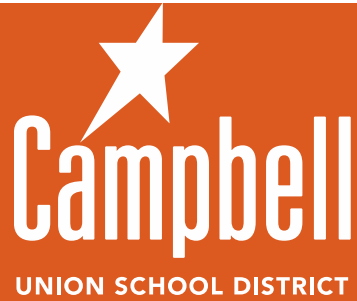




SCHOOL FIELDS AND FACILITIES USAGE GUIDE 2025-2026



(408) 364-4200 • [campbellusd.org/facility use](https://campbellusd.org/facility-use)

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I. INTRODUCTION

This policy ensures that school and field facilities are used for recreational, athletic, cultural, educational, social, and community service functions that benefit both the Campbell Union School District and the wider community. It also outlines clear procedures, regulations, and rental fees for such uses.

In addition to the indoor facilities available for public use, Campbell Union School District offers a variety of general athletic fields. All facility use requires an advance reservation and is subject to applicable fees and, in some cases, damage deposits.

II. FACILITIES AND FIELDS AVAILABLE

Campbell Union School District has numerous play fields and facilities available for use by the public groups for a use fee. The district may exclude certain school facilities from non-school use for safety or security reasons.

For summer use, preliminary approval from the Maintenance, Operations, and Transportation (MOT) Department is required. Please contact them in April or May to obtain this approval.

CUSD guest Wi-Fi is available for 24 hours during the period of facility use. Please check our website or call for information on rental spaces currently under construction. AV or technology equipment are not available for rental.

INDOOR GYMNASIUM

School gymnasiums are available for youth basketball and volleyball rentals during non-school hours. All setups support these sports and include spectator seating. Gym use is charged at an hourly rate. Restrooms are available and subject to a daily fee, with potential additional custodial fees.

Each school year, interested groups may complete the Gym Facility Use Interest Form, located at the end of this manual. When scheduling gym use, please specify if you require score clocks or bleachers. Locations are as follows:

- **Campbell School of Innovation** - 1717 Campbell Ave., Campbell
- **Monroe Middle School** - 1050 Goodall Way, San Jose
- **Rolling Hills Middle School** - 1500 Moreland Way, San Jose

MULTIUSE ROOMS (Large)

Large multiuse rooms are available at the following sites mentioned below during non-school hours and are designed to accommodate larger groups. Benches and tables may be provided. Usage is charged at an hourly rate. Restrooms are available and subject to a daily fee, and custodial fees may apply. When

scheduling, please specify if you require use of the stage.

- **Blackford Elementary School** – 1970 Willow St., San Jose
- **Campbell School of Innovation** – 295 Cherry Ln., Campbell
- **Capri Elementary School** – 850 Chapman Dr., Campbell
- **Castlemont Elementary School** - 3040 E Payne Ave., Campbell
- **Forest Hill Elementary School** - 4450 McCoy Ave., San Jose
- **Lynhaven Elementary School** – 881 S Cypress Ave., San Jose
- **Marshall Lane Elementary School** - 14111 Marilyn Ln., Saratoga
- **Monroe Middle School** – 1055 S Monroe St., San Jose
- **Rolling Hills Middle School** - 1585 More Ave., Los Gatos
- **Rosemary Elementary School** - 401 W. Hamilton Ave., Campbell
- **Sherman Oaks Elementary School** - 1800 Fruitdale Ave., San Jose

GENERAL ATHLETIC FIELDS

Note: Due to drought conditions, watering of some fields may be reduced or suspended.

The following sites mentioned below offer grass play fields for use during non-school hours. Field use is charged at a daily rate. Restrooms are not available on-site; therefore, use contracts may require the setup of a portable toilet for the duration of the use. These facilities are primarily intended for practice.

The Director of Maintenance, Operations, and Transportation (MOT) can approve special accommodations to extend usable daylight hours. Each school year, interested groups may complete the Seasonal Field Facility Use Interest Form, located at the end of this manual.

