



**ALHAMBRA**  
UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT DEPARTMENT - MISSION BUILDING  
1515 West Mission Road, Alhambra, CA. 91803-1618  
Patti Allara, Director of Risk Management

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Dear Outside User Group:

At their meeting on September 29, 2009, the Board of Education of the Alhambra Unified School District revised and approved Board Policy & Administrative Regulation 1330, Community Relations, Use of School Facilities. Enclosed please find a copy of the updated Policy and Regulation.

In conjunction with this update, the Board also approved a new Outside User Group Civic Center Fee Schedule, also enclosed.

Pursuant to the new Board Policy and Education Code §38130-38138, your organization is one that would routinely be allowed use of school facilities without charge. However, should your use be beyond regularly scheduled hours of operation and/or necessitate the assignment of personnel, Direct Costs and labor-related expenses shall be charged.

Additionally, the \$25.00 non-refundable Application processing fee and the \$250.00 security deposit described in the enclosed documents will also be waived for your organization.

Thank you for your courtesies and continued support of the Alhambra Unified School District.

Sincerely,

*Patti Allara*

Patti Allara  
Director of Risk Management

PA  
Enclosure



## Board Policy

BP 1330

### Community Relations

#### USE OF SCHOOL FACILITIES

##### General Provisions

The Governing Board of the Alhambra Unified School District recognizes that district facilities and grounds are a community resource and authorizes the Superintendent, or designee, to determine their use 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 Organizations and Equal Access)*

All school-related activities shall be given priority in the use of school facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a first-come, first-served basis.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: *(Education Code 38133)*

1. Encourage and assist groups desiring to use school facilities or grounds for approved activities;
2. Preserve order and protect school facilities and grounds, designating a person to supervise this task, if necessary; and  
*(cf. 0450 – Comprehensive School Safety Plan)*  
*(cf. 3516 – Emergencies and Disaster Preparedness Plan)*
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

##### Fees

The Board believes that the use of school facilities or grounds should not result in costs to the district.

The Board shall grant the use of school facilities or grounds without charge to school or school-related organizations whose activities are directly related to or for the benefit of district schools and/or students.

Use without charge may also be granted to associations or clubs organized to promote youth and school activities. These groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire, Inc., parent-teacher associations, and school-community advisory councils. However, should the use of school facilities or grounds by any of these groups or organizations necessitate the assignment of personnel, labor fees shall be charged.

All other groups or organizations requesting the use of school facilities or grounds under the Civic Center Act shall be charged at least direct costs. When a group or organization's activity necessitates the assignment of personnel, labor fees shall be charged in addition to the direct costs.

Groups or organizations 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 to be expended for charitable purposes or for the welfare of the district's students. When a group or organization subject to fair rental value charges has an activity that requires the assignment of personnel, labor fees shall be charged in addition to the fair rental value. (*Education Code 38134*)

Failure on the part of any group or organization to pay the required fees pursuant to this policy shall result in the immediate cancellation of any Permit for facility or grounds use in effect at that time. Until such time as the group or organization has paid their total indebtedness to the district, future requests for use of facilities or grounds shall be denied.

### **Possessory Interest**

Use of property belonging to the district may create a possessory interest subject to property taxation pursuant to Section 107 of the California Revenue and Taxation Code. This will be determined by the Los Angeles County Assessor's Office, and not the district.

#### *Legal Reference:*

##### EDUCATION CODE

10900-10914.5 *Community recreation programs*

32282 *School safety plan*

37220 *School holidays*

38130-38138 *Civic Center Act: use of school property for public purposes*

##### BUSINESS AND PROFESSIONS CODE

25608 *Alcoholic beverage on school premises*

##### REVENUE AND TAXATION CODE

107 *Possessory interests*

##### MILITARY AND VETERANS CODE

1800 *Definitions*

##### UNITED STATES CODE, TITLE 20

7905 *Equal access to public school facilities*

##### COURT DECISIONS

*Good News Club v. Milford Central School*, (2001) 533 U.S. 98

*Lamb's Chapel v. Center Moriches Union Free School District*, (1993) 508 U.S. 384

*Cole v. Richardson*, (1972) 405 U.S. 676

*Connell v. Higgenbotham*, (1971) 403 U.S. 207

*ACLU of So. Calif. v. Board of Education of Los Angeles*, (1961) 55 Cal.2d 167

*Ellis v. Board of Education*, (1945) 27 Cal.2d 322

##### ATTORNEY GENERAL OPINIONS

82 *Ops. Cal. Atty. Gen.* 90 (1999)

