

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the State Administrator

October 31, 2007

To: Vincent J. Matthews, State Administrator for the Oakland Unified School District

From: Tim White, Assistant Superintendent – Division of Facilities Planning & Management, Buildings & Grounds and Custodial Services

Subject: Authorizing and Adopting the Oakland Unified School District Civic Center Department, Facilities Use Handbook for the use of District school facilities.

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**ACTION REQUESTED**

Approval of Resolution No. 0708-0089 Authorizing and Adopting the Oakland Unified School District Civic Center Department, Facilities Use Handbook in accordance with applicable law.

**SUMMARY**

The District desires to authorize and approve a Facilities Use Handbook to articulate the guidelines, fees, and procedures by which the public may use District school facilities after school hours.

**DISCUSSION**

The Civic Center Act authorizes school districts to permit community use of school facilities after school hours upon the terms and conditions that the district's governing body deems proper, subject to the limitations, requirements and the restrictions set forth in the Civic Center Act. According to law, the governing body of the school district may charge an amount not exceeding its direct cost for use of its school facilities. The Oakland Unified School District Civic Center Department Facilities Use Handbook sets forth the policy procedures, guidelines, and fees governing the use of district school facilities by the public, in accordance with applicable law.

**BACKGROUND**

In accordance with provisions of the Education Code, California statutes, and other appropriate legal regulations, the Oakland Unified School District, under the direction of the Assistant Superintendent of Facilities Planning and Management, Buildings & Grounds and Custodial Services has established regulations and procedures for community use of District school facilities after school hours and promulgated said regulations and procedures in a Civic Center Handbook for review, consideration and adoption by the District's governing body. The established regulations and procedures include priorities, application process, and the fee schedule for determination of charges.

**RECOMMENDATION**

Approval of Resolution No. 0708-0089 - Authorizing and Adopting the Oakland Unified School District Civic Center Department, Facilities Use Handbook in accordance with applicable law.

**FUNDING SOURCE:**

Not applicable.

**ATTACHMENTS:**

Resolution No. 0708-0089 - Authorizing and Adopting the Oakland Unified School District Civic Center Department, Facilities Use Handbook.

TEW:RM:MEB

LEGISLATIVE FILE  
File ID No. 07-1347  
Introduction Date 10/31/07  
Enactment No. 07-1114  
Enactment Date 10/31/07  
By \_\_\_\_\_

**RESOLUTION  
OF THE  
STATE ADMINISTRATOR  
OF THE OAKLAND UNIFIED SCHOOL DISTRICT  
NO. 0708-0089**

**AUTHORIZING AND ADOPTING THE OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER DEPARTMENT, FACILITIES USE HANDBOOK FOR USE OF  
DISTRICT SCHOOL FACILITIES**

WHEREAS, the Oakland Unified School District ("District") desires to make public school facilities available for community use after school hours to provide a place wherein the public may engage in recreational, educational, political, artistic, scientific, literary, moral and economic activities that are of interest to the citizens of Oakland; and

WHEREAS, pursuant to the Civic Center Act, the Oakland Community may use school facilities after school hours upon the terms and conditions that the District's governing body deems proper, subject to limitations, requirements and restrictions set forth in the Civic Center Act; and

WHEREAS, the Civic Center Act permits the District to charge an amount not to exceed its direct costs for use of its school facilities by any entity; and

WHEREAS, the District staff has developed the Civic Center Department, Facilities Use Handbook that sets forth the previously adopted and recommended policy, procedures, guidelines, and fees governing the use of district school facilities by the public, in accordance with applicable law; and staff recommends that the Facilities Use Handbook be authorized and adopted by the District.

NOW, THEREFORE, BE IT RESOLVED, the Governing Board hereby authorizes and adopts the Oakland Unified School District Civic Center Department, Facilities Use Handbook for the use of District school facilities, attached hereto, and incorporated by reference as though fully set forth.

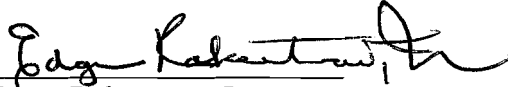
**RESOLUTION NO. 0708-0089-AUTHORIZING AND ADOPTING THE OAKLAND UNIFIED SCHOOL DISTRICT CIVIC CENTER DEPARTMENT, FACILITIES USE HANDBOOK FOR THE USE OF DISTRICT FACILITIES**

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution passed at a Regular Meeting of the State Administrator and/or the Board of Education of the Oakland Unified School District, held on October 31, 2007.



Vincent C. Matthews.  
Interim State Administrator  
Oakland Unified School District

Attest:

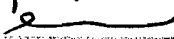


Edgar Rakestraw, Jr.  
Secretary, Governing Board  
Oakland Unified School District

Resolution No. 0708-0089

Attachment: The Oakland Unified School District Civic Center Department, Facilities Use Handbook

**LEGISLATIVE FILE**

File ID No. 07-1347  
Introduction 10/31/07  
Enactment No. 07-1114  
Enactment Date 10/31/07  
By 



# OAKLAND UNIFIED SCHOOL DISTRICT

expect Success

**Division of Facilities Planning & Management**

**Civic Center Department**

## **LEGISLATIVE FILE**

File ID No. 07-1347  
Introduction Date 10/31/07  
Enactment No. 07-1114  
Enactment Date 10/31/07  
By [Signature]

## **Facilities Use Handbook**

Fall/Winter 2007  
(First Publication)

OAKLAND UNIFIED SCHOOL DISTRICT  
Civic Center Department  
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OAKLAND UNIFIED SCHOOL DISTRICT  
SCHOOL DISTRICT  
Board Policy No 1330

BP 1330

**Community Relations**

**Use of School Facilities**

The Governing Board recognizes that District facilities are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

(cf. 6145.5 – Student Organization and Equal Access)

All school-related activities (clubs, class events etc.) shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first-served basis.

Joint Use Agreement gives City of Oakland and Park and Recreation Department second priority after school District. Community youth groups shall have third choice and other community organizations or agencies shall have fourth priority.

The Board believes that the use of school facilities should not result in costs to the District. The District shall charge a minimum of direct costs to all groups granted facility use under the Civic Center Act. Additionally, no charge will be levied against organizations clubs, or associations organized to promote youth and school activities if they are conducted during the normal work hours and do not otherwise require overtime by District staff.

Other groups requesting the use of school facilities under the Civic Center Act shall be charged a minimum of direct cost. (See page 18, Facility Fee Schedule)

**Fair Rental Value**

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not expended for charitable purposes or for the welfare of the District's students. (**Education Code 38134**)

Legal Reference:  
**EDUCATION CODE**

**OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
FACILITY USE PERMIT APPLICATION ADMINISTRATIVE PROCEDURES**

A completed OUSD Facility Use Permit Application must be submitted to OUSD Civic Center Office for the following:

- Facility use after 4 p.m. throughout school year.
- Facility use all hours throughout summer.
- Facility use all weekend hours throughout calendar year.
- Note: Facility use is not allowed on Board or legal holidays. Activities, events, or meetings are automatically cancelled if they fall on a Board or legal holiday.

Applications along with OUSD Facility Use Fees are downloadable from the OUSD website [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us) and can be completed in Microsoft Word. Copies are also available at the OUSD Civic Center Office.

**Applicants are to read and complete sections 1 – 6 of the OUSD Facility Use Permit Application and submit to Civic Center Office 15 working days prior to date of activity/event.**

Completed applications must be submitted to Civic Center Office **15 working days prior to beginning date of use.**

Upon receipt of completed Facility Use Permit Application, Civic Center Office is to:

- Review the application to ensure applicant has completed sections 1 – 6 of the OUSD Facility Use Permit Application correctly.
- Review dates of use and confirm facility is available; refer to OUSD Facility Use Calendar.

If facility is available or other permits are pending for the applied dates, the order of priority for the facility is as follows:

**Order of Priority**

1. All school-related activities (clubs, class events, etc.) in the use of facilities under the Civic Center Act.
2. City of Oakland activities/events in accordance with the Joint Use Facility Agreement between Oakland Unified School District and City of Oakland.
3. Community youth groups in the use of facilities under the Civic Center Act.
4. Community organizations in the use of facilities under the Civic Center Act.
5. Thereafter, the use of facilities shall be on a first-come, first-served.

- Civic Center makes **two (2) copies** of completed original Facility Use Permit Application, one is given to applicant, and the other is filed in Civic Center Office.
- Civic Center Office forwards original Facility Use Permit Application to Site Administrator for review and signature of approval/denial.
- Civic Center Office processes the permit then forwards the permit to the Assistant Superintendent for review and final approval.
- Denied Applications – In the event a Facility Use Permit Application is denied by a Site Administrator, the applicant will follow the OUSD Facility Use Permit Appeal process.



