

Rules and Regulations

1. Applications

Applications shall be made on official District forms available at the Civic Center Office at 1400 E. Janss Road, Thousand Oaks, or online at www.conejousd.org

Applications shall be submitted at least two weeks in advance of the desired date of use.

All organizations or groups seeking use of the school premises must designate an individual who shall be held responsible for the group or organization and for the signing of the application.

Applications will be denied if past history of use by organization or similar use has resulted in violation of these rules, inconvenience for school use, unpaid District invoices, or unpaid costs for damages.

2. Open to the Public

All meetings under the Civic Center Act shall be open to the general public.

3. No Monopoly

No use shall be granted in such a manner as to constitute a monopoly for benefit on any person or organization.

4. Interference with Educational Programs

Permission to use facilities may be granted only when the property is not needed for educational purposes. A permit may be cancelled whenever a need for the facilities for educational purposes arises after issuance of a permit. NO use shall be inconsistent with the use of the buildings or grounds for school purposes, or interfere with the regular conduct of school work.

5. Scheduling

Use of the facilities will be scheduled only when they are available at the time desired for use.

6. One Year Limit

No privilege of using school facilities shall be granted for a period exceeding one year. All permits expire at the end of June of each year or earlier, depending upon the validity date and expiration of the organization's insurance.

7. Closing Time

Facilities shall not be used later than 10:30 PM except upon special permission of the Assistant Superintendent, Business Services.

8. Charges

All charges for use of facilities shall be remitted to the District's Business Office prior to use of the facilities.

9. Custodian Assignment

The District shall assign a Custodian to open and close the buildings and grounds; and who shall have the power of a police officer to enforce regulations, prevent disturbances. School facilities shall be under the direct charge of the Custodian assigned and shall be under the general supervision of the Principal of the school.

10. Kitchen Facilities

A member of the District cafeteria staff must be present if kitchen equipment is to be used unless requirement waived by Business manager.

Kitchen facilities are available only after 4:00 PM on days school is in session.

Serving of beverages only, in which no cafeteria equipment, utensils, or supplies are used, need not have a cafeteria employee present.

11. Special Equipment

Besides tables and chairs, use of any other District equipment requires the approval of the building Principal and must be operated by a District employee.

12. Protection of Facilities

All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the permittee using the building to see that the unauthorized portions of the building are not used by its attendees.

13. Open Meeting

Immediately following the opening of the meeting, a statement shall be read informing those in attendance that the Board of Education is not sponsoring the meeting and is neither approving nor disapproving what is to be said at the meeting and also informing them as to the nature of the organization holding the meeting and the purpose for which the meeting is held.

14. No Violation of Law

No activity shall be conducted which constitutes a violation of any federal, state, or local law.

15. Profanity, etc.

The use of profanity, possession or use of intoxicating liquors, drugs, or narcotics, quarreling or fighting, betting or other forms of gambling, conducting a raffle or lottery, are prohibited and shall be enforced by the permittee.

16. Safety Regulations

The user at all times during the use and occupancy of the premises shall thoroughly comply with all ordinances, laws and regulations affecting the use and occupancy thereof, including all state and local fire, health, and safety laws, ordinances, and regulations. User agrees to enforce "No Smoking" rules within any building; also in any other place if such a place is posted against smoking.

Lighted candles and any devices having any form of open flame are prohibited; any material or device which constitutes a fire hazard is expressly prohibited.

17. Gym Floor

No person wearing street shoes of any type shall be permitted to walk on the gym floor when participating in basketball, volleyball, badminton, and similar types of activities.

18. Erection of Structures, etc.

No structures may be erected or assembled on school premises nor may any electrical, mechanical, or other equipment be brought thereon unless authorized.

19. Damages

All school property shall be left in the same order, condition, and degree of cleanliness as existed at the time of entry. Any organization or group using school facilities shall reimburse the District the actual cost of repair or replacement due to any damage to facilities or equipment associated with the use of the facilities.

20. Gratuities

No money shall be paid to any school employee in the form of a "tip" or "gratuity".

21. Neighbors

All groups are responsible to ensure that their participants and spectators respect the privacy of residents adjacent to facilities and play fields. Activities of any type that disturb or cause extreme annoyance to neighbors are prohibited.

Failure to comply with District Rules and Regulations may result in the denial of future use of school facilities.