



# Information Item

**Date:** October 24, 2011

**To:** Mayor and City Council  
**From:** Barbara Stinchfield, Director of Community and Cultural Services  
**Subject:** Supplemental Facilities Use Agreement for Santa Monica High School

## **Introduction**

Pursuant to the Santa Monica High School Master Facilities Use Agreement (SAMOHI MFA) that was executed on June 28, 2011 between the City of Santa Monica and the Santa Monica-Malibu Unified School District (SMMUSD), a Supplemental Facilities Use Agreement (SFUA) governing permitting parameters and areas of responsibility for City and community use of the SAMOHI recreational facilities was recently finalized. This report outlines the key aspects contained in the SFUA including identification of available facilities and available time periods for City and community use, use priorities, monitoring requirements, fees, and reporting duties.

## **Background**

As approved by the City Council and the SMMUSD Board of Education, the SAMOHI MFA provides for the City and community to lease and utilize SAMOHI facilities during non-school hours to meet the community's recreation needs. As part of the MFA, the City Council authorized the City Manager to negotiate and execute a supplemental agreement with SMMUSD to provide details regarding City use of these facilities. Sharing a strong commitment to meet the community's recreational needs, staff from the City and District worked cooperatively to draft and finalize the SFUA.

## **Discussion**

### Recreational Facilities

The premises governed by the SFUA include outdoor tennis courts, outdoor basketball courts, a track, the football/soccer field, the swimming pool, a dance studio, a wrestling

room, the gymnasium and ancillary facilities and structures including restrooms, parking areas and storage space. These facilities will be permitted according to the times and priorities described in Attachment “A” (*City and Community Use of SAMOHI Facilities*).

### Monitoring of Facilities

The District will provide roving monitors at SAMOHI recreational facilities requiring staff oversight as part of the community’s use of the facility for which a community use permit is issued. In these cases the permit will require a staffing fee to cover the cost of the monitoring staff. The monitor will be responsible for checking the facilities and the condition of equipment (i.e., goals, nets, basketball hoops), overseeing all community use permits, enforcing rules, and performing minor maintenance to support use. The monitor will be the District representative in case of an emergency. City programs are exempt from the District monitoring requirement and staffing fee when a City representative (City employee, contractor or volunteer) is on-site running the program.

Community use permits for use of the dance studio, field, track, gymnasium, and wrestling room will include an hourly staffing fee to support the hiring of a monitor. In addition, depending on the scope and complexity of community use, a staffing fee may be required for tennis court permits and for outdoor basketball court permits. A staffing fee is not required for drop-in community use of the outdoor basketball courts, tennis courts, and track. These uses do not require a community use permit.

Each pool use permit will include an hourly lifeguard fee to support the hiring of a Lifeguard. City programs are exempt from the District lifeguard requirement and fee when a City lifeguard is used.

### Fees

The City and District will mutually agree upon setting fees for community use of SAMOHI recreational facilities including staffing fees to cover the costs of facilities monitoring when required, permit fees for administering and issuing community use

permits, and field lighting. District and City programs will be exempt from paying the permit, staffing and field lighting fees.

*Fees for SAMOHI Field, Track and Tennis Courts.* The City will be responsible for collecting staffing fees, permit fees, and field lighting fees for permitted use of the field, track and tennis courts, as required. The staffing fee and lighting fee revenue will be forwarded to the District following the conclusion of each season. The permit fees collected for community use permits issued by the City will be retained by the City.

*Fees for Other SAMOHI Recreational Facilities.* The District will be responsible for collection of staffing fees and permit fees for permitted use of the dance studio, gymnasium, outdoor basketball courts, swimming pool, and wrestling room as required. Fees collected will be retained by the District.

The City will not be responsible for further compensation to the District to support the hiring of monitors or for maintenance of these facilities.

#### Reporting and Coordinated Scheduling

The District and City staff will provide each other with quarterly or seasonal reports of all community use permits issued for District, City and community use. The City and District will jointly create a facilities maintenance and renovation schedule in order to coordinate the issuance of community use permits.

#### Additional Facilities

Additionally, the SFUA acknowledges that the agreement may be amended upon mutual agreement of the City Manager and District Superintendent (or designees) to incorporate new recreational facilities on the SAMOHI campus such as those being developed with funds provided by the City as part of the Civic Center Joint Use Project.

### Boards and Commissions

Staff presented the SAMOHI plan for allocation of community use field permits to the Recreation and Parks Commission's Field Sports Advisory Council on September 7, 2011, and provided an overview of plans for City and community use of SAMOHI facilities to the Commission on September 15, 2011. The City will begin permitting the SAMOHI field and track on October 28, 2011.

**Prepared By:** Kathy LePrevost, Community Recreation Manager

## CITY AND COMMUNITY USE OF SAMOHI FACILITIES

### Recreational Facilities

Facilities to be permitted by the City for City programming and community use:

- a. Football/Soccer Field  
*(available weekday evenings and weekends with times varying by season; increased availability during school breaks)*
- b. Outdoor Tennis Courts  
*(available weekday evenings and weekends until dusk; increased availability during school breaks)*
- c. Track  
*(available weekday evenings and weekends and some early morning hours depending on staff availability; increased availability during school breaks)*

Facilities to be permitted by the District for City programming and community use:

- a. Dance Studio  
*(available weekday evenings and weekends)*
- b. Drake Pool and Natatorium  
*(available weekday early morning, evenings and weekends)*
- c. Outdoor Basketball Courts  
*(available weekday evenings and weekends until dusk; increased availability during school breaks)*
- d. South Gymnasium  
*(available select weekday evenings and weekends with times varying by season)*
- e. Wrestling Room  
*(available weekday evenings and weekends)*

### Use Priorities

#### *Football/Soccer Field*

The City will issue field permits according to the policies governing use of play fields at City parks and according to the City's Field Permitting Guidelines. The Field Permitting Guidelines identify priority sports by season, user categories and priority hours.

#### *Tennis Courts*

The City will permit tennis courts according to the City's Tennis Permitting Guidelines.

The guidelines ensure a balance of use by City programs, drop-in users and permitted users.

### *Track*

The City will issue track permits according to the following priorities:

- a. School District activities
- b. City programs
- c. Santa Monica non-profit youth organizations (including private/parochial schools)
- d. Other Santa Monica non-profit organizations
- e. Non-Santa Monica non-profit organizations
- f. Other

### *Dance Studio, Gymnasium, Outdoor Basketball Courts, Swimming Pool, and Wrestling Room*

The District will issue permits for recreational use of the dance studio, gymnasium, outdoor basketball courts, swimming pool, and wrestling room according to the following priorities:

- a. School District activities
- b. City programs
- c. Santa Monica College
- d. Santa Monica non-profit youth organizations (including private/parochial schools)
- e. Other Santa Monica non-profit organizations
- f. Non-Santa Monica non-profit organizations
- g. Other