**OAKLAND UNIFIED SCHOOL DISTRICT**  
**CIVIC CENTER OFFICE**  
**FACILITY USE PERMIT APPLICATION ADMINISTRATIVE PROCEDURES**

Approved Applications are facilitated as follows:

- Civic Center Office is to review application for errors and to ensure application is completed correctly.
  - ~ Enter organization and event in subject field
  - ~ Selects dates of use
  - ~ Enters contact information
- Civic Center Office assesses fees according to OUSD Facility Use Fee Structure
- Civic Center Office completes OUSD Facility Use Fee Notification based on permit application information and fee structure.
- Civic Center Office sends completed OUSD Facility Use Fee Notification along with a **copy** of signed permit and Facility Use Fee Structure sheet to applicant. A **copy** of completed OUSD Facility Use Permit Fee Notification is to be kept on file in Civic Center Office.
- Upon receipt of a valid certificate of insurance and payment of fees, Civic Center Office files certificate and processes payment. **Note: Certificate of Insurance and payment of fees are due 10 business days prior to beginning date of use.**
- After receipt of payment and a valid certificate of insurance, the **original** Site Administrator approved OUSD Facility Use Permit is to be **stamped with OUSD CIVIC CENTER OFFICE APPROVAL**, and kept on file in Civic Center Office. Distribute the following:

APPLICANT: **copy** of signed OUSD Facility Use Permit with OUSD Civic Center Approval stamp

CUSTODIAN: **copy** of signed OUSD Facility Use Permit with OUSD Civic Center Approval stamp

SITE ADMINISTRATOR: **copy** of signed OUSD Facility Use Permit with OUSD Civic Center Approval stamp; **copy** of valid Certificate of Insurance

- If payment for fees and/or valid certificate of insurance has not been received within (TEN) 10 business days prior to beginning date of use, Civic Center is to notify applicant that payment is due TEN (10) business days prior to beginning date of use or pending permit will NOT be issued and activity/event/meeting will immediately be cancelled.

Facility Use/Event Evaluation – At conclusion of event, the event organizer will call the Civic Center Permit Office and leave a message confirming that the event has ended and let us know of any issues of concern regarding the event. The custodian and event organizer shall complete and sign the form(s) identified in this handbook. The hours of use will provide the basis for computing overtime for custodial services, if any. Any additional time spent in the use of school facilities may result in additional charges to the permit holder. Please double check the hours on the form before signing it. Form(s) are forwarded to Civic Center to assess payment of custodian overtime and fees for damages (if applicable). Completed Facility Use/Event Evaluation form(s) are kept on file in Civic Center Office.

Oakland Unified School District  
Facilities Use Handbook

**Guidelines for Grass Field Use:**

**DO:**

- Respect the neighbors when using our facilities:
  - Lights must be turned off immediately following event.
  - The field is CLOSED for use by the public during school hours.
  - Organized and/or commercial use may include but is not limited to activities with identified teams, or individuals, groups with uniforms, coaches, trainers, referees, presence of spectators, and equipment (such as goal posts, any kind of amplification system/equipment).
- Request that all users are respectful of each other, the facility and the neighbors.
- Park in designated parking areas and drive carefully (as required by Section 21113(a) of the California Vehicle Code).
- Observe all parking signs and posted restrictions.
- Contact the Facilities Site Administrator to obtain a permit for an organized event.
- Abide by the hours posted and approved on your group's facility use permit.
- Protect the track surface:
  - Wear proper athletic/running shoes on the track.
  - Avoid cleats, heels, and dress shoes.
  - Keep vehicles on the pavement.
  - Do not damage the track surface by allowing dogs, bicycles, skateboards, and trucks on the fields or track.
- Clean up litter generated by your activity, including any litter left by spectators.
- Stay in the stands if you are a spectator.
- Bring your approved facility use permit with you in the event a conflict in scheduling or use is questioned.

**DO NOT:**

- Please do not bring pets to the field. No dogs are allowed on site. Your permit may be revoked if a dog is observed on site during your permitted use.
- Please do not allow food or beverages on the track or main football/soccer field. No glass bottles are allowed on the playing fields, track or any play surface. Please pick up and dispose of the trash generated by your usage of the school facility. Your permit may be revoked or an additional cleaning charge may be assessed if the site is left untidy
- Please do not use any kind of portable public address systems equipment.
- Please do not smoke or consume alcoholic beverages on school property, per state law.

**Restrooms**

Restrooms are available as part of the facility use fee. The District reserves the right to charge an additional cost for restroom availability for large groups.

Oakland Unified School District  
Facilities Use Handbook

**Guidelines for Synthetic Turf Field Use:**

**Please note that the guidelines for synthetic turf use reflect District policy and the manufacturer's recommendations for extending the life of this resource.**

**DO:**

- Respect the neighbors when using our facilities:
  - Lights must be turned off immediately following event.
  - The field is CLOSED for use by the public during school hours.
  - Organized and/or commercial use may include but is not limited to activities with identified teams, or individuals, groups with uniforms, coaches, trainers, referees, presence of spectators, and equipment (such as goal posts, any kind of amplification system/equipment).
  
- Request that all users are respectful of each other, the facility, and the neighbors.
- Park in designated parking areas and drive carefully (as required by Section 21113(a) of the California Vehicle Code).
- Observe all parking signs and posted restrictions.
- Contact the Facilities Site Administrator to obtain a permit for an organized event.
- Abide by the hours posted and approved on your group's facility use permit.
- Protect the track surface:
  - Wear proper athletic/running shoes on the track.
  - Avoid cleats, heels, and dress shoes.
  - Keep vehicles on the pavement.
  - Do not damage the track surface by allowing dogs, bicycles, skateboards, and trucks on the fields or track.
- Coaches should try to provide even wear on each lane by adopting the following practices:
  - Alternate lanes for practice, daily for:
    - Starts
    - Hurdles
    - Hand-offs
    - Distance work
  - Keep an alert eye out for damage to the field surface with spikes.
  - The maximum spike length is 1/4"
  - The preferred spike length is 3/16"
- Please lift and carry equipment for placement, do not drag the equipment, (i.e. hurdles.)
- Please lay crossing mats on field to protect it in areas of heavy foot traffic, such as team crossing areas. The following items may be used as crossing mats, indoor-outdoor carpet, rubber belting, or artificial grass.
- Clean up litter generated by your activity, including any litter left by spectators.
- No sunflower seeds or grass on the synthetic turf field (it will grow).
- No gum.
- Stay in the stands if you are a spectator.
- Bring your approved facility use permit with you in the event a conflict in scheduling or use is questioned.

## **DO NOT:**

- No vehicles are allowed on the track except for light-weight maintenance equipment operated by District personnel.
- No heavy equipment is allowed on the field.
- No rollerblades, roller-skates, skateboards, bicycles, tricycles, wheelchairs or any other self-propelled, or otherwise-propelled apparatus may be allowed on the synthetic turf field.
- Please do not bring pets to the field. No dogs are allowed on site. Your permit may be revoked if a dog is observed on site during your permitted use.
- Please do not use the synthetic turf area of the field for storage, i.e. equipment, hurdles, high jump, or pole vault standards.
- Please do not allow food or beverages on the track or main football/soccer field. No glass bottles are allowed on the playing fields, track, or any play surface. Please pick up and dispose of the trash generated by your usage of the school facility. Your permit may be revoked or an additional cleaning charge may be assessed if the site is left untidy
- Please do not use any kind of portable public address systems equipment.
- Please do not smoke or consume alcoholic beverages on school property, per state law.

### **Restrooms**

Restrooms are available as part of the facility use fee. The District reserves the right to charge an additional cost for restroom availability for large groups.

**OAKLAND UNIFIED SCHOOL DISTRICT  
Facilities Use Handbook**

**Guidelines Facilities Use:  
Theatre/Auditorium**

**DO:**

- Check the site availability by contacting the Site Administrator/ Principal at the site that you want to use, and to let them know that you will be submitting a permit for use of the facility.
- Obtain a permit application to use the site on line, from the District's Civic Center Permit Office at 955 High Street, in Oakland, or from the school secretary.
- Submit a permit application to the District Civic Center Permit Office at 955 High Street, Oakland, California 94601, fax number (510) 879-1860
- Provide proof of insurance and pay the applicable Civic Center Permit fee
- Obtain District an approved Civic Center Permit and keep it with you at the event on site at all times.
- Designate an adult to supervise student workers at all times.
- Observe all parking signs and posted restrictions.
- Observe all aspects of the Fire Code:
  - Keep exits free and clear of obstruction at all times.
  - Make access ladders, doors, hatches, fire extinguishers, electrical panels, and water valves accessible to the maintenance staff and emergency response personnel.
  - Refrain from smoking on school property.
  - Refrain from urinating on the grounds.
- Clean the theater/auditorium thoroughly at the conclusion of use.
  - Pick up all trash and containers following rehearsals and performances. Users will be charge for the cost of disposal if it is not picked up.
  - Remove sets. Storage is extremely limited; therefore, sets cannot be stored.
- Keep stage safety barriers in place except during rehearsals and performance. Reinstall after each rehearsal and performance.

**DO NOT:**

- Do not smoke or consume alcoholic beverages on school property, per state law.