- **Blackford Elementary School** – 1970 Willow St., San Jose
 - o Large Turf Area
- **Capri Elementary School** – 850 Chapman Dr., Campbell
 - o Large Turf Area
- **Castlemont Elementary School** - 3040 E Payne Ave., Campbell
 - o Large Turf Area
- **Dover (SJ Christian School)** - 1300 Sheffield Way, Campbell
 - o Field 1 – Large General Turf | Grass
 - o Field 2 - Large Dirt Area
- **Forest Hill Elementary School** - 4450 McCoy Ave., San Jose
 - o Field 1 – Softball Diamond Fast Pitch
 - o Field 2 – Softball Diamond Shannon Field
 - o Field 3 - Large Turf | Grass Area
- **Lynhaven Elementary School** – 881 S Cypress Ave., San Jose
 - o Large Turf Area

- **Marshall Lane Elementary School** - 14111 Marilyn Ln., Saratoga
 - o Large Turf Area
- **Monroe Middle School** – 1055 S Monroe St., San Jose
 - o Large Turf Area
- **Rolling Hills Middle School** - 1585 More Ave., Los Gatos
 - o Baseball Diamond 1 (Behind Gym)
 - o Baseball Diamond 2 (Bound by Track)
 - o Large Turf Area (includes baseball diamonds 3&4)
- **Rosemary Elementary School** - 401 W. Hamilton Ave., Campbell
 - o Baseball Diamond 3 & 4
 - o Large Turf (includes Baseball Diamond 1 & 2)
- **Sherman Oaks Elementary School** - 1800 Fruitdale Ave., San Jose
 - o Large Turf Area

LIBRARY, STAFF LOUNGE AND CLASSROOM

Libraries, staff lounges, and classroom spaces mentioned below may be available at the following sites during non-school hours. Chairs and tables may be available within these rooms. Use of these spaces is charged at an hourly rate. Restrooms are available and subject to a daily fee, and custodial fees may apply.

- **Blackford Elementary School** – 1970 Willow St., San Jose
- **Campbell School of Innovation** – 295 Cherry Ln., Campbell
- **Capri Elementary School** – 850 Chapman Dr., Campbell
- **Castlemont Elementary School** - 3040 E Payne Ave., Campbell
- **Forest Hill Elementary School** - 4450 McCoy Ave., San Jose
- **Lynhaven Elementary School** – 881 S Cypress Ave., San Jose
- **Marshall Lane Elementary School** - 14111 Marilyn Ln., Saratoga
- **Monroe Middle School** – 1055 S Monroe St., San Jose
- **Rolling Hills Middle School** - 1585 More Ave., Los Gatos
- **Rosemary Elementary School** - 401 W. Hamilton Ave., Campbell
- **Sherman Oaks Elementary School** - 1800 Fruitdale Ave., San Jose

III. RESERVATIONS

Reservations are accepted online following the procedures outlined below. District staff will open the reserved area at the scheduled start time. Groups must vacate the space promptly at the end of their scheduled use and leave it in the condition in which it was found.

A. APPLICATIONS

To submit a facility request, all community users, including Parent Teacher Associations (PTAs), must

create an account in the online community portal. New CUSD internal users should contact the MOT department for access. For full account registration details, refer to Section VII of this handbook.

Community groups can reserve facilities according to the following schedule, based on their group's priority:

- You may only book on or after your group's specified date.
- Requests made before these dates will be denied.

EVENTS FOR THE PERIOD OF:	PRIORITY GROUP NO.	OPENING DATE
January 1 through May 31	2	November 15
	3	November 20
	4	November 25
June 1 through August 31	2	April 15
	3	April 20
	4	April 25
September 1 through December 31	2	July 15
	3	July 20
	4	July 25

1. Facility Use Reservations for all groups can be made no less than 14 calendar days prior to the desired date(s) of use and may be submitted within the online portal according to the above schedule.
2. Athletic organizations may submit a preliminary request for seasonal school facility use via the Gym Facility Use Interest Form or Seasonal Field Use Interest Form, located at the end of this guide. Forms must be submitted by July 31st each year.
3. All requests are evaluated to determine which facility use best serves the needs of district students. If multiple requests are received for the same site and times that serve district students, a lottery system will be used to grant the request. Organizations will be notified of preliminary approval by the start of the school year.

