

**POLICY # 2210****Use and Rental of District Facility****VERSION # 1****APPROVED BY BOARD****October 23, 2025****APPLIES TO**

Division	Administration
Sub-Division	Rentals

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	8/22/2025	Codifying rental procedures into a District Policy	Administrative Director

PURPOSE

This policy establishes guidelines for public and organizational use of District facilities when such use supports District objectives without interfering with primary operations.

AUTHORITY

The Board of Directors maintains authority to designate which facilities are available for rental. The General Manager is responsible for modifying availability and usage guidelines, restrict access to ensure District operations remain priority, adjust permissions based on operational needs, maintenance, and program demands.

PROCEDURE*Application Process*

Organizations or individuals shall submit requests via application to the District's Rentals Department in advance for the use of one or more District facilities, sports fields, courts, picnic sites, or designated portions of community parks. The application can be found on the District's website.

Fees & Deposits

The District shall establish a user fee and deposit schedule for these rental spaces, based on criteria and costs borne by the District for their operation and maintenance. User fees shall be adjusted periodically to reflect changes in operating and maintenance costs.

District staff shall collect a deposit and estimated use fee in advance of confirming any reservation. The deposit shall include a reasonable estimate of clean-up and administrative time for handling the reservation. Deposits may be refundable to the extent that clean-up costs are less than the deposit, minus administrative processing costs.

Reservation Priority

Facilities are allocated in the following order of priority:

1. District operations – District-hosted programs, District-sponsored activities, and facility maintenance.
2. Long-term partners - Organizations with MOUs, joint-use agreements, and established relationships. Examples include Chico Unified School District, Butte United Soccer, Chico Softball Little League, etc.
3. Community activities - Events that align with District mission and benefit the District or its participants.
4. Non-profit and public agencies - Non-political and non-commercial uses.
5. Private use - Commercial use and individual members of the public, only if no other qualified users request the same date within 30 days.
6. District parks and facilities are available to the public on a first-come, first-serve basis, unless the space is reserved.

Requirements & Restrictions

General liability insurance required for all events. Alcohol liability insurance required if alcohol is served. Liability waivers may be required as determined by District staff.

All requesting organizations or individuals must comply with Federal, State, and local laws in their use of District rental spaces. If special permits (including but not limited to large gathering permits, fire or building code permits, or alcohol use permits) are required, preliminary approval will be contingent upon satisfactory proof of compliance. Failure to obtain required permits may result in denial or revocation.

Authority: Board of Directors; General Manager