Oakland Unified School District  
**Facilities Use Handbook**

**Guidelines for Facility Use:  
Classrooms, Multipurpose Rooms, and Gymnasiums**

**DO:**

Abide by all fire regulations

- Keep exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets and fire extinguisher locations visible and unobstructed by decorative material or any other item. (C.A.C. Title 19, section 7.20)
- Per state law, refrain from smoking on school property
- Keep exit ways and required means of egress unobstructed so they may be used as an exit. (P.F.C. Section 26.107 and C.A.C. Title 19, Section 65.03).

**Observe all parking signs and posted restrictions**

**Clean-up**

- Clear the entire facility of debris and thoroughly clean all areas.
- Clean the kitchen and leave everything in working order. Clean the stove, removing all grease, drippings, and burn marks.
- Place garbage and debris in cans provided or in provided or in additional plastic bags supplied by the Custodian.

**DO NOT:**

**Please do not deface facility walls and surfaces by:**

- Using scotch tape, masking tape, or adhesives on any surfaces.
- Driving nails, hooks, or tacks, into any surface.
- Affixing anything to walls, windows, doors, woodwork, curtains, beams, ceilings, chandeliers, or pieces of furniture
- Using acids, dyes, solvents, paint pigments, rubber-backed mats, or rubber casters.

Please do not smoke or consume alcoholic beverages on school property, per state law.

## FREQUENTLY ASKED QUESTIONS

### Who can use a school facility?

The Oakland Unified School District ("District") students and the Oakland Community are the primary users of District facilities. In accordance with the guidelines of the District's Board Policy No 1330 on the previous page, priority of use of District facilities is given to school related activities, such as after school programs, school related clubs, events, etc. Other users may apply for a permit to use school facilities when not being used by these primary users. All permits are revocable and shall not be considered as a lease. The District may reject any application or cancel any permit. Permits are not transferable.

### Is there an order of priority among users groups?

Applications for use of school facilities shall be given preference in the following order:

1. School District
2. Oakland Parks and Recreation Department Joint Use Agreement
3. Community Youth Groups
4. Other groups and organizations

NOTE: The District's need to schedule maintenance or repair shall supersede the priority order for use of each facility.

### How do I obtain use of a school facility?

1. Complete an Oakland Unified School District application for school facility permit. Permits may be downloaded from the District's website or obtained from the District's Civic Center Permit Office at 955 High Street in Oakland, California;
2. Submit a completed permit application to the Civic Center Permit Office at 955 High Street in Oakland, California, 94601, fax number (510) 879-1860;
3. The Civic Center office will contact the principal of the school related to the permit application to confirm that the facility is not being used for a school program or event. The Civic Center office will contact you to let you know if the application has been approved. The Civic Center Office will also inform you of the applicable permit fee to be paid for the proposed use.
4. Submit a certificate of insurance showing the required insurance coverage (see page 5);
5. Submit payment of the permit fee in the form of a cashier's check or money order made payable to the Oakland Unified School District, Civic Center Office.

Note: All school facilities are closed for use by the public during school hours.

### What if I need to cancel use of a school facility?

Cancellations must be made 48 (forty-eight) hours prior to the date of the activity/event in order to receive a refund of the pro rata share of the permit fee, so that the custodial staff can be timely notified that their services are not needed for the activity or event. Refunds shall not be provided for cancellations made less than 48 (forty-eight) hours prior to the activity/event.

### **Where can I park at a school site?**

Parking is limited at school sites and only street parking is available in most cases, except for those permits that include a parking fee. Parking on the asphalt surface of a school playground area is prohibited because the asphalt is not designed for such use and parking on the asphalt section of a playground area accelerates the deterioration of the surface.

### **Are restrooms available on site?**

The restrooms existing at the school site are available upon request as part of a permit application and custodial service fee. Please be sure to request restroom access on the permit application to ensure availability.

### **Does the Oakland Unified School District provide security for events held at a school facility?**

The District only provides security for school programs and events. Permit holders may be required to provide security and additional insurance or take other safety precautions as determined by the District, at its sole discretion.

### **What is the Liability Insurance Requirement?**

Prior to using the facility, the permit holder shall provide a Certificate of Insurance to the District in the amount of \$1,000,000 (One Million Dollars), combined single limits, with the District as an additional insured.



# SCHOOLS & PRINCIPALS

2007  
2008

## ELEMENTARY SCHOOLS (64)

<b>CORN WOODLAND 165</b>	Phone: 879-0190
325 81 <sup>st</sup> Avenue, 94621	<i>Principal</i> – Kimi Kean Fax: 879-0199
<b>LLENDALE 101</b>	Phone: 879-1010
370 Penniman Avenue, 94619	<i>Principal</i> – Steven Thomasberger Fax: 879-1019
<b>SCEND (K-2,4,6-8) 185</b>	Phone: 879-3140
709 East 12 <sup>th</sup> Street, 94601	<i>Principal</i> – Larissa Adam Fax: 879-3149
<b>ELLA VISTA 102</b>	Phone: 879-1020
325 East 28 <sup>th</sup> Street, 94610	<i>Principal</i> – Shannon Yip Fax: 879-1027
<b>RIDGES ACADEMY @ MELROSE 178</b>	Phone: 879-1410
325 53 <sup>rd</sup> Avenue, 94601	<i>Principal</i> – Clara Tarango Fax: 879-1419
<b>ROOKFIELD 103</b>	Phone: 879-1030
31 Jones Avenue, 94603	<i>Principal</i> – Nelva Leavitt Fax: 879-1039
<b>URCKHALTER 105</b>	Phone: 879-1050
394 Burckhalter Avenue, 94605	<i>Principal</i> – Dhameera Ahmad Fax: 879-1059
<b>ARL MUNCK 168</b>	Phone: 879-1680
1900 Campus Drive, 94619	<i>Principal</i> – Denise Burroughs Fax: 879-1689
<b>HABOT 106</b>	Phone: 879-1060
386 Chabot Road, 94618	<i>Principal</i> – Jonathan Mayer Fax: 879-1069
<b>LEVELAND 108</b>	Phone: 879-1080
15 Cleveland Street, 94606	<i>Principal</i> – Mia Settles Fax: 879-1089
<b>COMMUNITY UNITED ELEMENTARY @ LOCKWOOD (K-3) 149</b>	Phone: 879-1340
701 International Boulevard, 94621	<i>Principal</i> – Pali Ceja Fax: 879-1349
<b>ROCKER HIGHLANDS 111</b>	Phone: 879-1110
25 Midcrest Road, 94610	<i>Principal</i> – Chelda Ruff Fax: 879-1119
<b>AST OAKLAND PRIDE @ WEBSTER (K-3) 107</b>	Phone: 879-1620
300 Birch Street, 94621	<i>Principal</i> – Viet Nguyen Fax: 879-1629
<b>MERSON 115</b>	Phone: 879-1150
303 Lawton Avenue, 94609	<i>Principal</i> – Wendi Caporicci Fax: 879-1159
<b>NCOMPASS ACADEMY 181</b>	Phone: 879-0207
325 81 <sup>st</sup> Avenue, 94621	<i>Principal</i> – Minh-Tram Nguyen Fax: 879-0209
<b>SPERANZA ELEMENTARY @ STONEHURST 177</b>	Phone: 879-1551
3315 E. Street, 94603	<i>Principal</i> – Sondra Aguilera Fax: 879-1559
<b>RANKLIN 116</b>	Phone: 879-1160
15 Foothill Boulevard, 94606	<i>Principal</i> – Jeanette MacDonald Fax: 879-1164
<b>RED T. KOREMATSU DISCOVERY ACADEMY @ STONEHURST 172</b>	Phone: 879-2795
3315 E. Street, 94603	<i>Principal</i> – Charles Wilson Fax: 879-2798
<b>RUITVALE 117</b>	Phone: 879-1170
200 Boston Avenue, 94602	<i>Principal</i> – Terry Edwards Fax: 879-1179
<b>TURES ELEMENTARY SCHOOL @ LOCKWOOD (K-3) 123</b>	Phone: 636-0520
701 International Boulevard, 94621	<i>Principal</i> – Steven Daubenspeck Fax: 879-1349
<b>ARFIELD 118</b>	Phone: 879-1180
340 22 <sup>nd</sup> Avenue, 94606	<i>Principal</i> – Maria Dehghanfard Fax: 879-1189
<b>LENVIEW 119</b>	Phone: 879-1190
215 La Cresta Avenue, 94602	<i>Principal</i> – Deltra Atkins Fax: 879-1199
<b>GLOBAL FAMILY SCHOOL @ JEFFERSON (K-3) 114</b>	Phone: 879-1280
335 40 <sup>th</sup> Avenue, 94601	<i>Principal</i> – Rosalind Sarah Fax: 879-1289
<b>RASS VALLEY 122</b>	Phone: 879-1220
720 Dunkirk Avenue, 94605	<i>Principal</i> – Rosella Jackson Fax: 879-1229
<b>REENLEAF ELEMENTARY @ WHITTIER (K-3) 112</b>	Phone: 879-1630
328 East 17 <sup>th</sup> Street, 94621	<i>Principal</i> – Monica Thomas Fax: 879-1639
<b>ILLCREST (K-8) 127</b>	Phone: 879-1270
3 Marguerite Drive, 94618	<i>Principal</i> – Beverly Rothenberg Fax: 879-1279
<b>DOVER 170</b>	Phone: 879-1700
30 Brockhurst Street, 94608	<i>Principal</i> – LaResha Martin Fax: 879-1709
<b>ORACE MANN 136</b>	Phone: 879-1360
222 Ygnacio Avenue, 94601	<i>Principal</i> – Alanna Lim Fax: 879-1369
<b>OWARD 166</b>	Phone: 879-1660
755 Fontaine Street, 94605	<i>Principal</i> – Carolyn Howard Fax: 879-1669
<b>INTERNATIONAL COMMUNITY 186</b>	Phone: 879-4286
325 International Blvd, 94601	<i>Principal</i> – Karen Monroe Fax: 879-4287
<b>EFFERSON (4,5) 128</b>	Phone: 879-1280
335 40 <sup>th</sup> Avenue, 94601	<i>Asst Principal</i> – Reyna Diaz Fax: 879-1289
<b>JAQUIN MILLER 142</b>	Phone: 879-1420
325 Ascot Drive, 94611	<i>Principal</i> – Ifeoma Obodozie Fax: 879-1429
<b>AISER 171</b>	Phone: 879-1710
3 South Hill Court, 94618	<i>Principal</i> – Mel Stenger Fax: 879-1719
<b>A ESCUELITA 121</b>	Phone: 879-1210
100 3 <sup>rd</sup> Avenue, 94606	<i>Principal</i> – Tammy Rose Fax: 879-1216
<b>AFAYETTE 129</b>	Phone: 879-1290
700 Market Street, 94607	<i>Principal</i> – Benjamin Redmond Fax: 879-1299

