

## District Procedures for Use of School Facilities

**Request for the use of a facility is completed by creating a Facilitron account and submitting online.**

- A. A representative for the requesting group completes the reservation request through Facilitron.
- B. A site administrator (for non-sports related activities) or the district athletic director (for sports related activities) will verify the calendar date, subject to review and approval by both the site principal and district administration. Fiscal Services will determine the classification of the requesting group.
- C. All events must have 50% of the total bill paid 30 days prior to the first use and in full 3 days prior to the first use. Failure to make full payment will result in a cancellation of the entire permit. For reoccurring Facility Use events throughout the fiscal year, the Fiscal Services Department may permit the Users upon request to pay weekly or monthly. The weekly or monthly invoice must be paid no later than two (2) business days prior to use.
- D. Non-profit organizations must submit proof of non-profit status in the form of a letter issued by the state where the organization filed recording documentation, or the confirmation letter issued by the Internal Revenue Service.
- E. All groups must meet insurance requirements described in items 11 and 13 of the "[Conditions for Use of Facility](#)". It is recommended for the user to attach a copy of their current insurance information with the endorsement to the District as Additional Insured. Doing so will allow the application to be processed in a more timely manner.
- F. Facility reservation is considered pending until all conditions of Application for Use of School Facilities have been met and approved.
- G. Facilitron will calculate *estimated* fees in accordance with the current fee schedule. This estimate will be used for a security deposit if applicable.
- H. Facilitron will email notification of *approved* application to the site and applicant. This will **constitute a use permit**. It is highly suggested that users contact the school site to confirm (5 days prior to the event) they are approved and scheduled for site usage and to discuss any set up requests that may be needed for the event.
- I. An event invoice will be generated on a monthly basis for any additional staff time incurred. Payment of invoiced amount is due thirty days from the date of the invoice.
- J. Cancellation of the event must be completed through Facilitron seventy-two (72) hours prior to an event. Failure to provide timely notice will result in forfeiture of any deposit for the canceled event.

## Conditions for Use of Facility

1. Registration and supervision of the facilities must be by a responsible adult (21 years of age or older).
2. Any activities, which involve the possession, consumption or sale of tobacco products, alcoholic beverages, or any restricted substance on school property are prohibited. Please see "[Prohibited Activities](#)" for additional restrictions.
3. Use is confined to the area(s) named in the approved application, with appropriate corridors and lavatory facilities. School Principals retain the right to move users to other similar spaces, if necessary. The District may exclude certain school facilities from non-school use for safety or security reasons.
4. No materials are to be taped, tacked, stapled, glued, or pinned to any surface unless designated for such purpose.
5. All users must provide their own supplies (i.e. easel, easel pad, marking pens, pencils, note paper, etc.).
6. Users may not bring live animals, other than guide dogs, into classrooms or other interior spaces.
7. The facility will be arranged to the user's specifications by District staff upon request in the Setup Instructions area of Facilitron. The user will leave the facility in the same arrangement and condition (chairs, tables, and white boards).
8. Custodial staff will make periodic inspections of indoor facilities and will be available to clean spillage of food and beverages as necessary. For outdoor facilities (except stadiums), custodial staff will arrive thirty minutes prior to the scheduled start of the event, will remain for one-half hour after the scheduled start of the event, and will return one-half hour prior to the scheduled end of the event to clean and restock the facility as necessary. For stadium use, custodial staff will arrive thirty minutes prior to the scheduled start of the event and will remain throughout the event to monitor the use of the facility, as well as to clean and restock the facility as necessary.
9. Neither the District nor its staff shall be responsible for any items left behind on school premises. Nor shall the District or its staff assume any responsibility for liability in connection with the services provided under this policy or the facilities use agreement.
10. If any group's activity results in the destruction of school property or personal injury, the group shall be responsible for such injury or damage and will be charged an amount necessary to repair the damages, and further use of facilities may be denied.
11. An application is considered pending until the Facilitron Application for Use of Facilities form is properly completed by user, approved by District and a permit obtained. The District will not approve the application until appropriate insurance has been provided, a security deposit paid when requested, and the application form is approved by all required site **and** district-level officials. Please note that the amount and type of required insurance coverage depends on the nature of the activity and the District retains the sole and exclusive right to determine the minimum amount of insurance required for any application. The District must be listed as an "Additional Insured Primary" over any other insurance or self-insurance in force.
12. Extended use to any one organization, for the conduct of religious services by any church or religious organization, which has no suitable meeting place for the conduct of the services, shall be for temporary periods, not to extend beyond the end of the fiscal year (June 30). The use may be renewed for a period not exceeding four (4) years.
13. Users of the District's facilities or property shall agree to indemnify and hold harmless the District from and against all claims, demands, suits, damages, or sums of money to any party asserted against the District for any damage, personal injury, loss of property or other claim arising out of the use of said facilities or property.

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## Prohibited Activities

1. Any use by any individual, society, group, or organization for the commission of any act intended to further any program or movement whose purpose is the overthrow of the government of the United States or of the state by force, violence or other unlawful means. (Education Code 38135)
2. Any use of school facilities or grounds, which is inconsistent with school purposes or interferes with the regular conduct of school or school work.
3. Commercial advertising.
4. Fundraising campaigns except as permitted by governing board policy or special action of the governing board.
5. Activities that are discriminatory in the legal sense.
6. Any activities which involve the possession, consumption or sale of tobacco products, alcoholic beverages or any restricted substance on school property.
7. Any activities that constitute a public nuisance, commission of a crime or any other act prohibited by law.
8. Any unreasonably dangerous activities.
9. Users or attendees shall not adjust, tamper with or disable any utility system or panel including, but not limited to, electrical, heating, water and alarm and sprinkler systems.

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