4. The District may prioritize returning groups or organizations and may give preference to groups serving the largest number of district residents.
5. For groups providing enrichment in partnership with the CUSD Expanded Learning Department, scheduling will be managed by that department, assuming an organizational account has been established. Nevertheless, all invoicing for these groups will be processed by the CUSD MOT Department through its online portal.
6. All requesters must be 18 years of age or older.
7. Any person applying for use of school property on behalf of a society, group, or organization must present written authorization from that entity to make the application.
8. Applicants must submit a Statement of Information affirming that the organization upholds State and Federal Constitutions and does not intend to use school premises for unlawful acts.
9. Full rental fees and applicable deposits are due at the time of reservation. Use will not be confirmed or activated until all fees are received.
10. For reservations made less than thirty (30) days in advance, payment must be made by cash, cashier's check, or guaranteed money order. Personal or business checks are not accepted for reservations within 30 days of the intended use.
11. For sports seasons beginning after January 1st, a non-refundable deposit of \$200 is required upon preliminary approval of the request. Full fees are due no later than the last working day of December. Any request not fully paid by the due date will revert to community availability, and the deposit will be forfeited.
12. Each group's definition will determine applicable charges and insurance requirements.
13. **Accepted payment methods include check, money order, or exact cash. Online payments are not currently accepted. Checks and money orders should be made payable to Campbell Union School District (CUSD) and can be mailed or delivered in person to:**
 - a. **Campbell Union School District**
 - b. **ATTN: MOT Dept. – Facility Use**
 - c. **155 N. Third Street**
 - d. **Campbell, CA 95008**
14. Event setup services are not provided for community use. A custodial staff member can, at minimum, take down Multi-Use Room (MUR) tables or pull out bleachers.
15. Food is permitted only in specific spaces and must be indicated on all event schedules.

16. All Non-CUSD Organizations (including PTA members) must book facilities themselves; School Administration cannot book on their behalf.

17. Make your event successful by adding any pertinent details within each schedule request, such as the sprinkler timers shut off or extra garbage cans needed, etc.

B. CANCELLATIONS

Cancellations by requesting groups must be submitted in writing and received by the CUSD Facility Use Department at least 15 days in advance of the use date to receive a refund.

A \$25 processing fee will be deducted from all refunds.

In the event of rain on the reservation date, a full refund is available if the user calls the Facility Use Office at (408) 341-7208 the next working day to report the rainout.

The District reserves the right to cancel requested dates of use due to scheduling conflicts when the facility is needed for public school purposes. Notification of cancellation will be provided as soon as practicable, and a refund of paid fees will be issued.

IV. FEES AND CHARGES

The fees and charges outlined herein are non-negotiable; District staff does not have the authority to waive or reduce fees. All fees and deposits are due at the time of reservation submission to secure the date and facility. A minimum of 2 hours for custodial charges applies when applicable.

A. PROCESSING FEES

Each submitted application schedule is subject to a non-refundable processing fee of \$43.68. This fee covers the administrative time required to process your request.

B. DEPOSITS

1. A refundable damage deposit of \$100 may be required for indoor school facility reservations.
2. A refundable damage deposit of \$100 is required for all athletic field reservations.
3. Long-term renters and co-sponsored groups must provide a \$250 refundable damage deposit.
4. The District reserves the right to deduct from the damage deposit any additional charges, including but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services incurred as a result of your use.
5. Security/damage deposits may be fully or partially withheld for any of the following reasons:

- a. Damage to the facility.
 - b. Misuse of the facility.
 - c. Inadequate cleanup by the user, requiring additional custodial/staff time or services after use.
 - d. Misrepresentation of the event type or the group/individual actually using the facility.
6. If additional fees exceed the deposit amount, the user will be billed for the balance. Payment is due within thirty (30) days of the invoice date. Unpaid fees will be sent to collections.
7. Deposits, less any applicable additional charges, will be processed through the District's Finance Department and returned to the user by mail within 30 days of the event date.
8. Users are responsible for informing the CUSD Facility office staff of any address or telephone changes.

C. GROUP DEFINITIONS

To qualify for non-profit rates, organizations must provide a copy of their letter of non-profit status from the California Secretary of State's Office or IRS with their non-profit ID number indicated and pay with an organization check.

- **Group 1:** Groups providing activities directly related to the Campbell Union School District educational programs and sponsored by the district, activities of the Board of Education, meetings of district employee organizations, and meetings of PTA.
- **Group 2:** Non-profit 501(c)(3) groups and organizations which charge an admission fee or collect dues or contributions, and have a prime objective of youth education, service, or recreation.
- **Group 3:** Profit making organizations, religious organizations, child care centers or groups, and groups serving the adult community.
- **Group 4:** Groups providing enrichment value to the student population that are run at school sites at times prior to 6:00 pm on regular school days and not run by the district.