<b>PARKER 144</b>	Phone: 879-1440
7929 Ney Avenue, 94605	<i>Principal</i> – Deborah Davis Fax: 879-1449
<b>PERALTA 145</b>	Phone: 879-1450
460 63 <sup>rd</sup> Street, 94609	<i>Principal</i> – Rosette Costello Fax: 879-1459
<b>PIEDMONT AVENUE 146</b>	Phone: 879-1460
4314 Piedmont Avenue, 94611	<i>Principal</i> – Angela Haick Fax: 879-1469
<b>PLACE @ PRESCOTT 183</b>	Phone: 879-1470
920 Campbell Street, 94607	<i>Principal</i> – Enomwoyi Booker Fax: 879-1479
<b>REACH ACADEMY 193</b>	Phone: 879-1100
9880 Sunnyside Street, 94603	<i>Principal</i> – Mishaa Degraw Fax: 879-1109
<b>REDWOOD HEIGHTS 148</b>	Phone: 879-1480
4401 39 <sup>th</sup> Avenue, 94619	<i>Principal</i> – Ann Kruze Fax: 879-1489
<b>RISE @ HIGHLAND 192</b>	Phone: 879-2487
8521A Street, 94621	<i>Principal</i> – Carrie Betti Fax: 879-1263
<b>SANKOFA 191</b>	Phone: 879-1610
581 81 <sup>st</sup> Street, 94609	<i>Principal</i> – Danielle Neves Fax: 879-1619
<b>SANTA FE 150</b>	Phone: 879-1500
915 54 <sup>th</sup> Street, 94608	<i>Principal</i> – Carol Johnson Fax: 879-1507
<b>SEQUOIA 151</b>	Phone: 879-1510
3730 Lincoln Avenue, 94602	<i>Principal</i> – Kyla Johnson-Trammel Fax: 879-1519
<b>SOBRANTE PARK 154</b>	Phone: 879-1540
470 El Paseo Drive, 94603	<i>Principal</i> – Marco Franco Fax: 879-1549
<b>THINK COLLEGE NOW 190</b>	Phone: 879-1490
2825 International Boulevard, 94601	<i>Principal</i> – David Silver Fax: 879-5430
<b>THORNHILL 157</b>	Phone: 879-1570
5880 Thornhill Drive, 94611	<i>Principal</i> – Sallyann Tomlin Fax: 879-1579
<b>TILDEN (Preschool – 2) 176</b>	Phone: 879-1560
4551 Steele Street, 94619	<i>Principal</i> – Joslin Johnson Fax: 879-3692
<b>WEBSTER ACADEMY (4,5) 162</b>	Phone: 394-9077
8000 Birch Street, 94621	<i>Asst. Principal</i> – Emma Matela Fax: 639-5532
<b>WHITTIER (4,5) 163</b>	Phone: 879-1630
6328 East 17 <sup>th</sup> Street, 94621	<i>Asst. Principal</i> – Laura Smith Fax: 879-1639

## MIDDLE SCHOOLS (19)

<b>ALLIANCE ACADEMY @ ELMHURST 224</b>	Phone: 879-2733
1800 98 <sup>th</sup> Avenue, 94603	<i>Principal</i> – Yvette Renteria Fax: 879-2025
<b>BRET HARTE 206</b>	Phone: 879-2060
3700 Coolidge Avenue, 94602	<i>Principal</i> – Teresa Williams Fax: 879-2069
<b>EDNA BREWER 210</b>	Phone: 879-2100
3748 13 <sup>th</sup> Avenue, 94610	<i>Principal</i> – Jamie Marantz Fax: 879-2109
<b>CLAREMONT 201</b>	Phone: 879-2010
5750 College Avenue, 94618	<i>Principal</i> – David Chambliss Fax: 879-2019
<b>COLE (7,8) 109</b>	Phone: 879-1090
1011 Union Street, 94607	<i>Principal</i> – Ivory Brooks Fax: 879-1099
<b>COLISEUM COLLEGE PREP @ HAVENSCOURT 232</b>	Phone: 879-2456
1390 66 <sup>th</sup> Avenue, 94621	<i>Principal</i> – Aaron Townsend Fax: 879-2453
<b>ELMHURST COMMUNITY PREP @ ELMHURST 221</b>	Phone: 879-2021
1800 98 <sup>th</sup> Avenue, 94603	<i>Principal</i> – Matthew Duffy Fax: 879-2029
<b>EXPLORE COLLEGE PREP 225</b>	Phone: 879-1040
3550 64 <sup>th</sup> Avenue, 94605	<i>Principal</i> – Michael Scott Fax: 879-1049
<b>FRICK 203</b>	Phone: 879-2030
2845 64 <sup>th</sup> Avenue, 94605	<i>Principal</i> – Jerome Gouridine Fax: 879-2039
<b>MADISON 215</b>	Phone: 879-2150
400 Capistrano Drive, 94603	<i>Principal</i> – Lucinda Taylor Fax: 879-2159
<b>MELROSE LEADERSHIP ACADEMY @ SHERMAN 235</b>	Phone: 879-1530
5328 Brann Street 94619	<i>Principal</i> – Moyra Contreras Fax: 879-1539
<b>MONTERA 211</b>	Phone: 879-2110
5555 Ascot Drive, 94611	<i>Principal</i> – Russom Mesfun Fax: 879-2119
<b>PERALTA CREEK (7,8) @ SIMMONS 227</b>	Phone: 879-2051
2101 35 <sup>th</sup> Avenue, 94601	<i>Principal</i> – Greg McNamara Fax: 879-2059
<b>ROOSEVELT 212</b>	Phone: 879-2120
1926 19 <sup>th</sup> Avenue, 94606	<i>Principal</i> – Theresa Clincy Fax: 879-2129
<b>ROOTS INTERNATIONAL @ HAVENSCOURT 226</b>	Phone: 879-2625
1390 66 <sup>th</sup> Avenue, 94621	<i>Principal</i> – Brandee Stewart Fax: 879-2078
<b>UNITED FOR SUCCESS @ SIMMONS 228</b>	Phone: 879-1494
2101 35 <sup>th</sup> Avenue, 94601	<i>Principal</i> – Phil Cotty Fax: 879-1493
<b>URBAN PROMISE ACADEMY 236</b>	Phone: 879-1640
3031 East 18 <sup>th</sup> Street, 94601	<i>Principal</i> – Gia Truong Fax: 879-4297
<b>WESTLAKE 213</b>	Phone: 879-2130

