



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT



FACILITY USE PERMIT PROCESS

SERVING THE COMMUNITY TOGETHER

NEW POLICIES

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WCCUSD FACILITIES USE PROCESS

The Policies and Procedures for WCCUSD Facilities Use Permitting have been updated to provide a clear understanding of our procedures for facility rentals for community partners.

[LINK TO UPDATED FACILITIES USE POLICIES & PROCEDURES](#)



LANGUAGE FOR PRIORITIZATION CLARIFIED

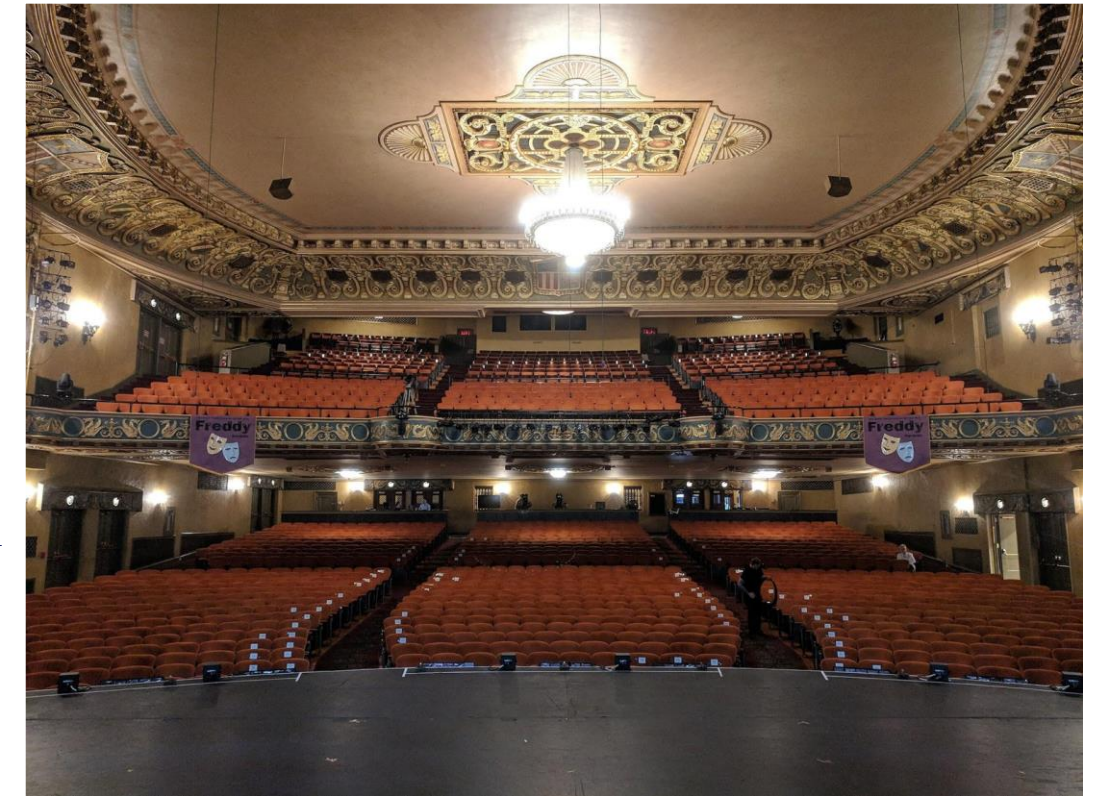


1. **Authority.** The District Facilities Scheduling Office has the sole authority to grant use of the school facilities at each District school. If a conflict in scheduling should arise, the Facilities Scheduling Office shall have the authority to reschedule or cancel a requested use for any reason the office deems necessary.

1. **Priority.** The priority for use of District facilities and grounds shall be according to the following:
 1. District and District schools;
 2. City government requests within District boundaries;
 3. Nonprofit organizations, clubs, associations, and Entities with official organization addresses within District boundaries, serving more than 50% of WCCUSD residents;
 4. Other nonprofit organizations, clubs, associations, and entities;
 5. For profit outside entities.