79 *Ops. Cal. Atty. Gen.* 248 (1996)

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy **ALHAMBRA UNIFIED SCHOOL DISTRICT**

adopted: September 9, 1997 Alhambra, California

revised: February 22, 2005

revised: September 29, 2009



## **Administrative Regulation**

AR 1330

### **Community Relations**

#### **USE OF SCHOOL FACILITIES**

##### **Statement of Purpose**

The Superintendent, or designee, shall grant the use of school facilities or grounds for public purposes whenever the use is consistent with the educational and financial welfare of the district. The nature and extent of such use must comply with the laws of the State of California, Board Policy 1330 and the following administrative regulations.

##### **Organizations Authorized to Use School Facilities**

There are three types of organizations considered in these regulations:

1. Those which fall clearly under the provisions of the Civic Center Act of the Education Code (*Education Code. 38130-38139*) and whose purpose is clearly defined to promote or benefit youth and school activities.
2. Those which fall clearly under the Civic Center Act of the Education Code, but whose purpose is not directly related to the promotion or benefit of youth and school activities.
3. Those organizations not falling under the Civic Center Act of the Education Code.

Specific restrictions are contained in the laws of the State against the use of school facilities and grounds by subversive groups (*Education Code 40048*) or if the purpose of the meeting is immoral, obnoxious or injurious. (*Education Code 38135-38137*)

Additionally, the use of school facilities, grounds or equipment by individuals, groups, clubs or associations is predicated upon adherence to the regulations and policy set forth by the Superintendent or designee.

Only recognized community organizations or groups qualified under the Civic Center Act are eligible for use of school facilities or grounds of the Alhambra Unified School District. Community organizations are defined as those organizations whose principal business address is located within the attendance boundaries of the district. Youth athletic organizations with a business address outside the attendance boundaries of the district must provide evidence that 50% of their participants are residents of the district.

## **Civic Center Use**

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (*Education Code 38131, 38132*)

1. Public, literary, scientific, recreational, educational or public agency meetings;
2. The discussion of matters of general or public interest;
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization;
4. Child care programs to provide supervision and activities for children of preschool and elementary school age;
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies; (*cf. 5148 – Child Care and Development*)
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination;
7. A community youth center; (*cf. 1020 – Youth Services*)
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare; (*cf. 3516 - Emergencies and Disaster Preparedness Plan*)
9. A ceremony, patriotic celebration or related educational assembly conducted by a veterans' organization. A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories; and (*Military and Veterans Code 1800*)
10. Other purposes deemed appropriate by the Superintendent or designee.

## **Restrictions**

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use which is inconsistent with the use for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense.

4. Any use which involves or permits the possession, consumption or sale of alcoholic beverages, any restricted substances, and tobacco or any tobacco product on school property. (cf. 3513.3 - Tobacco-Free Schools) (cf. 5131.6 - Alcohol and Other Drugs)

The district may exclude certain school facilities or grounds from non-school use.

The district may also limit usage during those periods when school facilities or grounds are not being used for school purposes in order to realize energy cost savings, facilitate grounds maintenance, or conduct other required cleaning and/or maintenance programs. Use may also be limited during spring, summer and winter recess periods.

### **Application for Use of Facilities**

1. Any person applying for the use of school facilities or grounds on behalf of any group or organization shall be a member of such group or organization and, unless an officer of such, must present written authorization to represent the group.
2. All applications from Outside User Group organizations for the use of school facilities or grounds shall be made on official forms provided by the Alhambra Unified School District and shall be accompanied by a non-refundable \$25.00 processing fee.
3. Applications For Use of School Facilities shall be obtained from the Risk Management Department and submitted for consideration no less than three (3) weeks prior to the requested date of use. All scheduling of Civic Center use shall be made through the Risk Management Department, in consultation with, and approved by, the specific site administrator or designee. Civic Center facility use requests shall not be made directly to individual school sites.
4. The submission of an Application For Use of School Facilities does not, in and of itself, guarantee that the request can be accommodated. Once an Application For Use of School Facilities has been approved, a Civic Center Permit shall be issued to the requesting party. This Permit must be in the possession of the group or organization at all times while on school facilities or grounds.
5. Any Permit may be revoked, upon reasonable notice, when conflicting dates have resulted or when a subsequent need for the school facility or grounds occurs for any school or district function of the Alhambra Unified School District.