<b>AKEVIEW 130</b>		Phone: 879-1300
16 Grand Avenue, 94610	<i>Principal – Clara Roberts</i>	Fax: 879-1309
<b>AUREL 131</b>		Phone: 879-1310
750 Brown Avenue, 94619	<i>Principal – Ron Smith</i>	Fax: 879-1319
<b>AZEAR 132</b>		Phone: 879-1320
24 29 <sup>th</sup> Avenue, 94601	<i>Principal – Geraldine Camacho</i>	Fax: 879-1329
<b>EARNING WITHOUT LIMITS @ JEFFERSON (K-3) 113</b>		Phone: 879-1282
135 40 <sup>th</sup> Avenue, 94601	<i>Principal – Leo Fuchs</i>	Fax: 879-1289
<b>INCOLN 133</b>		Phone: 879-1330
25 11 <sup>th</sup> Street, 94607	<i>Principal – Caroline Yee</i>	Fax: 879-1339
<b>DCKWOOD (4,5) 134</b>		Phone: 879-1340
701 International Boulevard, 94621	<i>Asst Principal – Edgar Lin</i>	Fax: 879-1349
<b>ANZANITA COMMUNITY SCHOOL 179</b>		Phone: 879-1370
109 East 27 <sup>th</sup> Street, 94601	<i>Principal – Eyana Spencer</i>	Fax: 879-1379
<b>ANZANITA SEED (K-4) 175</b>		Phone: 879-1373
109 East 27 <sup>th</sup> Street, 94601	<i>Principal – Katherine Carter</i>	Fax: 879-0139
<b>ARKHAM 138</b>		Phone: 879-1380
220 Krause Avenue, 94605	<i>Principal – Pam Booker</i>	Fax: 879-1389
<b>ARSHALL 174</b>		Phone: 879-1740
100 Malcolm Avenue, 94605	<i>Principal – Maya Woods-Cadiz</i>	Fax: 879-1749
<b>ARTIN LUTHER KING, JR. 182</b>		Phone: 879-1820
30 10 <sup>th</sup> Street, 94607	<i>Principal – Patricia Washington</i>	Fax: 879-1829
<b>AXWELL PARK 139</b>		Phone: 879-1390
730 Fleming Avenue, 94619	<i>Principal – Mary Louise-Newling</i>	Fax: 879-1399
<b>ONTCLAIR 143</b>		Phone: 879-1430
757 Mountain Boulevard, 94611	<i>Principal – Nancy Bloom</i>	Fax: 879-1439
<b>EW HIGHLAND ACADEMY 125</b>		Phone: 879-1260
321 A Street, 94621	<i>Principal – Liz Ozol</i>	Fax: 879-1269

2629 Harrison Street, 94612	<i>Principal – Misha Karigaca</i>	Fax: 879-2139
<b>WEST OAKLAND MIDDLE SCHOOL @ LOWELL (6) 204</b>		Phone: 879-2093
991 14 <sup>th</sup> Street, 94607	<i>Principal – Seyana Mawusi</i>	Fax: 879-8012

### HIGH SCHOOLS (18)

<b>CASTLEMONT COMMUNITY OF SMALL SCHOOLS</b>		Phone: 879-3010
8610 MacArthur Boulevard, 94605		
<b>BUSINESS INFORMATION &amp; TECHNOLOGY 346</b>		Phone: 879-3010 x443
<i>Principal – Richard Gaston</i>		Fax: 879-3019
<b>EAST OAKLAND SCHOOL OF THE ARTS 348</b>		Phone: 879-3010 x498
<i>Principal – Matin Abdel-Qawi</i>		Fax: 879-2535
<b>LEADERSHIP PREPARATORY HIGH 347</b>		Phone: 879-3010 x457
<i>Principal – Denise Jeffrey</i>		Fax: 879-1997
<b>FAR WEST (6-12) 314</b>		Phone: 879-1580
5263 Broadway Terrace, 94618	<i>Principal – Beverly Jarrett</i>	Fax: 879-1589
<b>FREMONT FEDERATION</b>		Phone: 879-8881
4610 Foothill Boulevard, 94601		Fax: 879-3029
<b>COLLEGE PREP. &amp; ARCHITECTURE ACADEMY 339</b>		Phone: 879-1131
<i>Principal – Daniel Hurst</i>		Fax: 879-8874
<b>MANDELA HIGH SCHOOL 342</b>		Phone: 879-1141
<i>Principal – Robin Bailer Glover</i>		Fax: 879-8876
<b>MEDIA COLLEGE PREP 343</b>		Phone: 879-1597
<i>Principal – Benjamin Schmookler</i>		Fax: 879-1236
<b>ROBESON SCHOOL VISUAL &amp; PERFORMING ARTS 340</b>		Phone: 879-1237
<i>Principal – Anisa Rasheed</i>		Fax: 879-3127
<b>LIFE ACADEMY 335</b>		Phone: 879-4110
2111 International Boulevard, 94606	<i>Principal – Erik Rice</i>	Fax: 879-4119

### HIGH SCHOOLS (CONT'D)

<b>cCLYMONDS EDUCATIONAL COMPLEX</b> 307 Myrtle Street, 94607 BEST 350 EXCEL 351	Principal – James Gray Principal – Yetunde Reeves	Phone: 879-3030 Fax: 879-3039
<b>ETWEST 338</b> 14 East 10 <sup>th</sup> Street, 94606	Principal – Eve Gordon	Phone: 879-0235 Fax: 879-0235
<b>AKLAND HIGH 304</b> 223 MacArthur Boulevard, 94610	Principal – TBD	Phone: 879-3040 Fax: 879-3049
<b>AKLAND INTERNATIONAL HIGH</b> 321 Webster Street, 94609	Principal – Carmelita Reyes	Phone: 879-2142 Fax: 879-2143
<b>AKLAND TECHNICAL 305</b> 351 Broadway, 94611	Principal – Sheilagh Andujar	Phone: 879-3050 Fax: 879-3059
<b>KYLINE 306</b> 2250 Skyline Boulevard, 94619	Principal – Heidi Green	Phone: 879-3060 Fax: 879-3069
<b>OUTH EMPOWERMENT SCHOOL (YES) 344</b> 251 Fontaine Street, 94605	Principal – Maureen Benson	Phone: 879-8877 Fax: 569-7042

### CHARTER SCHOOLS (34)

<b>chool Portfolio Management – Charter Schools</b> 225 Second Avenue, 94606	Coordinator – David Montes de Oca	Phone: 879-8349 Fax: TBD
<b>CHIEVE ACADEMY</b> formerly EFC – UPPER ELEMENTARY (4-5) 700 28 <sup>th</sup> Avenue, 94601	Principal – Lissa Hines	Phone: 904-6440 Fax: 904-6761
<b>MERICAN INDIAN PUBLIC CHARTER SCHOOL (5-8)</b> 337 Magee Avenue, 94819	Director – Isaac Berniker	Phone: 482-6000 Fax: 482-6002
<b>MERICAN INDIAN PUBLIC CHARTER SCHOOL II (6-8)</b> 71 12 <sup>th</sup> Street, Suite 100, 94607	Director – Jorge Lopez	Phone: 482-6000 Fax: 482-6002
<b>MERICAN INDIAN PUBLIC HIGH SCHOOL (9-11)</b> 326-3628 35 <sup>th</sup> Avenue, 94601	Director – Isaac Berniker	Phone: 482-6000 Fax: 482-6002
<b>RISE HIGH SCHOOL (9-10)</b> 301 E. 12 <sup>th</sup> Street, 94601	Contact – Laura Flaxman	Phone: 436-5487 Fax: 436-5493
<b>AY AREA TECHNOLOGY (6-9)</b> 320 Telegraph Avenue, 94612	Principal – Oscar Yildiz	Phone: 645-9932 Fax: 645-9934
<b>ERKLEY MAYNARD ACADEMY (K-5)</b> 200 San Pablo Avenue, 94608	Principal – Kristyn Kel	Phone: 658-2900 Fax: 658-1013
<b>ALIFORNIA COLLEGE PREP ACADEMY (6-9)</b> 200 San Pablo Avenue, 94608	Principal – Stephen Liles	Phone: 658-2900 Fax: 658-2122
<b>OVA CONSERVATORY OF VOCAL/INSTRUMENT ARTS (3-7)</b> 300 Mountain Boulevard, 94611	Contact – Valeria Abad	Phone: 339-2961 Fax: TBD
<b>AST BAY CONSERVATION CORPS (Civics/Elem) (K-5)</b> 386 Alcatraz Avenue, 94608	Director – Clint Wilkins	Phone: 420-3701 Fax: 420-3703
<b>AST BAY CONSERVATION CORPS (9-12/adults)</b> 221 Third Street, 94607	Director – Katie Mahar	Phone: 992-7819 Fax: 992-7950
<b>AST OAKLAND LEADERSHIP ACADEMY (K-2,5-8)</b> 314 Seminary Avenue, 94605	Director – Laura Armstrong	Phone: 562-5238 Fax: 562-5239
<b>UCATION FOR CHANGE @ COX ELEMENTARY (K-5)</b> 360 Sunnyside Street, 94603	Principal – Fernando Yanez	Phone: 904-6300 Fax: 904-9033
<b>UERTA (DOLORES) LEARNING ACADEMY (K-8)</b> 336 Courtland Avenue, 94601	Principal – Kenneth Reed	Phone: 533-9790 Fax: 533-9794
<b>IPP BRIDGE COLLEGE PREP (5-8)</b> 31 14 <sup>th</sup> Street, 94607	Principal – David Ling	Phone: 879-2421 Fax: 879-3182
<b>IGHTHOUSE COMM. CHARTER (K-8)</b> 15 12 <sup>th</sup> Street (at Webster), 94607	Director – Melissa Barnes-Dholakia	Phone: 271-8801 Fax: 271-8803
<b>IGHTHOUSE COMM. CHARTER HIGH SCHOOL (9-11)</b> 300 Broadway, 94612	Director – Stephen Sexton	Phone: 271-8801 Fax: 271-8803
<b>PS COLLEGE PARK (9-11)</b> 301 MacArthur Boulevard, 94605	Principal – Andrew Gordon	Phone: 633-0750 Fax: 291-9783
<b>ILLSMONT ACADEMY (K-8)</b> 200 62 <sup>nd</sup> Avenue, 94605	Principal – Desiree Branganza	Phone: 638-9445 Fax: 638-0744
<b>ILLSMONT Secondary – Satellite of Millsmont Academy</b> 330 Atherton Street, 94605	Principal – Diana Adams	Phone: 562-8030 Fax: 562-8013
<b>ONARCH ACADEMY (K-5)</b> 145 101 <sup>st</sup> Avenue, 94603	Principal – Tatiana Epanchin-Troyan	Phone: 568-3101 Fax: 568-3521
<b>ORTH OAKLAND COMMUNITY CHARTER SCHOOL (K-5)</b> 100 42 <sup>nd</sup> Street, 94608	Principal – Carolyn Gramstorf	Phone: 655-0540 Fax: 655-1222
<b>AKLAND AVIATION HIGH SCHOOL (9-10)</b> 350 Earhart Road (Oakland Int'l Airport), 94621	Principal – Jay Dunlap	Phone: 633-6375 Fax: 633-6351
<b>AKLAND CHARTER ACADEMY (6-8)</b> 301 International Boulevard, 94601	Principal – Jorge Lopez	Phone: 532-6751 Fax: 532-6753
<b>AKLAND CHARTER HIGH SCHOOL (9)</b> 71 12 <sup>th</sup> Street, 94607	Contact – Jorge Lopez	Phone: 532-6751 Fax: 532-6753
<b>AKLAND MILITARY INSTITUTE/COLLEGE PREP (6-12)</b> 30 39 <sup>th</sup> Street, 94608	Head Master – Bruce Holaday	Phone: 267-3900 Fax: 286-3935
<b>AKLAND SCHOOL FOR THE ARTS (6-12)</b> 300 San Pablo Avenue, 94605	Executive Directors – Saul Drevitch, Principal – Kay Anderson	Phone: 873-8800 Fax: 873-8816
<b>AKLAND UNITY HIGH SCHOOL (9-12)</b> 338 Brann Street, 94605	Principal – David Castillo	Phone: 635-7170 Fax: 635-3830
<b>ASIS HIGH SCHOOL (9-12)</b> 35 17 <sup>th</sup> Street, Suite 100, 94612	Principal – Hugo Arabia	Phone: 251-8103 Fax: 251-8115