STREAMLINED THE SCHEDULING PROCESS

Permits. All users including school-related groups must file an application for a facilities use permit. School program contractors can schedule use permits to align with the academic calendar (July 1 to June 30). Non-school related requests open October 30 for January - June permits and April 30 for July - December permits. All applicants must re-apply for new permits at the conclusion of their scheduled usage.



UNIVERSAL APPLICATION ACCEPTANCE DATE

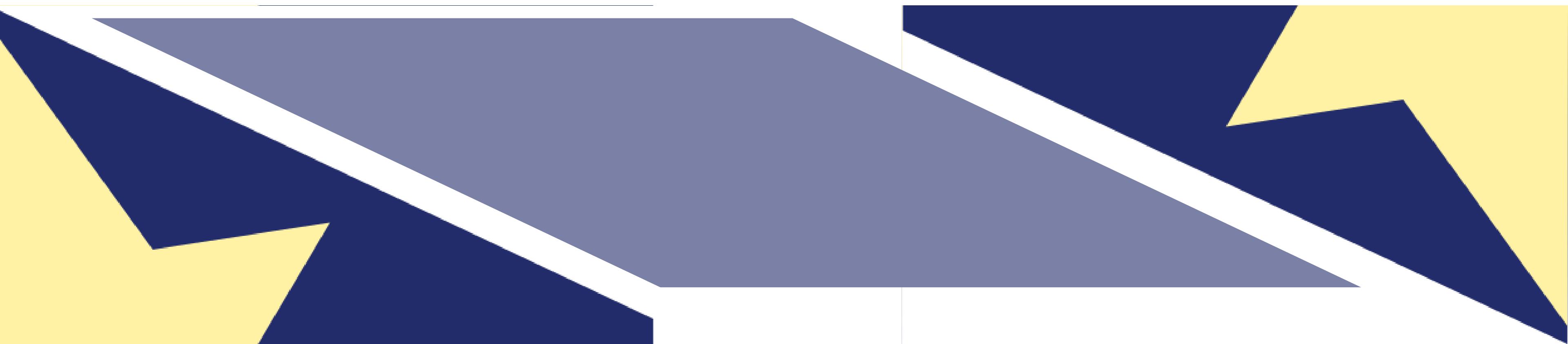
Winter/Spring Seasons, January 1 - June 30