D. FACILITY USE FEES

Facility	Charge Type	Group 1	Group 2	Group 3	Group 4
Application Fee	Each Schedule	N/A	\$43.68	\$43.68	\$43.68
Gym	**Per Hour	N/A	\$55.43	\$92.06	\$97.22
Multi-Use Room		N/A	\$46.21	\$72.53	\$88.06
Library		N/A	\$19.89	\$28.87	\$53.01
Staff Lounge		N/A	\$19.89	\$28.87	\$53.01
Classroom		N/A	\$19.89	\$28.87	\$53.01
General Field	Per Day	N/A	N/A	N/A	\$28.32
Blacktop		N/A	N/A	N/A	\$28.32
Parking Lot		N/A	\$85.70	N/A	N/A
Baseball Diamonds and/or General Turf Fields	Per Each Season: June thru Dec Jan thru June	N/A	\$1028.97	\$1028.97	N/A
Restrooms	Per Day for Each Group of 25	N/A	\$11.16	\$21.66	\$21.66
Custodial Fee Regular School Calendar with No Support	Per Hour	N/A	N/A	\$53.03	\$53.03
Custodial Fee Groups over 50 or Saturday		\$84.60	\$84.60	\$84.60	N/A
Custodial Fee Sundays or Holidays		\$104.07	\$104.07	\$104.07	N/A

* A refundable damage deposit is required for all indicated uses. | ** A refundable damage deposit may be required for use.

V. GENERAL USE RULES AND REGULATIONS

A. GENERAL RULES AND REGULATIONS

Users must observe all applicable laws, signs, and regulations on the premises, including:

1. Smoking and the use of tobacco products are prohibited anywhere on District property.
2. Alcoholic beverages are prohibited anywhere on District property.
3. Vehicles are permitted in designated parking spaces only.
4. No structures may be erected or assembled on school premises nor any extraordinary electrical, mechanical or other equipment be brought on any school campus unless special approval has been obtained from the Superintendent/designee.
5. Skateboarding, roller blading, and bicycle riding are prohibited on school grounds.
6. No animals, including dogs, are allowed on school property unless necessary for the reasonable accommodation of disabled persons. (Documentation required.) Use of straw or hay is also restricted. The Superintendent/designee may approve exceptions.
7. The Superintendent reserves the right to provide police and/or fire protection services at user's cost for any activity held at a district facility when such protection is deemed desirable.
8. All draperies, hangings, curtains, drops and decorative materials used within or upon the school buildings or grounds shall be made from a flame-retardant solution or process approved by the State Fire Marshall.
9. No barbecues or heat lamps are permitted on school property.
10. No metal cleated footwear is allowed on the fields.
11. No group, association, league, organization, person or persons using Campbell Union School District facilities shall practice discrimination against persons because of race, color, religious creed, national origin, ancestry, or sex.
12. An individual or group may not use school facilities for the commission of any crime or any act prohibited by law.
13. Groups may not monopolize the use of district facilities or interfere with the educational programs of the school.
14. Intoxicants, narcotics, profane language, quarrelling, fighting and gambling are sufficient causes for denying future use of district facilities to the organization.

15. Youth organizations must have adequate adult sponsorship and supervision. Adequate supervision is one adult per ten children.
16. The Superintendent reserves the right to revoke or deny any permit when the use of the facility has a negative impact on the surrounding community.

B. REQUESTERS RULES AND REGULATIONS

1. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
2. To agree to have all employees and volunteers fingerprinted and permit only those whose criminal history is deemed appropriate to work with children the opportunity to participate in any program held on Campbell Union School District property.
3. Organizations or groups using a district facility shall assume the responsibility to ensure that all activities, equipment used or placed on school premises, and all information distributed shall comply with applicable state and local fire, health and safety laws and regulations.
4. Nothing shall be applied to school floors or walls without prior approval.
5. Users are responsible to remove all items at the conclusion of their use. All litter must be deposited into trash receptacles, where provided, or removed from the premises. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. All trash must be in containers or removed from the premises. The user is responsible for the condition in which he/she leaves the facility or field. Any clean-up required by the school district crews following your use will be cause for forfeiture of all or part of your clean-up/damage deposit or will be charged to the user accordingly.
6. Unless custodial fees are required, **all set up and clean-up will be the responsibility of the user.** Any additional support rendered by district staff will be cause for forfeiture of all or part of your clean-up/damage deposit or will be charged to the user accordingly.
7. The misuse of CUSD facilities and fields, or failure to conform to regulations, established regulations (including the Wet Field Regulation) and procedures or any other Federal, State, or local law, rule, regulation, or ordinance shall be sufficient reason for immediate termination of permit and denial of future applications. No refund will be granted. All damages or loss of property will be the financial responsibility of the user.
8. Users are to restrict their use to only those facilities or fields specifically reserved and paid for, as designated on their Facility Use Contract. It shall be the responsibility of the organization to ensure that unauthorized areas are not used and that the premises are vacated as scheduled. Other facilities or fields may be scheduled by other groups and may not be available. Users are advised to always carry their Facility Use Contract in case there is a question as to who has priority/reservation

