

GENERAL RULES

1. Sections 38130-38139 of the Education Code, The Civic Center Act, are the basis of these rules, and are hereby incorporated in the application even though not explicitly stated.
2. 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 *Civic Center Facilities Use Agreement and Application for Permit*
3. Pursuant to “The Civic Center Act”, the District is authorized to issue all permits to groups who qualify for the use of school property during non-school hours. All applications are to be completed on forms provided by the school district and are to be presented at least two (2) weeks prior to the date the facility is to be used. 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.
4. All meetings under “The Civic Center Act” shall be open to the general public.
5. The use and occupancy of school property shall be primarily for public school purposes. Permission to use facilities may be granted only when the property is not needed for educational purposes. Other use of occupancy shall be secondary and subordinate to this primary purpose. 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.
6. Applications may be denied if past history of use by organization or similar use has resulted in violation of these rules, inconvenience of school use, unpaid District invoices, or unpaid costs for damages.
7. No group, regardless of its character, may monopolize the use of the school property, or interfere with the educational program of the school.
8. Use of the facilities will be scheduled only when they are available at the time desired for use. Facilities shall not be used later than 10:30 except upon special permission of the Assistant Superintendent of Business Services.
9. All permits will be issued for specific rooms and for specific hours. It shall be the responsibility of the designated individual response for the group or organization to ensure that any unauthorized portions of the school site are not used by its attendees.
10. All charges for use of facilities shall be remitted to the District’s Business Office prior to use of the facilities.
11. The District will assign a custodian to open and close the buildings and grounds; and who shall have the authority to enforce rules and regulations, and 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.
12. A member of the District cafeteria staff must be present if kitchen equipment is to be used, unless waived by the Director of Child Nutrition. Kitchen facilities are available only after 4 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. **If a meal is to be served in the cafeteria, a district food service worker must be employed to cook, or supervise the preparation of the food.** Arrangements for such services are to be made during the application process.
13. Notwithstanding tables and chairs, use of any other District equipment requires the approval of the school principal and must be operated by a District employee.
14. All permits are to be issued for specific facilities and for specific times not to exceed one school 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. It shall be the responsibility of the organization to see that authorized portions of the buildings are not disturbed, and that the premises are vacated as scheduled on the permit. This permit is not transferable.
15. 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 or 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.
16. No money shall be paid to any school employee in the form of a tip or gratuity.
17. The applicant is responsible for preservation of order and enforcement of all regulations pertaining to the use of District facilities. Negligence or violation of facility use, instructions and regulations will result in an organization being held responsible for damages and possible denial of subsequent requests.
18. The requesting organization shall be responsible for any additional fees incurred due to unusual or unexpected requirement for District personnel. The District may require as a condition of approval that the applicant furnish adequate security officers.

19. Any juvenile organization or group seeking use of District premises must have a responsible adult sponsor signing and present during use, providing adequate and effective supervision. Those in charge of any activity must hold themselves at all times responsible for the supervision of all present, both participants and others attracted to the activity, so that no one will be acting in an unsafe manner or in a manner that will cause damage to school facilities.
20. The use of profane language, the possession or use of intoxicating liquor, drugs, tobacco, quarreling or fighting, the carrying of weapons, betting or any form of gambling, are prohibited on school property. Violation of this rule by any organization during occupancy shall be sufficient cause for denying further use of school facilities.
21. 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.
22. No activity shall be conducted which constitutes a violation of any federal, state or local law.

FIRE & SAFETY

1. At no time shall there be more persons admitted to the auditoriums, theaters, or other rooms than the legal seating capacity will accommodate.
2. Flammable decorations, including stage scenery shall be fire resistant or flame proofed in accordance with the State Health and Safety Code.
3. No device, which produces flame, sparks, smoke or explosions shall be used in the auditoriums, theaters or other rooms.
4. No Smoking or other use of tobacco shall be permitted on the premises.
5. The user at all times during the use and occupancy of the premises shall comply with all ordinances, laws and regulations affecting the use and occupancy thereof, including all state and local fire, health, and safety laws, ordinance, and regulations. User agrees to enforce no smoking rules/laws.
6. 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.

BUILDINGS & GROUNDS

1. School property must be protected from damage and mistreatment, and ordinary precautions must be maintained. Should school property be damaged or abused beyond normal wear, such damage will be paid for by the organization involved, and shall be sufficient cause for cancellation of future use.
2. No person wearing street shoes of any type shall be permitted to walk on the gym floor when participating in basketball, volleyball, badminton, wrestling, and similar types of activities.
3. All groups are responsible to assure 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.
4. No structures may be erected or assembled on school premises nor may any electrical, mechanical, or other equipment be brought thereon unless authorized.
5. All lights must be turned off when leaving and all doors locked and secured.
6. No alterations or physical changes shall be permitted in or on any facility including building, playing fields, or equipment.
7. No decorations, scenery sets, or lighting are to be nailed to floors, walls, or ceiling. No preparations of any kind shall be used on school floors by groups using the buildings. Shoes with cleats or plates and rubber soles or heels which mar or mark the floor will not be permitted in school buildings.
8. School furniture or equipment shall not be moved or displaced.
9. No pesticides, herbicides or rodenticides of any type should be applied to, or used on district premises.
10. Playfields may not be used for practice or games following 24 hours after heavy rains.
11. Prohibited on school property: animals (with the exception of active service dogs), firearms, pellet guns, BB guns, sling shots, archery, discus, javelin, shot put, roller hockey, riding of tricycles, scooters, go-carts, motor scooters, bicycles and skateboards (except for riding to and from school), unauthorized automobiles, running of model and miniature cars or model planes and rockets, skating, horseback riding, and hitting of golf balls.
12. Groups or persons using school facilities and grounds shall be liable for any property damage caused by or arising out of the activity. The cost of repair or replacement shall be paid by the group or persons involved and they may be denied further use of school facilities. Additional clean up fees may be charged to return the facility and/or grounds to their original condition.