### **Rules and Regulations**

1. All Permits shall be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to insure that unauthorized portions of school facilities or grounds are not used or damaged, and the premises are vacated as scheduled.
2. All functions shall end by 10:00 p.m., unless specifically granted by the Superintendent or designee, and identified on the Permit.
3. Use of school facilities or grounds on Sundays, Holidays, and during school recess periods shall be prohibited unless specifically granted by the Superintendent or designee, and identified on the Permit.

4. All organizations or groups (both adult and juvenile) seeking use of school facilities or grounds must have adult sponsorship. Enforcement of the rules and regulations of Board Policy 1330 and Administrative Regulation 1330 and the supervision of event participants and attendees is the responsibility of the adult in charge, who must be present during the entire period of use.
5. Appropriate district personnel shall be on duty whenever school facilities or grounds are in use by Outside User Groups, the cost of which shall be charged to the organization or group using the school facilities or grounds.
6. School equipment shall not be used unless specifically authorized, in advance, and identified on the Permit.
7. The district may determine that specialized equipment requested in conjunction with the use of school facilities or grounds may require operation by trained district personnel. If applicable, the cost for such services shall be charged to the organization or group using the school facilities or grounds.
8. Kitchen facilities shall not be used unless specifically authorized, in advance, by the Food & Nutrition Services Department, and identified on the Permit.
9. Use of kitchen facilities shall require assignment of appropriate district personnel, the cost of which shall be charged to the organization or group using the facility.
10. The district reserves the right to provide security protection for any meeting or event held on school facilities or grounds when it deems such protection necessary. The cost for such services shall be charged to the organization or group using the school facilities or grounds.
11. Organizations or groups afforded use of school facilities or grounds shall not offer gratuities to school personnel, nor shall school personnel accept gratuities from User Groups.
12. Notwithstanding the approval of kitchen facilities noted above, refreshments shall not be served in connection with a Permit, unless approved in advance, and specifically identified on the Permit. Food is prohibited in auditoriums, classrooms and gymnasiums.
13. Under no circumstances shall a room be used to accommodate a group in excess of the legally posted or specified maximum occupancy for that room.
14. The use of open flames, such as candles, torches, etc., is strictly prohibited.
15. Proposed decorations and or banners must be approved in advance. If approved, all decorations and or banners must be flameproof and shall be erected and removed by the organization or group in a manner not destructive to school property.
16. Field use is strictly prohibited if rain occurs 24-hours prior to the scheduled date of use.
17. Organizations and groups granted use of school baseball and softball fields shall not fill in base pegs.



18. Quarreling, fighting, and gambling on school facilities or grounds are prohibited.
19. Swearing and/or abusive language on school facilities or grounds is prohibited.
20. Smoking and the use of tobacco and any type of tobacco product on school facilities or grounds are prohibited.
21. Possession, consumption and use of alcoholic beverages and/or illegal substances on school facilities or grounds are prohibited.
22. All debris must be disposed of properly and the school facilities or grounds must be restored to their previous condition of cleanliness.
23. Bicycles, skateboards, scooters, roller-skates, in-line skates (roller blades) or other vehicles moved by human power are strictly prohibited on school facilities and grounds.
24. No person shall drive any vehicle on any driveways, paths or parking facilities owned by the district at a speed in excess of five (5) miles per hour.
25. Vehicles may only be driven or parked in designated areas. Vehicles shall not be parked in driveways or near vehicle gates in such a manner that would restrict passage of emergency vehicles.

Permits shall be revoked should any organization or group fail to comply with these rules and regulations or if the district believes that the school facilities or grounds are not being used in a responsible manner or in accordance with district policy.

### **Damage and Liability**

Groups, organizations or persons using school facilities or grounds shall be liable not only for any property damages caused by their activity, but also if the school facilities or grounds are left disorderly or with extensive litter. The Superintendent, or designee, may charge the amount necessary to repair the damage or clean and restore the facilities or grounds for school use, and shall deny the group further use of school facilities or grounds.

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its 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.  
*(Education Code 38134)*

The district requires each group or organization maintain Comprehensive General Liability insurance for a minimum of \$1,000,000 combined single limit, per occurrence in satisfaction of the above requirement. Groups or organizations shall provide the district with evidence of their insurance and shall name the district and the permitted site as "additional insured" on their liability policy. The actual Policy Endorsement extending this coverage to the district must be received in the Risk Management Department prior to the first date of use of school facilities or grounds.

If a group or organization does not maintain their own liability insurance in fulfillment of the above requirement, or if their coverage is with a company unacceptable to the district, the district shall make a program of coverage available to them at the group or organization's expense.