for the use of the facility or field area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Campbell Police Department at (408) 866-2101.

9. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future facility use.
10. Individual minors or groups of minors must be properly supervised by adults when using District facilities. Groups composed of minors must be supervised by one (1) adult for each ten (10) minors throughout the use period on CUSD facilities.
11. In the event of an emergency, unsafe condition, or conflict with school activities, the District reserves the right to cancel a previously approved reservation. When possible, alternate facilities will be provided.
12. At the end of use, the user shall clean up all areas used by the group and dispose of all refuse. Place all tables, chairs and equipment in the location found prior to use. Lock and secure all windows and doors. Turn off all lights. Notify custodian or other personnel of your departure.

C. TURF PRESERVATION

To preserve the turf on school fields, please adhere to the following guidelines:

1. Limit the use of cleats. At no time shall metal cleats be used on District fields.
2. Field use, especially sports practices, should be conducted in such a way that play will take place on different sections of the turf, thus reducing excessive turf damage to any one area. Rotate use of areas (i.e. use middle of turf area for drills one day and sides of field the following day), and when possible, stay off of fringe or bare areas to limit erosion and further damage.
3. Replace turf divots at end of each day to help re-root grass.
4. Do not use fields during or after heavy rain, or when wet or muddy.
5. Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
6. Softball, baseball, and T-ball practices are to be held only on designated ball fields in order to prevent injuries to other field users.
7. Remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment (goals, etc.) is allowed to be left on school property.
8. Do not overcrowd fields by scheduling multiple practices or games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.

9. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
10. Report hazards on CUSD property to the school district grounds maintenance office during business hours of Monday through Friday 8:00am-4:00pm by calling (408) 341-7208.
11. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the CUSD Maintenance Department at (408) 690-6935. When you make the call, be prepared to fully identify yourself, your location (school), and the specific nature of the emergency and where it is so that the appropriate personnel will be notified and can come prepared with the proper repair equipment.
12. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.
13. Portable restrooms are required for users who rent the field for a season.

D. CONDITIONS OF USE OF FIELDS

1. Tournament dates, practice games, and league game dates must be specified when making field reservations.
2. All leagues must provide photocopies of their approved facility reservation form for each coach or manager to carry. These forms must be presented upon request by any person or group.
3. The Facility Use Department must be notified immediately if a reserved field is no longer needed or if there is a change in your playing schedule.
4. All General Facility Use Rules and Regulations (Section V) apply to all field uses.

E. WET FIELD REGULATION

The following outlines the CUSD regulation regarding field use during wet conditions. This regulation and the described procedures apply to all sports and activities, including football, soccer, softball, baseball, rugby, field hockey, or any other physical activity on a grass field or turf area. This regulation applies to **ALL** fields. Groups must adhere to the Wet Field Regulation and preserve the fields' condition by refraining from play during wet conditions.

A field is considered too wet if standing water is visible, a "squishy" sound is heard when walking on the turf, or mud adheres to the bottom of shoes after walking on the turf.

Play is permitted during a light mist if the ground remains hard and relatively dry. However, if it has been raining for two days or the wet conditions described above exist, groups are not permitted to play.

The following procedures must be followed regarding field use when there has been rain, over-watering, or the fields are unplayable.