### ADULT and CAREER EDUCATION OFFICE

<b>ADULT and CAREER EDUCATION OFFICE</b> 1025 Second Avenue, Portable 15, 94606	Director – Brigitte Marshall Assistant Director – Chris Nelson	Phone: 879-8131 Fax: 879-1840
<b>EDWARD SHANDS ADULT SCHOOL</b> 2455 Church Street, 94605	Services Administrator – Adrian Bozzolo Adult Basic & Adult Secondary Education Administrator – Judy Flores Career Technical Education Administrator – Garlin Cephas	Phone: 879-4040 Fax: 879-4044
<b>PLEASANT VALLEY ADULT SCHOOL</b> 920 53 <sup>rd</sup> Street, 94608	Adults with Disabilities Programs - Administrator – Dick Stein Programs for Older Adults – Administrator – Pamela Wong	Phone: 879-4090 Fax: 879-1806
<b>NEIGHBORHOOD CENTERS ADULT SCHOOL</b> 750 International Blvd. 94606	Services Administrator - Burr Guthrie English as a Second Language – Administrator – LaRanda Marr Parenting Education – Administrator – Sue Pon	Phone: 879-4020 Fax: 879-4029

### PROGRAMS FOR EXCEPTIONAL CHILDREN (SPECIAL EDUCATION) (4)

<b>SPECIAL EDUCATION OFFICE</b> 2850 West Street, 94608	Executive Officer – Dr. Phyllis Harris	Phone: 879-8222 Fax: 879-8529
<b>PRESCHOOL DIAGNOSTIC CENTER</b> 2850 West Street, 94608	Psychologist – Linda Lara	Phone: 879-3074 Fax: 879-8829
<b>CAREER TRANSITION SERVICES</b> 2850 West Street, 94608	TSAs – Leslin Henry	Phone: 879-8899 Fax: 879-2200
<b>HILLSIDE ACADEMY (7-12)</b> 8350 Hillside Street, 94605	Leader – Judith Harte	Phone: 879-2208 Fax: 879-1560
<b>TILDEN (Preschool – 2)</b> 4551 Steele Street, 94619	Principal – Joslin Johnson	Phone: 879-1569 Fax: 879-1569

### EARLY CHILDHOOD EDUCATION CENTERS

<b>EARLY CHILDHOOD EDUCATION OFFICE * Director, Jane Nicholson</b> 495 Jones Ave., 94603	Phone: 879-8328	Fax: 879-2821
C = Child Development	P = Pre-Kindergarten	
<b>ACORN WOODLAND, P 861</b> 1025 81 <sup>st</sup> Avenue, 94621	Kimi Kean	Phone: 635-1997 Fax: 879-0199
<b>ALICE STREET, C 856</b> 250 17 <sup>th</sup> Street, 94612	Lynne Martin	Phone: 879-0856 Fax: 879-2378
<b>ARROYO VIEJO, C 802</b> 1895 78 <sup>th</sup> Avenue, 94621	Alfreda Turner	Phone: 879-0802 Fax: 879-0804
<b>BELLA VISTA, C 805</b> 2410 10 <sup>th</sup> Avenue, 94606	Ofelia Asencios-Mendoza	Phone: 879-1657 Fax: 879-0805
<b>BROOKFIELD, C P 806</b> 401 Jones Avenue, 94603	Marsha Morrison	Phone: 879-0806 Fax: 879-2899
<b>CENTRO INFANTIL DE LA RAZA, C P 819</b> 2660 East 16 <sup>th</sup> Street, 94601	Gwendolyn Delaney	Phone: 879-1521 Fax: 879-1520
<b>CENTRO INFANTIL ANNEX, C P 818</b> 314 East 10 <sup>th</sup> Street, 94606	Ofelia Asencios-Mendoza	Phone: 879-0818 Fax: 879-8756
<b>COX, P 807</b> 9860 Sunnyside Street, 94603	Marsha Morrison	Phone: 879-0807 Fax: 879-0807
<b>EMERSON, C 811</b> 4801 Lawton Avenue, 94609	Beverly Robinson	Phone: 879-0811 Fax: 879-1934
<b>FRUITVALE, P 862</b> 3200 Boston Avenue, 94602	Terry Edwards	Phone: 879-2825 Fax: 879-2825
<b>GOLDEN GATE, C P 814</b> 6232 Herzog Street, 94608	Dorothy Norwood	Phone: 879-0814 Fax: 879-1932
<b>GRASS VALLEY, C 852</b> 4720 Dunkirk Avenue, 94605	Lauran Cherry	Phone: 879-0852 Fax: 879-2636
<b>H.R. TUBMAN, C P 825</b> 800 33 <sup>rd</sup> Street, 94608	Dorothy Norwood	Phone: 879-0825 Fax: 879-1759
<b>HIGHLAND, C P 815</b> 1322 86 <sup>th</sup> Avenue, 94621	Alfreda Turner	Phone: 879-0815 Fax: 879-2529
<b>HINTIL KUU CA, C 840</b> 11850 Campus Drive, 94619	John Santoro	Phone: 879-0840 Fax: 879-2047
<b>HOWARD, C P 816</b> 8755 Fontaine Street, 94605	Marsha Morrison	Phone: 879-0816 Fax: 879-0816
<b>INTERNATIONAL, C P 809</b> 2825 International Blvd, 94601	Ofelia Asencios-Mendoza	Phone: 879-4293 Fax: 261-2024
<b>JEFFERSON, C P 817</b> 1975 40 <sup>th</sup> Avenue, 94601	John Santoro	Phone: 879-0817 Fax: 879-1723
<b>LAKEVIEW, C 857</b> 746 Grand Avenue, 94610	Lynne Martin	Phone: 879-0857 Fax: 879-2969
<b>LAUREL, C P 820</b> 3825 California Street, 94619	Jessie McGee	Phone: 879-0820 Fax: 879-2175
<b>LOCKWOOD, C 823</b> 1125 69 <sup>th</sup> Avenue, 94621	Jessie McGee	Phone: 879-0823 Fax: 879-2617
<b>LOCKWOOD, P 827</b> 6701 International Boulevard, 94621	Jessie McGee	Phone: 879-0827 Fax: 879-2617
<b>MANZANITA, C P 829</b>		Phone: 879-0829

