

MORAGA SCHOOL DISTRICT

GOVERNING BOARD POLICY HANDBOOK

AR 7130

Administrative Regulation Facilities The Moraga Sports Alliance

In order to provide for the best possible school facilities and to allocate field and facility use in an effective, efficient, and fair manner, the Governing Board authorizes the Superintendent or designee to form the Moraga Sports Alliance (MSA) to establish a priority of use of the District's fields and other facilities by non-school groups.

Purpose:

The Moraga Sports Alliance (MSA) establishes a priority system for reserving and using fields and other facilities of the Moraga School District (District), serves as a forum for cooperation and collaboration among local non-profit user groups, and establishes a fund for use in making agreed-upon improvements to District fields or facilities.

Scheduling Priorities:

Local non-profit user groups who join the MSA by May 15, 2008, will be "charter members" of the MSA. Other local non-profit groups joining after May 1, 2008 will be "regular members" of the MSA. To maintain active membership, MSA members must: (1) send a representative to MSA meetings, (2) contribute the mutually set fee to be used for field/facility improvements, and (3) follow the rules for field/facility use.

MSA members who fail to be represented at MSA meetings, fail to contribute their membership fee, or who violate the rules for field/ facility use, will become inactive members. A charter member who becomes an inactive member will lose charter status. If reinstated, the group will be readmitted as regular MSA members. The MSA shall meet when needed but not less than once a year.

To qualify as a Non-Profit user, the organization must meet all of the following criteria:

1. The organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. (See www.irs.gov for additional information on Non-profit status (501(c)(3)).
2. The organization must be composed primarily of volunteers.

MORAGA SCHOOL DISTRICT

GOVERNING BOARD POLICY HANDBOOK

AR 7130(b)

Administrative Regulation Facilities The Moraga Sports Alliance

Organizations must annually submit the following documentation to maintain their status as a non-profit MSA member:

1. If incorporated, submit the IRS Determination Letter; if not incorporated, submit constitution and bylaws or mission statement;
2. Current financial statement;
3. Roster of Officers; and
4. Name(s) of person(s) authorized to make reservations for your organization (NOTE no more than two names for any one organization will be accepted).

Priority of Use:

1. The District shall have first priority of use of District Facilities. The District shall have exclusive use of its Facilities from 7:00 a.m. until 5:00 p.m., Monday through Friday ("School Hours") on days when school is in session. The District may also schedule additional use of the District Facilities for events including, but not limited to, sporting events and practices, and special weekend and evening events. The District may preempt the use of District Facilities by other users.
2. The PTA and Moraga Education Foundation ("MEF") shall have second priority of use of District Facilities. The PTA and MEF may preempt the use of District Facilities by other users (except the District).
3. When a Joint Use Agreement is finalized, the Town of Moraga shall have third priority of use of District Facilities. Moraga Sports Alliance ("MSA") charter members and members that both organized and joined the MSA after May 1, 2008 will also have third priority use of District Facilities.
4. When a Joint Use Agreement is finalized, the Town of Moraga invitees shall have fourth priority
5. *MSA regular members will have fifth priority use of District Facilities.
6. *Non-profit youth groups, that are not members of the MSA, will have sixth priority use of District Facilities.

MORAGA SCHOOL DISTRICT

GOVERNING BOARD POLICY HANDBOOK

AR 7130(c)

Administrative Regulation Facilities The Moraga Sports Alliance

7. *Non-profit adult groups, that are not members of MSA, will have seventh priority use of District Facilities.
8. *For-profit youth groups will have eighth priority use of District Facilities.
9. *For-profit adult groups will have ninth priority use of District Facilities.

* Note: These groups may reserve a facility no earlier than 21 days before their requested use or they may request use of a Field/Facility after March 1 for the balance of the season through August 31 if space is available at that time.

The following criteria will be taken into consideration when two or more groups within the same priority are competing for the same time and facilities:

- Percentage and number of Moraga residents served;
- The organization has open registration regardless of skill level; and
- The organization implements an “everyone plays” philosophy.

The Superintendent or his/her designee has exclusive discretion in decisions on scheduling of District Facilities and such decisions shall be final.

Fees: (These fees are in addition to established user fees.)

1. The annual fee to be a member in good standing of the Moraga Sports Alliance is \$500 payable to the Moraga School District.
2. The fee for field and/or facility improvement for non MSA members is \$1 per participant per week of each sport.
3. Above-noted funds will be kept in a separate Moraga School District account and be used exclusively for field/facility improvements recommended by the MSA and approved by the Moraga School Board.

MORAGA SCHOOL DISTRICT

GOVERNING BOARD POLICY HANDBOOK

AR 7130(d)

Administrative Regulation Facilities The Moraga Sports Alliance

Reinstatement:

If a user group becomes inactive, it can be reinstated to active membership in the MSA by:

1. Paying all fees due to the District;
2. Agreeing to follow all the field and facility rules;
3. Paying all fines, if applicable;
4. Paying the annual MSA membership fee; and
5. Agreeing to send a representative to MSA meetings.

Governance:

- 1 One representative member of each user group in good standing including one District representative and one Town of Moraga representative will select a chair who will normally serve a one-year term corresponding to the school year. The first chair will serve for the balance of the 2007-2008 school year, and also the entire 2008-2009 school year. The job of the MSA chair is to coordinate the agenda, set meeting dates, and conduct MSA meetings.
- 2 One representative member of each user group in good standing including one District representative and one Town of Moraga representative will select a vice-chair who will normally serve a one-year term corresponding to the school year. The first vice-chair will serve for the balance of the 2007-2008 school year, and also the entire 2008-2009 school year. The job of the MSA vice-chair is to assist the chair to coordinate the agenda, set meeting dates, and, in the absence of the chair, conduct MSA meetings.
- 3 One representative member of each user group in good standing including one District representative and one Town of Moraga representative will select a secretary who will normally serve a one-year term corresponding to the school year. The first secretary the balance of the 2007-2008 school year, and also the entire 2008-2009 school year. The job of the MSA secretary is to prepare minutes of meetings and handle other MSA correspondence.

MORAGA SCHOOL DISTRICT

GOVERNING BOARD POLICY HANDBOOK

AR 7130(e)

Administrative Regulation

Facilities

The Moraga Sports Alliance

- 4 Decisions by the MSA should be reached by consensus when possible. When consensus cannot be reached, decisions will be made by majority vote with each user group as well as the District and the Town of Moraga having one vote each without regard to the size of the user group.

- 5 These recommendations will be presented to the Moraga School District Governing Board for final approval.

The MSA is an advisory group whose duty is to make recommendations about field/ facility improvements to Moraga School District property.