The district assumes no responsibility or liability for the personal property of anyone (participants) using school facilities or grounds or their attendees.

### **Printed Material and Publicity**

All invitations, posters, flyers, signs, banners, press releases or other publicity items pertaining to a group or organization's use of school facilities or grounds must be approved by the district in advance of printing and distribution. Sufficient time must be allowed in the application process to accommodate this approval requirement. The district reserves the right to determine the extent to which such materials, after approval, shall be distributed.

### **Fee Schedule**

1. Fees for the use of school facilities or grounds shall be charged in accordance with Education Code guidelines, Board Policy 1330 and these administrative regulations.
2. The Outside User Group Civic Center Fee Schedule shall be developed and implemented by the Superintendent, or designee, and shall be reviewed annually and updated as needed.
3. The Superintendent, or designee, reserves the right to waive, adjust, amend or assess additional fees for facilities or services not specifically identified on the current Outside User Group Civic Center Fee Schedule as needed.
4. A \$25.00 nonrefundable processing fee must accompany each and every Outside User Group Application For Use of School Facilities at the time of their submission to the Risk Management Department. This nonrefundable processing fee shall be paid as cash, a cashier's check or money order payable to the Alhambra Unified School District. Outside User Group Applications for Use of School Facilities received without the processing fee shall be immediately returned to the group or organization.
5. All Outside User Group organizations shall be charged a refundable security deposit as identified on the Outside User Group Civic Center Fee Schedule. If warranted, this deposit will be returned to the group or organization within 30 days of the last date of facility use identified on their Permit.
6. All deposits and 50% of the total estimated fees (for school facilities or grounds use and labor related expenses) shall be due and payable in advance of the first date of use. Failure to make this advance payment shall result in cancellation of the Permit.
7. As appropriate, Outside User Group organizations shall be invoiced on a monthly basis for fees incurred to that date.
8. At the conclusion of the school facilities or grounds use period identified on the Permit, the Outside User Group shall be invoiced for the outstanding balance of any fees incurred.
9. Outside User Groups shall pay all invoices within 30 days of receipt. Failure to pay pending invoices may result in interest charges.

10. Any Outside User Group that defaults on an invoice shall be denied further use of school facilities and grounds until such time as all outstanding invoices have been paid.

Regulation **ALHAMBRA UNIFIED SCHOOL DISTRICT**

approved: September 9, 1997 Alhambra, California

revised: September 21, 1999

revised: February 22, 2005

revised: September 29, 2009

**OUTSIDE USER GROUP CIVIC CENTER FEE SCHEDULE**

	DIRECT COSTS (Per Hour)	DIRECT COSTS (Per Hour)	FAIR RENTAL VALUE * (Per Hour)
	(Single Date Use)	(Multiple Date Use)	
Auditorium - Elem.	\$50	\$5	\$100
Auditorium - High w/o AC	\$75	\$8	\$150
Auditorium - High w/AC	\$100	\$10	\$200
Little Theatre	\$50	\$5	\$100
Dressing Rooms	\$15	\$2	\$30
Stage Equipment Fee	\$150/per day	\$150/per day	\$150/per day
Large Gym	\$75	\$8	\$150
Small Gym	\$50	\$5	\$100
Football Field	\$100	\$10	\$200
Baseball Field	\$50	\$5	\$100
Softball Field	\$50	\$5	\$100
Locker Room (ea.)	\$15	\$2	\$30
Tennis Court	\$15	\$2	\$30
Playground - Elem.	\$25	\$3	\$50
Parking Lot (ea.)	\$15	\$2	\$30
Cafeteria - Elem.	\$50	\$5	\$100
+ Kitchen	\$75	\$8	\$150
Cafetorium - Elem	\$50	\$5	\$100
+ Kitchen	\$75	\$8	\$150
Cafeteria - High	\$75	\$8	\$150
+ Kitchen	\$100	\$10	\$200
Lunch Court - Elem or High	\$15	\$2	\$30
Library - Elem	\$25	\$3	\$50
Library - High	\$25	\$3	\$50
Classroom - Elem	\$15	\$2	\$30
Classroom - High	\$20	\$2	\$40
Restrooms (ea.)	\$10	\$1	\$20
Field Lights	\$25	\$3	\$50
Scoreboard	\$15	\$2	\$30
PA System	\$15	\$2	\$30
Computer Lab	\$50	\$5	\$100
Staff Lounge	\$25	\$3	\$50
Snack Bar	\$25	\$3	\$50
Track	\$75	\$3	\$150
Dance Studio/Weight Room	\$25	\$3	\$50
Indoor Utility Fee (Classrooms Only)	\$16/day/room	\$2	\$25/day/room
Indoor Utility Fee (Non-Classrooms)	\$25/day/facility	\$25/day/facility	\$25/day/facility
Cleaning Supplies	\$5/day	\$5/day	\$10/day
Processing Fee (Non Refundable)	\$25	\$25	\$25
Security Deposit (Refundable)	\$250	\$250	\$500