<b>EEMS (E.C.) ACADEMY OF TECHNOLOGY &amp; Art (K-8)</b>	Phone: 729-6635
125 MacArthur Boulevard, 94605 <i>Executive Director</i> – Lisa Blair	Fax: 562-9539
<b>WILSON (LIONEL) COLLEGE PREP (6-12)</b>	Phone: 635-7737
10 105 <sup>th</sup> Avenue, 94603 <i>Executive Director</i> – Adrian Kirk	Fax: 635-7727
<b>WORLD ACADEMY</b> formerly EFC – EAST OAKLAND COMMUNITY CHARTER (K-3)	Phone: 904-8400
700 28 <sup>th</sup> Avenue, 94601 <i>Principal</i> – Susan Sperber	Fax: 904-6763
<b>YOUTH EMPLOYMENT PARTNERSHIP (9-12)</b>	Phone: 533-3447
300 International Boulevard, 94601	Fax: 533-3469
<i>Directors: Michelle Clark and Julina Bonilla</i>	
<b>VISION ACADEMY ARTS &amp; TECH. (9-10) COUNTY CHARTER</b>	Phone: 596-8901
37 Stanford Avenue, 94608 <i>Principal</i> – John Oubre	Fax: 596-8905

#### ALTERNATIVE EDUCATION OFFICE

<b>ALTERNATIVE EDUCATION OFFICE</b>	Phone: 879-2904
920 53 <sup>rd</sup> Street, 94608	Fax: 879-4094
<b>ALTERNATIVE LEARNING COMMUNITY @ TOLER HEIGHTS 208</b>	Phone: 879-1357
736 Lawlor Street, 94605 <i>Principal</i> – Dennis Guikema	Fax: 879-2983
<b>ANCHE ACADEMY (9-12)</b>	Phone: 879-1730
240 18 <sup>th</sup> Street, 94607 <i>Principal</i> – Fulton Brinkley	Fax: 879-1739
<b>COMMUNITY DAY SCHOOL (6-12)</b>	Phone: 879-8450
317 Mountain Boulevard, 94619 <i>Principal</i> – Sam Pasarow	Fax: 879-2861
<b>EWING ACADEMY (9-12) 310</b>	Phone: 879-3100
111 Second Avenue, 94606 <i>Principal</i> – Hattie Tate	Fax: 879-3109
<b>HOME &amp; HOSPITAL PROGRAM</b>	Phone: 879-2904
20 -53 <sup>rd</sup> Street, 94608	Fax: 879-4094
<b>ADJOURNER TRUTH INDEPENDENT STUDY (K-12)</b>	Phone: 879-2980
251 Fontaine Street, 94605 <i>Principal</i> – Willie Thompson	Fax: 879-2989
<b>USDALE CONTINUATION (9-12)</b>	Phone: 879-4237
180 70 <sup>th</sup> Avenue, 94621 <i>Principal</i> – Willie Thompson	Fax: 879-4243
<b>TREET ACADEMY 313</b>	Phone: 879-3130
17 29 <sup>th</sup> Street, 94609 <i>Principal</i> – Patricia Williams-Myrick	Fax: 879-3139
<b>TEMPORARY ALTERNATIVE PLACEMENT CENTER (TAP) (6-12)</b>	Phone: 879-8037
Central Tap Center – 1025 2 <sup>nd</sup> Avenue, Portable 13, 94606	Fax: 879-8436

2618 Grande Vista, 94601	Marsha Morrison	Fax: 879-2270
<b>M.L. KING JR., C P 822</b>		Phone: 879-0822
960A – 12 <sup>th</sup> Street, 94607	Beverly Robinson	Fax: 879-8058
<b>PARKER, C P 828</b>		Phone: 879-0828
7901 Ney Avenue, 94605	Alfreda Turner	Fax: 879-1442
<b>PERALTA, C 858</b>		Phone: 879-0858
460 63 <sup>rd</sup> Street, 94609	Lauran Cherry	Fax: 879-1459
<b>PIEDMONT AVENUE, C P 832</b>		Phone: 879-0832
86 Echo Avenue, 94611	John Santoro	Fax: 879-1808
<b>PRESCOTT, C P 835</b>		Phone: 879-0835
800 Campbell Street, 94607	Beverly Robinson	Fax: 879-16
<b>SANTA FE, C 837</b>		Phone: 879-0837
5380 Adeline Street, 94608	Beverly Robinson	Fax: 879-1817
<b>SEQUOIA, C 846</b>		Phone: 879-0846
3730 Lincoln Avenue, 94602	Lauran Cherry	Fax: 879-1513
<b>STONEHURST, C P 838</b>		Phone: 879-0838
901 105 <sup>th</sup> Avenue, 94603	Gwendolyn Delaney	Fax: 879-2496
<b>TILDEN, P 841</b>		Phone: 879-0841
4655 Steele Street, 94619	Jessie McGee	Fax: 879-1944
<b>WASHINGTON, C 839</b>		Phone: 879-0839
6097 Racine Street, 94609	Beverly Robinson	Fax: 879-2638
<b>WEBSTER ACADEMY, C P 842</b>		Phone: 879-0842
7980 Plymouth Street, 94621	Marsha Morrison	Fax: 879-2639
<b>YUK YAU, C P 824</b>		Phone: 879-0824
291 – 10 <sup>th</sup> Street, 94607	Dorothy Norwood	Fax: 879-2591
<b>YUK YAU ANNEX, C 821</b>		Phone: 879-0821
314 East 10 <sup>th</sup> Street, 94606	Lynne Martin	Fax: 879-8732

Revised 9/26/07  
Vb/schoolist14 09262007

OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
FACILITY USE PERMIT APPLICATION

Please read OUSD Facility Permit Application Regulations, Rules & Instructions before completing.

**1. FACILITY INFORMATION**

SITE NAME: \_\_\_\_

TYPE OF FACILITY (CHECK APPROPRIATE ITEMS)

AUDITORIUM	CONFERENCE ROOM	PARKING
BASEBALL FIELD	FOOTBALL FIELD	PLAYGROUND
CAFETERIA	GYM	PRACTICE FIELD
CLASSROOM - QUANTITY ____	KITCHEN	RECREATION CENTER
SPECIFY CLASSROOM(S):	LUNCHROOM	SWIMMING POOL
COMPUTER ROOM	LIBRARY / MEDIA ROOM	TRACK
	MULTI-PURPOSE ROOM	

TYPE OF EQUIPMENT (CHECK APPROPRIATE ITEMS)

CHAIRS, QUANTITY: ____	P.A. SYSTEM IN AUDITORIUM	STAGE EQUIPMENT
CD PLAYER	P.A. SYSTEM IN GYM	TABLES
DVD PLAYER	PIANO	VCR
FILM PROJECTOR	SCOREBOARD AND TIME CLOCK	
MICROPHONE	SLIDE PROJECTOR	
	SPEAKERS	

OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
FACILITY USE PERMIT APPLICATION

Please read OUSD Facility Permit Application Regulations, Rules & Instructions before completing.

**2. USER IDENTIFICATION**      DATE \_\_\_\_

NAME OF ORGANIZATION:

NAME & TITLE MEMBER MAKING REQUEST:

MAILING ADDRESS, CITY STATE, ZIP:

DAY PHONE:      EVENING PHONE:      FAX:

**3. STATEMENT OF INFORMATION**

In accordance with the California Civic Center Act, Oakland Unified School District requires an organization statement of information prior to granting use of any OUSD. facility / site.

Please provide an overview of organization mission/purpose, its services and activities in the space below:

OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
FACILITY USE PERMIT APPLICATION

Please read OUSD Facility Permit Application Regulations, Rules & Instructions before completing.

**4. ACTIVITY / EVENT INFORMATION**

NATURE OF ACTIVITY TO BE CONDUCTED:

CHARGING ADMISSION FEES / DONATIONS YES AMT. \_\_\_ NO

NUMBER OF PARTICIPANTS: \_\_\_ DATES OF USE (BEG. DATE – END DATE): \_\_\_

FREQUENCY:      DAYS              HOURS  
(CHECK ONE) (CHECK ONE) (FROM AM/PM – TO AM/PM)

SINGLE                      MON \_\_\_

WEEKLY                    TUE \_\_\_

MONTHLY                  WED \_\_\_

1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup> 4<sup>TH</sup>              THU \_\_\_

FRI \_\_\_

ADDITIONAL INFORMATION:

**5. OUSD. STAFF SERVICES REQUEST (SEE OUSD. CIVIC CENTER FEE STRUCTURE SHEET TO ESTIMATE COSTS)**

AV DEPT – CONTACT SITE ADMINISTRATOR  
CAFETERIA STAFF - CONTACT FOOD SERVICES DEPT 510.879.8344  
CUSTODIAL SERVICES – OPEN/CLOSE; SET UP; CLEAN UP  
CUSTODIAL SUPPLIES – RESTROOM SUPPLIES  
KITCHEN SUPPLIES – PAPER TOWELS, TRASH BAGS  
SECURITY

**6. DECLARATION**

The user states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime including, but not limited to, the crime specified in Sections 11400 11401 of the California Penal Code. I certify (or declare) under penalty of perjury that the foregoing is true and correct.

OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
FACILITY USE PERMIT APPLICATION

Please read OUSD Facility Permit Application Regulations, Rules & Instructions before completing.

We hereby certify that we shall be personally responsible on behalf of our organization, for any damage sustained by the school building or furniture accruing through the occupancy of said building by our organization. We agree to conform to all the Rules and Regulations of the Oakland Board of Education governing "The Use of School Facilities for Public Purpose under the Civic Center Act", OUSD Board Policy 1330 Use of School Facilities and OUSD Administrative Regulation 1330.

We will provide a valid certificate of insurance to Civic Center Office (coverage requirements \$500,000 per occurrence for non-physical events, \$1,000,000 per occurrence for physical activities) prior to activity. We agree to pay all facility use fees prior to date of activity/event.

**PERSON ASSUMING RESPONSIBILITY:**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**7. APPROVAL** (This section for official use only)

**SITE ADMINISTRATOR USE ONLY** - Please sign and forward to Civic Center Office.

(Permit invalid without Civic Center Approval Stamp)

REQUEST APPROVED \_\_\_\_\_ REQUEST DENIED \_\_\_\_\_

COMMENTS:

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ASSISTANT SUPERINTENDENT USE ONLY.**

(Permit invalid without Civic Center Approval Stamp)

REQUEST APPROVED \_\_\_\_\_ REQUEST DENIED \_\_\_\_\_

COMMENTS:

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
FACILITY FEE SCHEDULE

**Rental Rates per Hour**

	Community sponsored youth groups and organizations, non-profit groups not affiliated with a religious organization	Commercial enterprise, religious organizations, fundraising activities that do not benefit Oakland Unified School District
<b>FACILITY</b>	<b>DIRECT RENTAL COSTS</b>	<b>FAIR RENTAL COSTS</b>
<b>Application</b>	\$10.00	\$20.00
<b>Classrooms</b>	\$18.00	\$28.50 - \$65.00
Multipurpose/Theatre/Auditoriums	\$31.00	\$80.00
Library/Media	\$31.00	\$28.50 - \$65.00
Kitchen/Cafeteria	\$22.00	\$60.00
Conference Room	\$18.00	\$30.00
Gymnasiums	\$35.00	\$60.00 - \$110.00
Playground	\$16.00	\$30.00
<b>Stadiums</b>		
Tracks	\$20.00	\$24.00 - \$54.00
Baseball	\$28.00	\$110.00
Softball	\$21.00	\$110.00
Soccer/ Grass Field Without lights	\$25.00	\$110.00
Soccer/Synthetic Turf Field With lights	\$52.00	\$110.00/ with lights \$150.00
Football /Synthetic Turf Field With Lights	\$52.00	\$110.00/ with lights \$150.00
Pools	\$55.00	\$300.00 start up cost, \$75.00 each additional day, minimum 3 day event/ \$75.00 a day non-start up cost
<b>RESTROOMS (Weekend/Flat Rate)</b>	Restrooms are available with the rental of a school facility.	
Parking	\$100.00	\$150.00
<b>Custodial</b>		
Weekday	\$27.50	\$37.50
Weekend	\$27.50	\$37.50
<b>Food Services</b>		
Weekday	\$35.00	\$35.00
Weekend	\$35.00	\$35.00
<b>Security Officer</b>		
Weekday	\$30.00	\$39.00
Weekend	\$30.00	\$39.00



**OAKLAND UNIFIED SCHOOL DISTRICT  
FACILITY USE FEE NOTIFICATION  
PERMIT APPROVAL PENDING RECEIPT OF PAYMENT  
(PAYMENT DUE 15 DAYS PRIOR TO BEGINNING DATE OF USE)**

We are notifying your organization that a permit to use an Oakland Unified School District site has been approved pending receipt of payment and a valid certificate of insurance to the OUSD Civic Center Office.

Please review the attached pending Facility Use Permit Application to ensure information is accurate; please notify OUSD Civic Center Office of any corrections.

REQUESTED SITE & FACILITY:

ORGANIZATION:

MEMBER MAKING REQUEST:

DATES OF USE:

OUSD SERVICES TO BE PROVIDED:

TOTAL PAYMENT DUE BY:

FEEES SHOWN BELOW ARE ESTIMATES BASED ON THE INFORMATION PROVIDED ON THIS APPLICATION. BILLING WILL BE BASED ON THE ACTUAL LENGTH OF TIME FACILITY/EQUIPMENT WAS USED AND PERSONNEL SERVICES THAT WERE PROVIDED. ADDITIONAL FEES MAY APPLY.

FEES	RATE	NO. OF HOURS	COST
APPLICATION FEE	\$0.00	N/A	\$0.00
CUSTODIAL SERVICES (PER HOUR)	\$0.00		\$0.00
FACILITY FEES (PER HOUR)	\$0.00		\$0.00
FOOD SERVICES (PER HOUR)	\$0.00		\$0.00
SUPPLY COST	\$0.00	N/A	\$0.00

**TOTAL DUE \$0.00**

PLEASE MAKE PAYMENT BY MONEY ORDER, OR CASHIERS CHECK payable to Oakland Unified School District, Civic Center Office.

MAKE PAYMENT TO: OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
900 HIGH STREET  
OAKLAND, CA 94601

**CANCELLATIONS:** Organization must notify OUSD Civic Center Office 48 hours prior to date of activity/event. If OUSD Civic Center Office is notified in less than 48 hours, the organization will pay a \$27.50 CANCELLATION FEE during the week and a \$ 55.00 cancellation fee for weekend events. OUSD determines the cancellation fee to be charged by calculating or closely estimating the cost of staff time to notify the site and custodian that the scheduled event has been cancelled and that no special services are needed to accommodate the event.

**\*\*Please direct all questions regarding Facility Use Permit Applications to the OUSD Civic Center Office.**

OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
FACILITY USE EVALUATION

1. FACILITY INFORMATION DATE \_\_\_\_

SITE NAME: \_\_\_\_

FACILITY USED: \_\_\_\_

EQUIPMENT USED: \_\_\_\_

2. FACILITY USER IDENTIFICATION

NAME OF ORGANIZATION:

NAME & TITLE EVENT ORGANIZER:

MAILING ADDRESS, CITY STATE, ZIP:

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

3. ACTIVITY / EVENT INFORMATION

NATURE OF ACTIVITY TO BE CONDUCTED:

DATE OF USE: HOURS OF USE:

ESTIMATED NUMBER OF PARTICIPANTS: ACTUAL NUMBER OF PARTICIPANTS:

4. FACILITY & SERVICES EVALUATION (Circle One)

CONDITION OF FACILITY UPON ARRIVAL (Cleanliness and/or Damages): Poor Fair Good Excellent

Comments:

CUSTODIAL SERVICES (Overall): Poor Fair Good Excellent

Comments:

FACILITY OPENED & CLOSED AT REQUESTED TIME: Yes / No

Comments:

SET UP AS REQUESTED: Yes / No

Comments:

CUSTODIAL SERVICES MAINTAINED THROUGHOUT EVENT: Yes / No

(Trash receptacles emptied; restroom supplies replenished; clean up as needed)

Comments:

EVENT ORGANIZER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OAKLAND UNIFIED SCHOOL DISTRICT  
CIVIC CENTER OFFICE  
Event Evaluation

1. FACILITY INFORMATION DATE \_\_\_\_

SITE NAME:

FACILITY USED:

EQUIPMENT USED:

2. FACILITY USER IDENTIFICATION

NAME OF ORGANIZATION:

NAME & TITLE EVENT ORGANIZER:

MAILING ADDRESS, CITY STATE, ZIP:

DAY PHONE: EVENING PHONE: FAX:

3. ACTIVITY / EVENT INFORMATION

NATURE OF ACTIVITY TO BE CONDUCTED:

DATE OF USE: HOURS OF USE:

4. FACILITY & SERVICES EVALUATION

CONDITION OF FACILITY UPON ARRIVAL (Cleanliness and/or Damages): Poor \_\_\_\_ Fair \_\_\_\_ Good \_\_\_\_ Excellent \_\_\_\_

Comments:

CUSTODIAN TIME IN: CUSTODIAN TIME OUT:

KITCHEN SUPPLIES SUFFICIENT: Yes \_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_

Comments:

RESTROOM SUPPLIES SUFFICIENT: Yes No Not Applicable

Comments:

CONDITION OF FACILITY AFTER EVENT Please note any damages:

Comments: Poor \_\_\_\_ Fair \_\_\_\_ Good \_\_\_\_ Excellent \_\_\_\_

CUSTODIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_