Users' Responsibility:

1. Group leaders are expected to make informed and responsible decisions regarding field conditions and playability, considering the current and future quality of turf facilities. Generally, if standing water is visible, a "squishy" sound is heard when walking on the turf, or mud adheres to the bottom of shoes after walking on the turf, the field is too wet for safe play. Scheduled activities on the turf should be canceled to avoid damage to the turf and potential player injuries.
2. **GROUPS FAILING TO ADHERE TO THESE GUIDELINES WILL HAVE THEIR RESERVATION CANCELED AND MAY LOSE FUTURE USE PRIVILEGES. DESIGNATED DISTRICT STAFF WILL MONITOR FIELDS FOR MISUSE DURING WET AND/OR MUDDY CONDITIONS.**
3. Groups witnessing field misuse by other scheduled or unscheduled users are advised to contact the School District Grounds Maintenance Office during normal business hours at (408) 341-7208.
4. Abuse or use during wet conditions will result in a minimum \$50 fine* for the first occurrence and a minimum \$100 fine* for the second infraction. A third infraction within a calendar year will result in the loss of all future scheduled uses.
 - The fine may be higher if the cost of necessary repairs resulting from a group's use of a wet field exceeds the minimum fine amount.

F. LIABILITY/INSURANCE

Users are responsible for any and all damage to the District's premises, equipment, and property. If additional maintenance (beyond normal services/time) is required after an activity, the user will be charged accordingly. Damage to District property or equipment may result in the denial of further or future facility use.

Campbell Union School District is not responsible for accidents, injuries, or loss of or damage to personal property.

Any group or organization (or business contracted by the group or organization) using school facilities or grounds will be liable for injuries resulting from negligence during the use of District facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

A release of liability waiver for participants is suggested.

Users will be held responsible for all actions, behavior, and damages caused by their guests/attendees.

All users requesting use of District facilities or fields must provide the District with an **original** Certificate of Insurance demonstrating the following coverage:

- a. Public liability and property damage insurance with coverage of not less than \$1,000,000 for bodily injury per occurrence, \$2,000,000 bodily injury aggregate, \$1,000,000 property damage per occurrence, and \$2,000,000 property damage aggregate.
- b. Campbell Union School District **must be named** as an additional insured. Endorsement pages are required.
- c. Coverage shall not be canceled or reduced without at least ten (10) days' written notice to the District.
- d. The certificate must be submitted to the District Facility Use Office at least ten (10) days prior to the event. All policy renewals must also be forwarded to the District Facility Use Office at least 10 days prior to the expiration of the current policy.

For one-time event insurance, visit Philadelphia Insurance Special Events Online Quotes at <https://www.phly.com/products/SpecialEventsIns.aspx> and click 'Start Here'.

G. MODIFICATIONS TO RULES & POLICY

Campbell Union School District has the authority to waive or modify these rules for uses on their property, at their discretion, upon written request and approval.

All requests or variances will be considered individually and will not automatically apply as a precedent to past or future similar uses by the same or another group.

Requests for fee waivers or rule waivers must be submitted in writing to the CUSD Superintendent at least 90 days prior to the intended date of use or event.