Applications will be accepted beginning October 30

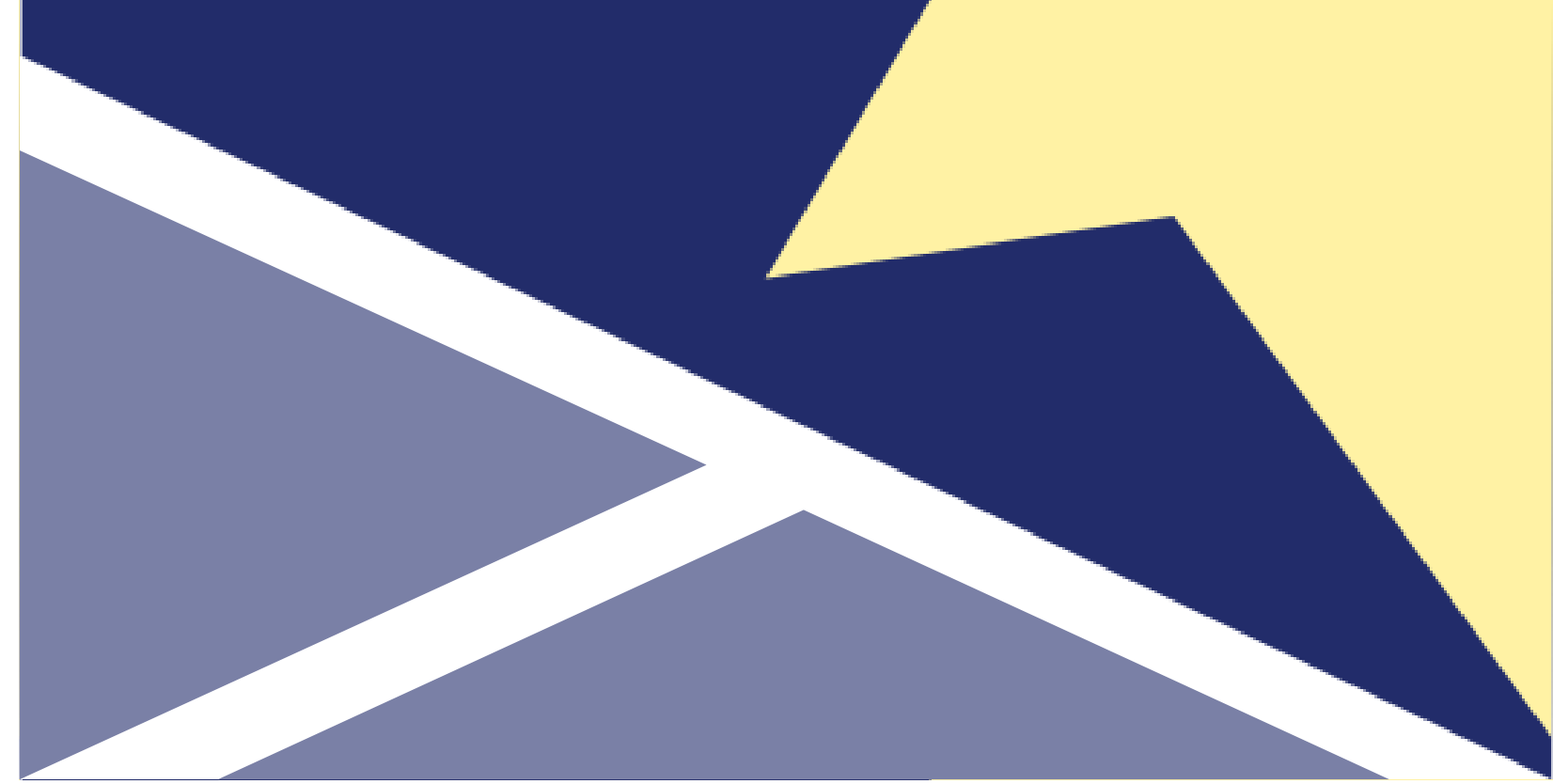
1. Before October 30, all school sites will enter their schedules into Facilitron for all known sports and activities field/facilities usage between January 1 - June 30.
2. On October 30 of each year, applications for Facilities Use Permits during the period from January 1 to June 30 will be open for submission.
3. Within two weeks of submission, applicants will be notified of their application status.
4. All applications will be considered on a first-come, first-served basis in alignment with our rental group priority level. In the case of two applications being received on the same day, the applicants will be invited to a virtual selection meeting where we will conduct a blind lottery process to assign the field/facility.

Summer/Fall Seasons, July 1 - December 31

Applications will be accepted beginning April 30



NEW PROCESS FOR IDENTIFYING AVAILABLE FACILITIES



SITE ADMINISTRATORS

Programs and Events should be entered into Facilitron as soon as they are planned in order to establish what facilities may be available

ATHLETIC DIRECTORS

Universal Practice Schedules for high school sports have been established. Games should be entered as soon as they are finalized by the league

SCHOOL ACTIVITIES

School activities using fields, gymnasiums, and theaters should be entered into Facilitron as soon as possible, when scheduled

School Events are prioritized and school facilities will be made available for school events. Every effort will be made not to cancel community permits, when possible

FINAL APPROVAL ISSUED BY THE FACILITIES USE DEPARTMENT

Applications Open October 30 for rentals January 1-June 30.

Applications Open April 30 for rentals July 1- December 30.

- To submit a Facilities Use application to the District, complete the application online using the following website:
- www.facilitron.com/wccusd94801
- All required Certificate of Insurance; the Additionally Insured Endorsement must be uploaded at the time of sign-up.
- Payment for the use of facilities is on estimate. If the use of facilities exceeds the time indicated on the permit, the District will bill the difference.
- It is the responsibility of the applicant to make sure all requirements are met. The applicant must have final approval from the Facilities Use Office before the scheduled event.

THE FACILITIES USE
DEPARTMENT IS
COMMITTED TO
HONORING COMMUNITY
PARTNERSHIPS TO
SERVICE OUR YOUTH





**THANK
YOU**

QUESTIONS?