\* Production filming and television fees shall be at twice the hourly Fair Rental Value Rates

Hourly Labor Rates (per person) - Subject to annual collective bargaining adjustment

Custodian - Elem.	\$30 to \$33
Custodian - High	\$30 to \$51
Maintenance Mechanic	\$43
Groundskeeper	\$31 to \$38
Field Supervisor	\$34
Campus Supervisor	\$30 to \$32
Food Services	\$24 to \$34
Stage Director	\$38
Stage Crew	\$8

**APPLICATION FOR USE OF SCHOOL FACILITIES**  
**For OUTSIDE USER GROUPS - \_\_\_\_\_ School Year**  
**(\$25 Non-refundable Fee MUST Accompany this Application)**

Submit one copy of this Application to Risk Management Department at the above address, **at least three (3) weeks prior to the requested dates(s) for use of District facilities.** To expedite the Application process, **all** requested information **must** be completed. Please **PRINT** all information.

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Day-Time Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**School Site Requested:** \_\_\_\_\_

**Location(s) Requested:\*** \_\_\_\_\_

**Requested Day(s) of the Week:** \_\_\_\_\_

**Requested Date(s) of Use:** \_\_\_\_\_

**Starting Time:** \_\_\_\_\_  am  pm **Ending Time:** \_\_\_\_\_  am  pm **Attendance:** \_\_\_\_\_

The purpose for which the requested facility will be used (Please provide a **complete** description of the event)

**Event will be open to:**  Public  Private      **Event is for:**  Youth  Adults  Both      **Admission will be:**  Free  Donation Only  Charged

**"Special Set-up"** required:  No  Yes If yes, attach a Diagram indicating special set-up instructions)

**Indicate equipment requirements and quantities requested:**  Tables # \_\_\_\_\_  Chairs # \_\_\_\_\_

Screen  Projector  Microphone  Podium  Chalkboard  Extension Cords

Other Requirements: \_\_\_\_\_

**Staffing requirements will be determined by the District (Site and/or Facilities Services) not the User Group.**

**\*Note:** If a Cafeteria Kitchen is to be used, CAFETERIA USE/CATERING REQUEST FORMS **must** be completed and returned to Risk Management. These requests will be submitted to Food & Nutrition Services for approval.

The undersigned warrants by his/her signature that the above Organization authorizes him/her to file this Application on their behalf and to conduct all business relative to securing facilities of the Alhambra Unified School District.

The undersigned hereby agrees to adhere to all rules and regulations set forth in the attached copy of the Board of Education Policy governing the use of school facilities. In case loss or damage occurs, the person or organization completing this Application shall be fully responsible and liable, and shall reimburse the school district for any loss or damage to school facilities and property caused by such use. The undersigned agrees to hold the Alhambra Unified School District, its Board of Education, the individual members thereof, and all school district officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise out of, or in any way be caused by, such use or occupancy of school facilities.

Upon approval of the Application and receipt of all necessary documents, **including** Certificates of Insurance and supporting Policy Endorsements, a Facility Use Confirmation Notice (Permit) will be issued and mailed to the address of the Organization noted above. **A copy of the Permit must be in the possession of the person representing the Organization at all times while on District property.** Lack of such documentation, if requested by District personnel, will result in the organization being instructed to cease all activities and leave District property immediately.

**INSURANCE REQUIREMENT:**

All Outside User Groups are **required** to maintain insurance during the term of District facilities use. Please contact the Risk Management Department for complete details.

**STATEMENT OF INFORMATION:**

The undersigned states that, to the best of his/her knowledge, the school facilities for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means; that the above Organization on whose behalf he/she is making this application for use of school facilities does not, to the best of his/her knowledge, advocate the overthrow of the government of the United State or the State of California by force, violence, or other unlawful means, and that, to the best of his/her knowledge, is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

**POSSESSORY INTEREST:**

Use of property belonging to the Alhambra Unified School District may create a possessory interest subject to the property taxation pursuant to Section 107 of the California Revenue and Taxation Code. This will be determined by the Los Angeles County Assessor's Office, and not the Alhambra Unified School District. Your signature below acknowledges your understanding of this potential tax and your agreement to pay any property taxes levied on such interest.