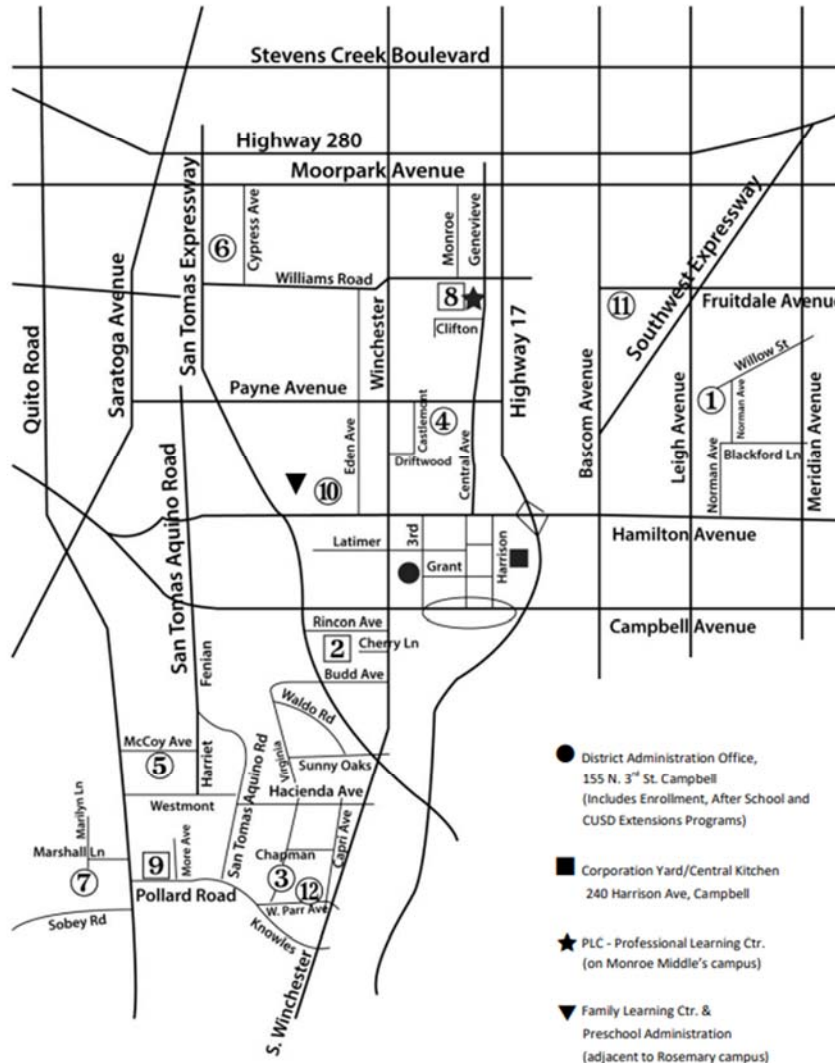
VI. DISTRICT MAP

Campbell Union School District Map

155 N. Third St., Campbell, CA 95008 • Phone (408) 364-4200 • www.campbellusd.org



UNION SCHOOL DISTRICT



- 1) Blackford Elementary School
1970 Willow St., San Jose
(408) 978-4675
- 2) Campbell School of Innovation
295 Cherry Ln., Campbell
(408) 364-4222
- 3) Capri Elementary School
850 Chapman Dr., Campbell
(408) 364-4260
- 4) Castlemont Elementary School
3040 E. Payne Ave., Campbell
(408) 364-4233
- 5) Forest Hill Elementary School
4450 McCoy Ave., San Jose
(408) 364-4279
- 6) Lynhaven Elementary School
881 S. Cypress Ave., San Jose
(408) 556-0368
- 7) Marshall Lane Elementary School
14114 Marilyn Ln., Saratoga
(408) 364-4259
- 8) Monroe Middle School
1055 S. Monroe St., San Jose (408) 556-0360
- 9) Rolling Hills Middle School
1585 More Ave., Los Gatos
(408) 364-4235
- 10) Rosemary Elementary School
401 W. Hamilton Ave., Campbell (408) 364-4254
- 11) Sherman Oaks School – Dual Language Immersion
1800 Fruitdale Ave., San Jose (408) 795-1140
- 12) Village School – Parent Participation
825 W. Parr Ave., Campbell
(408) 341-7042

- District Administration Office,
155 N. 3rd St. Campbell
(Includes Enrollment, After School and
CUSD Extensions Programs)
- Corporation Yard/Central Kitchen
240 Harrison Ave, Campbell
- ★ PLC - Professional Learning Ctr.
(on Monroe Middle's campus)
- ▼ Family Learning Ctr. &
Preschool Administration
(adjacent to Rosemary campus)

Which school is yours?

Our 12 exceptional schools serve the communities of Campbell, Los Gatos, Monte Sereno, San Jose, Santa Clara, and Saratoga. Find the school assigned to your address and more about our schools at www.campbellusd.org/findschool

Governing Board: Danielle M.S. Cohen, Chris Miller, Richard H. Nguyen, Michael L. Snyder, Will Slade
Superintendent: Shelly Viramontez, Ed.D.

November 2022

VII. ONLINE APPLICATION INSTRUCTIONS

The Event Manager portal facilitates facility rental requests for our District. Community users need to follow the below information to get started booking events. **CUSD internal staff should contact the MOT department for access to the internal portal and should not follow the steps outlined below.**

Community Portal Access Steps:

- **Step 1: [Create a User Account](#)** - All community users must first create a user account to submit an event request. System-generated emails will be sent throughout the approval process.
- **Step 2: Create or Join an Organization** - Once your user account is approved by the CUSD MOT Dept., you can create a new organization or a request to join an existing organization. If joining an organization, it must already be registered in the system. PTA groups should check with the last president of their association.
- **Step 3: Organization Approval** - The MOT department reviews and approves all new organizations, as well as requests to join an organization. Other members within your group can also request to join your approved organization. Organization approval typically takes up to two business days. System-generated emails will be sent throughout this process.
- **Step 4: Begin Creating Events** - Once your organization is approved, you or members of your group can begin submitting reservation requests. **The online portal indicates which spaces at each location are available for rental. If a space is not displayed, it is not available.**

