., Monday, April 8, 2013, Board President _____ presiding.

Action _____ Motion by: _____

Vote: Ayes _____ No _____ Absent _____ Second by: _____

Hughson Unified School District

Athletic Fields Use Process

Hughson Unified School District is committed to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels; however, the primary purpose of the fields is to provide athletic opportunities for HUSD students and to make certain our fields remain safe and of high quality.

The HUSD facilities use policy is to assure that the fields are utilized for athletic activities that meet the needs of the district and the community, provide users with clear, written procedures, regulations and rental fees (if applicable), achieve maximum use of facilities by the school district and public and when necessary, and protect the fields from overuse.

The facilities use permit provides an organization the exclusive use of a field. Organizations wishing to use a field must acquire a permit with the HUSD. (*See attached for process in obtaining a permit.*)

- Violations of Rules and Agreement: Violation of any of the established Facility Rules and Use Agreement by any group or individual of a group shall be sufficient cause for immediate suspension of use permit and removal from the athletic fields and HUSD grounds. Any flagrant violation of the rules shall be sufficient cause for denying future applications.
- Property Damage: All HUSD property must be protected from damage and mistreatment and ordinary precautions must be maintained. Individuals and/or groups shall be responsible for the conditions in which the facility is left. Should any areas be damaged or abused beyond normal wear, repair of such damage will be paid for by the individual or organization involved and shall be sufficient cause for cancellation or denial of all future use.
- Alcohol and Tobacco: The possession, consumption, or sale of tobacco, alcoholic beverages, or any restricted substances is strictly prohibited.

NOTE: At the discretion of HUSD administration, “established” local groups who fall under Group A and B (non-profits) may be allowed to check out a gate key on Friday thereby eliminating personnel costs for opening and closing grounds.

HUDS FACILITIES USE REQUEST PROCESS

IMPORTANT: PLEASE TURN IN YOUR REQUEST AT LEAST ONE WEEK IN ADVANCE OF YOUR ACTIVITY/EVENT

STEP 1: Requestor obtains a Facilities Use Packet from the school site, which contains the following forms:

- A. Facilities Use Request Process
- B. Fee Schedule
- C. Facility Use Request Form
- D. Statement of Information Form
- E. General Rules and Regulations

STEP 2: Complete and return forms to the site principal, along with an insurance certificate and an **Additional Insured Endorsement*** for your organization.

*In addition to the insurance certificate, requestor must provide an “**Additional Insured Endorsement page.**” This is a separate document and must accompany the certificate.

STEP 3: Principal reviews form(s) to ensure completeness of information and determine availability of requested facilities and signs a “tentative” approval.

STEP 5: Principal forwards the forms to the district.

STEP 6: District office receives form(s), verifies insurance, calculates fees (if applicable) and obtains superintendent’s signature.

All final approvals are contingent upon receipt of certificate of insurance AND an Additional Insured Endorsement page. **NO FACILITIES USE WILL BE APPROVED WITHOUT APPROPRIATE INSURANCE INFORMATION.** Request is then returned to the principal confirmation of dates requested and remaining copies are distributed to appropriate district staff and mailed to requestor to verify that request has been approved and date(s) have been placed on site calendar.

PLEASE NOTE that permission will not be granted until all information is received.

Tobacco Use Prohibition: The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083) Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)