

USE OF SCHOOL FACILITIES

The extensive use of school building and grounds by community groups makes it imperative that definite rules, regulations and policies govern the use of these facilities. The California Education Code permits the Governing Board of a school district to grant the use of school buildings and grounds for public, literary, scientific, recreational, educational or public meetings, or the discussions of matters of general public interest. The use of school facilities must be in accordance with the provision of the Education Code, Sections 40040 to 40058. The use and occupancy of school property shall be primarily for public school purposes. Any authorized use or occupancy of the property for other than public school purposes shall be secondary and subordinate to this primary purpose.

1. APPLICATION FOR USE:

- A. Application for use of school facilities must be made in writing at the District Office. Requests shall be made no less than one week in advance of the date facilities are desired. In the event of cancellation, the applicant must notify the school 48 hours in advance to avoid paying full charges.
- B. Religious Use: Churches or religious organizations may be permitted to use school facilities to conduct religious services for temporary periods where such churches or religious organizations have no suitable meeting place for the conduct of such services in accordance with the law. (ED 40040)
- C. Use of school kitchens or other food service facilities must be arranged for through the District Office. Use of such facilities must be clearly stated on the application for use of facilities.
- D. Use of school facilities will not be permitted if it will interfere in any way with school activities.
- E. 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.
- F. No rehearsals or other pre-program use of school property will be permitted unless application therefore has been made and approved.

2. **SUPERVISION OF USE:** 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 or other district designee.

3. **CUSTODIAL SERVICES:** Custodial services to be furnished organizations using school facilities shall be limited to cleaning, heating, ventilating, and general supervision and care of school property. The District may require, at applicants expense, that a custodian be on duty at all times at the school when any facility is being used or as required. A REPRESENTATIVE OF THE ORGANIZATION SHOULD BE PRESENT AT THE SCHEDULED TIME FOR OPENING. SCHOOL PREMISES SHOULD BE VACATED PROMPTLY IN ACCORDANCE WITH THE TIME SCHEDULE INDICATED ON THE APPLICATION IN ORDER TO ALLOW THE CUSTODIAN TO PREPARE THEM FOR SCHOOL USE THE FOLLOWING DAY. PLEASE CONTACT THE CUSTODIAN WHEN YOU LEAVE.

4. **POLICING:** Organizations using the school property will be held responsible for the proper care and adequate policing of the building and grounds to insure the preservation of order and protection of life and property. **All designated exits and walkways shall be maintained free of all obstruction or impediments for full instant use in the event of a fire or emergency.**

5. **ALL TOBACCO PRODUCTS, ALCOHOLIC BEVERAGES AND DRUGS** are prohibited in all school/district buildings and on all school/district properties.

6. **DECORATIONS:** Plans for decorating must be approved in advance. All plans for decorations are subject to approval of the local fire department. Nails, tacks, scotch tape and other materials that damage walls and woodwork shall not be used in decorating school facilities.

7. **USE OF EQUIPMENT:** Other than furniture normally located in the room to be used, no equipment may be used unless listed in the approved application.

8. **CHANGES IN EQUIPMENT PROHIBITED:** Alterations in any physical part of this school plant including electrical equipment, stage curtains, or other equipment, will not be permitted without specific permission from the District Office.

9. **DAMAGE AND EXTRA CUSTODIAL SERVICE:** Groups or organizations using school facilities will be held financially responsible for any injury to or breakage of school property caused by the fault or neglect of anyone sharing in such use, and also for all extra cleaning or other custodial services which are the direct result of the property. It shall be the responsibility of the user to prevent unnecessary littering of floors, moving of furniture or equipment or any act, which will cause undue amount of custodial work after such use.

10. **CANCELLATION OF PERMITS BY SCHOOL DISTRICT:** Permits may be revoked without previous notice when conflicting dates result or when the need of the property for public school purposes has subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.

11. **SECURITY PERSONNEL:** Groups or organizations may be required to provide security personnel, if, in the opinion of the Superintendent or his designee, the type of use or the anticipated activity warrants security personnel.