Event Request Approval Process:

- **Preliminary School Site Approval:** The school site will grant preliminary approval for your event request. Please do not contact the school sites with regards to requests.
- **District MOT Final Approval:** Following preliminary approval, the request will be routed to the CUSD MOT Department for final approval. This final approval process typically takes a minimum of 14 business days. We typically invoice you and verify insurance within this time frame.

Activation Requirements

To activate your "Request for Use," the following must be submitted:

- An original Certificate of Liability Insurance that meets the requirements listed in Section V.
- Payment for the planned use, plus any required deposits.
- If applicable, your organization's non-profit 501(c) (3) certificate.

Activation Confirmation:

Once the Facility Use Office receives a current Certificate of Liability meeting all District requirements and all applicable fees and deposits, your use will be activated. A system-generated email confirming activation will be sent.

Additional Information:

[Community Portal - Help](#): Find general assistance and how-to guides.



2025-2026 Gym Facility Use Interest Form

This form allows organizations to submit preliminary interest for gym facility use for the 2025-2026 school year. This is a preliminary request and does not guarantee a reservation; formal submissions will be made through the online portal at a later date.

Organization Name:_____ **Organization Contact:** _____

Phone:_____ **Contact Email:**_____

The following will apply to all gym basketball or volleyball requests and is not negotiable:

- This form must be received in the MOT Department no later than 4:00 pm on July 31, 2025.
- If multiple requests come in for the same time period, a blind draw will be made for the selected slot. The blind draw will be conducted internally after the July 31, 2025 deadline.
- Rolling Hills (RH) gym is available on a first-come, first-served basis, and no preliminary form is needed for its use.
- Organizations securing preliminary requests shall pay a non-refundable deposit of \$200 within 2 weeks of notification.
- Prior to the first day of school you will be notified of the status of this form to begin entering your online portal requests for use. School site preliminary approvals will be granted when school resumes, and then you will receive final approval from the MOT Dept. This includes RH.

Schedule Deadlines:

- Schedules that fall within August through December must be submitted no later than August 31st within the online portal.
- Schedules that fall within January through June must be submitted no later than the last school day in December (tentatively December 19, 2025) within the online portal.
- After the above dates, availability will be opened up to other interested parties.

Indicate your preference for gym use after 7:30 pm numerical Preference (1 = First Choice):

Gym Use Request Details			
School Location	Day(s) of the Week	Requested Months	# Priority
Campbell School of Innovation	M, TH Sat	January through June	1
Monroe Middle School	M, T, F Sat & Sun	August through October	2



2025-2026 Field Facility Use Interest Form

This form allows organizations to submit preliminary interest for Field facility use for the 2025-2026 school year. This is a preliminary request and does not guarantee a reservation; formal submissions will be made through the online portal at a later date.

Organization Name: _____ Organization Contact: _____

Phone: _____ Contact Email: _____

The following will apply to field sport requests and is not negotiable:

- This form must be received in the MOT Department no later than 4:00 pm on July 31, 2025.
- If multiple requests come in for the same time period, a blind draw will be made for the selected slot. The blind draw will be conducted internally after the July 31, 2025 deadline.
- Organizations securing preliminary requests shall pay a non-refundable deposit of \$200 within 2 weeks of notification.
- Prior to the first day of school you will be notified of the status of this form to begin entering your online portal requests for use. School site preliminary approvals will be granted when school resumes, and then you will receive final approval from the MOT Dept.

Schedule Deadlines:

- Schedules that fall within August through December must be submitted no later than August 31st within the online portal.
- Schedules that fall within January through June must be submitted no later than the last school day in December (tentatively December 19, 2025) within the online portal.
- After the above dates, availability will be opened up to other interested parties.

Indicate your preference for gym use after 7:30 pm numerical Preference (1 = First Choice):

Gym Use Request Details			
School Location	Day(s) of the Week	Requested Months	# Priority
Campbell School of Innovation	M, TH Sat	January through June	1
Monroe Middle School	M, T, F Sat & Sun	August through October	2