



PTA and Use of Facilities

FREQUENTLY ASKED QUESTIONS

When is a facility use permit required?

Facility use requests are required for PTA meetings and PTA-sponsored events taking place at a school site outside of normal school hours. Requests also need to be submitted when a food truck is coming on campus during or after school hours.

Why do I need a facility request for a food truck?

Specific insurance documents are required to be on file for any outside vendor coming on campus. Click this [link](#) for food truck requirements or contact the Use of Facilities office for more information.

Is there a cost for the PTA to use the facilities?

The PTA is identified as a “Group A – school connected organization” on the Use of Facilities Fee Schedule. “Group A” organizations are not charged facility rental fees and are only required to pay for dedicated custodial support when deemed necessary.

Our school has a night custodian scheduled, why do we need to pay another custodian to support our event?

Night custodians are there to support the site and ensure the school is ready for students the following day. Certain standards of cleanliness and order are required for an environment where optimum learning can take place, and night custodians have specific duties within their eight-hour shift to achieve these standards. Utilizing the night custodian to set up before or clean up after a meeting/event takes valuable time away from their expected responsibilities and places an additional burden on their workload.

Is a custodian required for an after-hours PTA meeting?

Most of the time the PTA is considered a self-service group – meaning they will set up and clean up after their meeting. Dedicated custodial support for after-hours facility use is based on the additional workload an event or group places on the night custodian. When the PTA is having a small meeting and the night custodian does not need to do anything other than unlock/lock the doors, it is fair to say that a dedicated custodian may not be necessary.

When is it necessary to have a dedicated custodian?

Dedicated custodial support for after-hours facility use is based on the anticipated additional workload an event or group may place on the night custodian – the number of attendees and nature of the event shall be taken into consideration. When a large PTA activity is scheduled the school will assign dedicated custodial support. Special Events include but are not limited to carnivals, festivals, movie nights, dances, fundraising activities, reward parties, food trucks on property, and performances.

Can I request a specific custodian?

The District offers overtime to custodial staff on a rotational basis and scheduling is coordinated between site administration and the lead custodian. Priority goes to the site's permanent custodial team. If the site's team is unavailable to support an after-hours event, then the custodial supervisor is notified and responsible for scheduling support.

How much does dedicated custodial support cost?

Overtime custodial support is \$46/hour. When a custodian leaves the school after already working their eight-hour shift and returns to the site to provide support for a PTA event, they are guaranteed, per their contract, to receive three hours of recall pay. Even if an event is only two hours, the PTA will be billed for three hours of custodial support ($\$46 \times 3 = \138), plus any subsequent hours beyond the first three.

How do we pay for a custodian?

Custodial support is added to the facility use permit and can be paid online through the reservation portal. The Use of Facilities office will adjust custodial fees to reflect the hours reported on the custodial timesheet.

How do I submit a facility request?

The District uses an online reservation portal for all facility requests. Please follow this link to visit the Use of Facilities webpage: [CUSD UOF](#). If you need additional assistance, contact the Use of Facilities office at 949-234-9544 or email facilitiesmain@capousd.org.