Name of Applicant: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Breakfast & Snacks

### **Assorted Pastry & Cake Platter**

*Assorted pastries & sliced cakes*

<b>Small (serves 8-10)</b>	<b>\$15.00</b>
<b>Medium (serves 15-20)</b>	<b>\$25.00</b>
<b>Large (serves 25-30)</b>	<b>\$35.00</b>

### **Whole Fruit Basket**

*Fresh oranges, bananas, apples, grapes and other seasonal fresh fruits*

<b>Small (serves 8-10)</b>	<b>\$10.00</b>
<b>Medium (serves 15-20)</b>	<b>\$15.00</b>
<b>Large (serves 25-30)</b>	<b>\$25.00</b>

### **Sliced Fruit Platter (Seasonal)**

*Assorted melons, pineapples, and berries*

<b>Small (serves 8-10)</b>	<b>\$20.00</b>
<b>Medium (serves 15-20)</b>	<b>\$30.00</b>
<b>Large (serves 25-30)</b>	<b>\$45.00</b>

### **Assorted Cookie Platter**

*A variety of cookies which may include chocolate chip, white chocolate chip with macadamia nuts, oatmeal raisin, peanut butter, sugar, and checker board cookies.*

<b>Small (serves 8-10)</b>	<b>\$12.00</b>
<b>Medium (serves 15-20)</b>	<b>\$25.00</b>
<b>Large (serves 25-30)</b>	<b>\$35.00</b>

**Add a brownie for \$.75 per person.**

### **Continental Breakfast Platter**

*Assorted pastries & cakes  
Assorted fresh fruits  
House coffee or gourmet tea*

<b>Small (serves 8-10)</b>	<b>\$30.00</b>
<b>Medium (serves 15-20)</b>	<b>\$60.00</b>
<b>Large (serves 25-30)</b>	<b>\$90.00</b>

**\*Add a croissant for \$.50 or bagel with cream cheese for \$1.50 per person.**

*Make Life Easier!*



*Let us provide napkins, plates, utensils and supplies for \$1.00 per person*

*Add drinks to your order for \$1.00 per person. Choose from house coffee (regular or decaf), gourmet tea, juice, soda, or bottled water.*

## Lunch

### **Deli Platter**

*Deli meats & cheese including ham, turkey ham, roast beef, American cheese & Swiss cheese*

**\$3.75 per person  
Min. Order 12 persons**

**\*Add a croissant or roll for \$.50 per person**

### **Choice of Salad**

*Choose from the following salad options: Cobb Salad, Waldorf Turkey Salad, Pasta Salad, California Salad, Fruit salad, Tuna Salad, Egg Salad, Chicken Salad, or Potato Salad*

**\$4.00 per pound  
Min. Order 5 pounds**

**\*Add a croissant or roll for \$.50 per person**

### **Combo Deli/Salad Platter**

*Choice of salads plus assorted deli meats and cheese*

**\$5.50 per person  
Min. Order 12 persons**

**\*Add a croissant or roll for \$.50 per person**

## Hot Meals

Choice of 1 entree, 2 side dishes, and one dessert. Meals are served bulk.

### Entrée Choices:

Orange Chicken

Teriyaki Chicken

Kung Pao Chicken

BBQ Chicken

Turkey with Gravy

House Chili

Macaroni & Cheese

Chili Cheese Macaroni

Spaghetti with Meat Sauce

Soft Taco

Dim Sum (2 Dumplings & 1 Eggroll)

Cheese Pizza

### Side Dish Choices:

Mixed Vegetables

Tossed green Salad

Fruit Salad

Yogurt

Mashed Potatoes

Baked Potatoes

Chow Mein

Rice

Dinner roll

Hamburger Bun

Nacho Chips with Salsa

Vegetarian Beans

Refried Beans


### Dessert Choices:

Assorted Cookies

Fruit Jello


Brownie

**\$8.50 per person**  
**Min. order 20 persons**



**FYI ...**

**Catering prices include food, tax, service ware & advanced delivery within Alhambra Unified School District boundary only. On-site service & facility use charges are not included. Please check with Risk Management at (626) 943-6580 if a Facility Use Permit is needed.**



THANKS A LATTE!

*Not seeing what you want?  
Custom-made menus are available.  
Call us for your special catering need!*



# Catering Menu

**(626) 943-6590**